

# 9718 - Leistikow Park Outdoor Community/ Event Center

## Application Details

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<b>Funding Opportunity:</b>	7583-Outdoor Heritage Fund May 2021 - Round 18	<b>Initial Submit Date:</b>	Mar 30, 2021 2:59 PM
<b>Funding Opportunity Due Date:</b>	May 3, 2021 11:59 PM	<b>Initially Submitted By:</b>	William Dahl
<b>Program Area:</b>	Outdoor Heritage Fund	<b>Last Submit Date:</b>	Apr 21, 2021 1:46 PM
<b>Status:</b>	Under Review	<b>Last Submitted By:</b>	William Dahl
<b>Stage:</b>	Final Application		

## Contact Information

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### Primary Contact Information

**Active User\*:** Yes

**Type:** External User

**Name:** Salutation William Middle Name  
First Name  
Dahl  
Last Name

**Title:** Director

**Email\*:** bill@griftonparks.com

**Address\*:** 1024 Lawler Avenue  
  
Grafton Parks and Recreation  
  
Grafton North Dakota  
City State/Province  
58237  
Postal Code/Zip

**Phone\*:** 701-360-1554 Ext.  
Phone  
###-###-####

**Fax:** ###-###-####

**Comments:**

### Organization Information

**Status\*:** Approved

**Name\*:** Grafton Parks and Recreation

**Organization Type\*:** Municipal Government

**Tax Id:**

**Organization Website:** https://griftonparks.com

**Address\*:** 715 W. Fifth St.  
PO Box 122  
Grafton Parks and Recreation  
Grafton North Dakota  
City State/Province  
58237-\_\_\_\_  
Postal Code/Zip

**Phone\*:** 701-352-1842 Ext.  
###-###-####

**Fax:** 701-352-2731  
###-###-####

# Budget

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**Objective of Grant**

**Objective of Grant:**

Grafton Parks and Recreation would like to construct a 30' X 40' open wall Outdoor Community/Event Center located near the trail head in Leistikow Park. The location would be near the Grafton Community Orchard, Campground, and our Fall Event Area which hosts 3D Archery Shoots and Corn Maze Festival.

**Summary**

<b>Grant Request:</b>	\$28,386.00
<b>Matching Funds:</b>	\$9,462.00
<b>Total Project Costs:</b>	\$37,848.00
<b>You must have at least 25% match</b>	
<b>Percentage of Match:</b>	25.0%

## Project Expenses

Project Expense Description	OHF Match Share Request	Match Share (Cash)	Match		Other Project Sponsor's Share	Total Each Project Expense
			Share (In- Kind)	Match Share (Indirect)		
30' X 40' concrete slab	\$9,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00
30' X 40' X 9' Morton materials and labor	\$19,386.00	\$6,462.00	\$0.00	\$0.00	\$0.00	\$25,848.00
	<b>\$28,386.00</b>	<b>\$9,462.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37,848.00</b>

## Budget Narrative

### Budget Narrative:

All of the construction of the Outdoor Community/Event Center will be completed by the two contractors listed. Holand Construction will provide all the materials and labor to install a 4" concrete slab 30' X 40' (1200sq') this will include site prep up to 30 yards of gravel, tamping to grade, 1/2 inch re-rod 2 foot on center, outside perimeter will be thicker for better support (@6" X 12").

Morton Buildings Inc. will provide all the materials and labor to construct a 30'W X 40'L X 9'H open wall Outdoor Community/Event Center. The Center will have a metal roof with a 4/12 pitch and 10' truss spacing, 2" X 8" treated laminated columns set in readi-mix footings @ 5' deep, end side walls covered with "Y" braces.

## Bid Attachments

Description	File Name	Type	Size	Upload Date
Outdoor Community Event Center bids	Outdoor Community.Event.Center.bids.pdf	pdf	241 KB	04/20/2021 08:32 AM

## Match Funding

Match Amount	Funding Source	Match Type
\$9,462.00	Grafton Parks and Recreation General Fund	Cash
<b>\$9,462.00</b>		

## Description

### Directives

Major Directive*:	Directive D Choose One
Additional Directive:	Directive A Choose All That Apply
Type of Agency*:	Political Subdivision Choose One

## ***Abstract/Executive Summary***

### **Abstract/Executive Summary\*:**

Grafton Parks and Recreation's (GPR) proposed Outdoor Community/Event Center will be utilized by many groups throughout year. With the Center being situated near the Leistikow Park Trail Head it will provide many opportunities for our community. North Valley Career and Technology Center (NVCTC) has partnered with (GPR) and will be planting a Community Orchard in Leistikow Park this spring 2021. The fencing was installed around the one acre orchard in October 2020. This Center will be utilized as an outdoor classroom for instructors and students in the Agriculture Education program as they study and maintain the orchard. NDSU Extension Service holds a statewide 4H 3D shoot in July and Grafton's Northern Lites Archery Club (NLAC) holds annual 3D archery shoots in the Leistikow Park Trails every August. The archery shoot brings in archers from all over the region for a tune up shoot prior to the start of the archery hunting season. The Archery Club would use the Outdoor Event Center for registrations, prize drawings, concessions, etc... The (NLAC) is working on hosting a national 3D Archery Shoot in Grafton for the summer of 2022. Leistikow Park campground is located near the proposed location and would be utilized by many of our seasonal campers each year. Grafton Parks and Recreation has an annual Corn Maze Festival. The Outdoor Center would be located in the event area and would provide a safe structure in the case of severe weather. Currently tents are set up during the Festival for people to use for eating or from potential rain. These tents need to be taken down during strong winds and our project would eliminate that. Community members can reserve the Center for family gatherings. The total project cost is \$ 37,848 and Grafton Parks and Recreation is the sole financial sponsor for this project.

### ***Project Duration***

#### **Project Duration\*:**

If awarded the Outdoor Heritage Fund Grant for a Outdoor Community/Event Center, Grafton Parks would complete the construction in the summer of 2021. We anticipate construction to be completed by August so it could be utilized by NDSU Extension Service, Northern Lites Archery, North Valley Career and Technology Center, Leistikow Park Campground, Fall Corn Maze, and our community.

## **Narrative**

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### ***Narrative***

Briefly summarize your organization's history, mission, current programs and activities. Include an overview of your organizational structure, including board, staff and volunteer involvement.

#### **Organization Information\*:**



Grafton Parks and Recreation's Mission: To promote recreational and leisure opportunities for all individuals to enrich their quality of life. Grafton Parks offers many youth and adult programs they include gymnastics, figure skating, learn to skate hockey, soccer, baseball, softball, fastpitch, swimming lessons, golf lessons, tennis camps, and outdoor adventure camps. Grafton Parks and Recreation has 4 full time, 7 part time, and 35 seasonal and volunteer staff. Our full time staff is Bill Dahl (Director), Matt Opegard (Business Manager), Todd Janikowski (Facility Manager), and Landen Einarson (Recreation Manager). Our Park Board consists of 5 members Ryer Stark (President), Scott Hills (Vice President), Cory Burns (Board Member), Jessica Tanke (Board Member), Jon Jelinek (Board Member). Our part time, seasonal and volunteer staff work within our facilities/grounds and youth programs. The facilities include 5 city parks, basketball and tennis courts, baseball and softball fields, playgrounds, 1 indoor and 2 outdoor ice rinks, outdoor swimming pool, campground, dog park, 1.5 mile trail system, 18 hole disk golf, Historic Elmwood House, and a Fall Corn Maze Festival.

**Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program.**

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project.

Note: if your proposal provides funding to an individual, the names of the recipients must be reported to the Industrial Commission/Outdoor Heritage Fund. These names will be disclosed upon request.

If your project involves an extenuating circumstance to exempted activities please explain.

**Purpose of Grant\*:**

The Outdoor Community/Event Center would be part of an outdoor classroom for area students enrolled in North Valley Career and Technology Center's Agriculture Education Program. With the location near the Community Orchard and Leistikow Park Trail's, instructors can utilize this space for Botany and Horticulture classes. NDSU Extension Service holds a statewide 4H 3D archery shoot in the Leistikow Park Trails each year. They would be able to utilize the Event Center for registrations, maps, equipment checkout, and a rain retreat. Northern Lites Archery Club would also utilize the Center for their annual 3D tune up shoot. Having an Outdoor Community /Event Center will help attract national archery events to the Leistikow Park Trail System. In September and October this location becomes an event area for our Corn Maze festival. The Event Center would be utilized for eating, resting and a safe place to get out of severe weather. The Leistikow Park Trails are groomed each winter for cross country skiing and the Outdoor Community/Event Center could be used for putting on skis to enter the trails.

**Please list the counties that would be impacted by this project:**

**Counties\*:** Cavalier,Grand Forks,Pembina,Walsh

**Is This Project Part of a Comprehensive Conservation Plan?\*** Yes

**If Yes, Please Provide Copy of Plan:** State property comprehensive 10 year plan.pdf.2.pdf

**Does Your Project Involve an Extenuating Circumstance?\*** Yes

**Please Explain:**

In 2011 Grafton Park Board purchased 77.05 acres of land from North Dakota Department of Human Services. We presented the State with our 10 year plan for how we would utilize the property for the community. The plan has constantly evolved through the years to best fit the needs of our community. With our recent partnership with North Valley Career and Technology Center for a Community Orchard we see a need for adding a Outdoor Community/Event Center to our plan.

Provide a description of how you will manage and oversee the project to ensure it is carried out on schedule and in a manner that best ensures its objectives will be met. Include a brief background and work experience for those managing the project.

**Management of Project\*:**

Project would be managed by Bill Dahl (Director).

The Outdoor Community/Event Center will be constructed by two contractors. Holand Construction will supply all materials and labor to construct the concrete slab and Morton Buildings Inc. will supply all materials and labor to construct the open wall outdoor center.

I have managed and overseen all of Grafton Parks and Recreations projects since 2007. These projects include Chandler Field renovation, Schumacher Park ADA playground, 2012 Swimming Pool ADA renovations, Kiwanis Tot Lot Playground, Dog Park, Complex Restroom project, 8th Street Ball Field fencing, Campground expansions, Leistikow Park Trail System, Visitor Center and Office, Family Outdoor Ice Rink and Warming House, Centennial Center Lobby addition, Centennial Center Ice Plant update, and more.

Indicate how the project will be funded or sustained in future years. Include information on the sustainability of this project after OHF funds have been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

**Sustainability\*:**

Grafton Parks and Recreation's General Fund/Building Fund will provide all funds for sustaining the Outdoor Community/Event Center including all maintenance and repair.

Indicate how the project will be affected if less funding is available than that requested.

**Partial Funding\*:**

If partial funding awarded, project would take an additional year or two to complete.

If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? \* There must be signage at the location of the project acknowledging OHF funding when appropriate. If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be.

**Partnership Recognition\*:**

A press release would be issued to our local Newspaper, Radio, Chamber of Commerce, and social media accounts. A plaque would be attached to the Outdoor Community/Event Center recognizing our partnership with ND Outdoor Heritage Fund.

Do you have any supporting documents, such as maps or letters of support that you would like to provide? If so, please provide them in a single file.

**Supporting Documents\*:** Yes

**If Yes, Please Provide Copies in a Single File:** Supporting Documents.pdf.2.pdf

Awarding of Grants - Review the appropriate sample contract for your organization. Sample Contract

**Can You Meet All the Provisions of the Sample Contract?\***      Yes

If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be:

**Provisions Unable to Meet:**

## Tasks

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### **Tasks**

<b>Task</b>	<b>Start Date</b>	<b>Completion Date</b>
Project scheduled if OHF Grant awarded	07/05/2021	08/16/2021

### **Description of Tasks**

**Please Describe Tasks:**

Our project involves 2 contractors... Morton Buildings Inc for the construction of the 30' X 40' X 9' shelter and Holand Construction for the construction of a 30' X 40' X 4" concrete slab for the shelter. If we are awarded the OHF Grant for our Community/Event Shelter we would pay Morton Building Inc. the down payment and schedule the construction date for our project. Holand Construction would also be scheduled for the project.

## Deliverables

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### **Deliverables**

<b>Deliverable</b>	<b>Quantity</b>	<b>Unit of Measurement, if applicable</b>
Report progress every 30 days	4.000	

## Certification

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### **Certification**

**Certification:**      Yes

**Name:**      William      Dahl  
First Name Last Name

**Title:**      Dierctor  
Title

**Date:**      04/21/2021

### **Internal Application Number**

**#/ID:**      18-09



## Construction Proposal

Owner

Grafton Parks  
715 W 5th St  
  
Grafton, North Dakota 58237  
Work: 701-352-1842  
Other:  
bill@graftonparks.com

Deliver To

Grafton Parks  
715 W 5th St  
  
Grafton, North Dakota 58237  
Work: 701-352-1842  
Other:  
bill@graftonparks.com

Building Info

Style	Width	Height	Length	Truss Spacing	Roof Pitch	Lower Chord	Peak Height	Soffit Height
336	30'	9'	40'	10'	4/12	0/12	N/A	N/A

336 30'x9'x40' (#1) - Building Use: Suburban - Storage

Payment Terms

Total price is based on payments according to the payment schedule shown. Payments are subject to the Terms and Conditions,

Down Payment: **\$7,754.00**

Delivery Payment: **\$15,509.00**

Final Payment: **\$2,585.00**

Pricing is contingent upon delivery of material on or before September 14, 2021. (See Building Site Specifications, #2)

**Total: \$25,848.00**

Approximate delivery after June 14, 2021.

Down payment type: Check #

Customer Signature

**THIS ORDER CONSISTS OF BUILDING SPECIFICATION(S), BUILDING COLOR DEFINITION(S), SITE CONDITIONS, BUILDING SITE SPECIFICATIONS (06/10), TERMS AND CONDITIONS (10/16), CONSTRUCTION PLANNING WARNING (06/10), AND 620 FLUOROFLEX® LIMITED WARRANTY WHICH ARE ATTACHED AND INCORPORATED HEREIN**

By signature below, I certify that \_\_\_\_\_ hold(s) title to the  
(Print Property Owner's Name)

property upon which construction will be performed under this Order and has given permission for construction.

Signature of Grafton Parks

Signature Date



## Building #1 Specifications

Building Info	Style	Width	Height	Length	Truss Spacing	Roof Pitch	Lower Chord	Peak Height	Soffit Height
	336	30'	9'	40'	10'	4/12	0/12	N/A	N/A

336 30'x9'x40' (#1) - Building Use: Suburban - Storage

### Additional Information

- ROOF COLORS: EVERGREEN ROOF, RIDGECAP, FASCIA, GABLE
- (3) MEMBER 2"X8" TREATED LAMINATED COLUMNS SET IN READI-MIX FOOTINGS X 5' DEEP
- SIDE - END WALLS ARE OPEN, END SW COVERED WITH "Y" BRACES
- NOT INCLUDED: SITE PREPARATION OR CONCRETE FLOOR
- \*\*\* BUILDING IS TAX EXEMPT \*\*\*\*

Roof Hi-Rib Steel - Fluoroflex™ 1000

### Supplemental Terms and Conditions

Customer relieves Morton Buildings, Inc. from liability for snow infiltration which may occur under certain conditions including but not limited to high wind, snow level and building orientation.

Due to Customer Select limitations, Morton Buildings Inc. reserves the right to re-negotiate project cost if, after review, this building project requires additional structural upgrades that are not incorporated herein.

All interior rooms including tack/feed rooms, horse stalls and wash stalls called out in this contract are nominal size. Actual size may vary. If this project requires specific clearance dimensions in any interior room then those specifications must be added to the contract verbiage.

### Change Orders

This project, as sold, is subject to the following change order fees:

Project Phase	Fee
Order Review	\$0.00
Building Scheduled	\$500.00
Building Delivered: Without Additional Delivery	\$250.00
Building Delivered: Additional Delivery	\$1,000.00

(Current fees are subject to change, based on review and acceptance of this order at the Morton Buildings, Inc. corporate office)



## Building 336 30'x9'x40' (#1) Color Definition

Roof (4/12 PITCH)		OHD/Coil-Up Doors	
	Color		Color
HiRib Steel	Evergreen	Overhead Door Panel	White
RidgeCap	Evergreen		
Soffit	Evergreen		
Gable Trim (Roof)	Evergreen		
Gable Trim (Fascia)	Evergreen		
Ceiling	White		
Side & End Wall		Walk Doors	
	Color		Color
Corner Trim Above Wainscot	Evergreen	Special Walkdoor No Crossbuck	White
Interior Liner of Wall	White	Special Walkdoor with Crossbuck	White
		Special White Only Walkdoor No Crossbuck	White
Wainscot			
	Color		
Versetta	Plum Creek		
Versetta	Sterling		
Versetta	Terra Rosa		
Versetta	Graphite		
Versetta	Mission Point		
Versetta	Sand		
Windows			
	Color		
Self Flashing Windows	White **		
Partition Wall(s)			
	Color		
Left Partition Wall Siding	White		
Left Partition Gable	White		
Left Partition Wainscot	White		
Left Partition Transition Trim	White		
Left Partition Base Trim	White		
Right Partition Wall Siding	White		
Right Partition Gable	White		
Right Partition Wainscot	White		
Right Partition Transition Trim	White		
Right Partition Base Trim	White		

**\*\* Features not manufactured by Morton may have a color deviation from Morton painted steel colors.**

**Note: ALL features displayed above may not be included with this building project; see Building Specifications page(s) for features included on this project.**

This building will not be connected to another building and no other Morton building is on site.



## Site Work Responsibilities

Morton Buildings, Inc. has prepared Building Site Specifications with Diagrams and made them part of this agreement. The checklist below designates whether Morton (MBI) or Owner (O) is responsible to perform and pay for the services identified.

### Permit

(Owner) Building  
(Owner) Zoning  
(Owner) Road Access

### Site

(Owner) Site Survey  
(Owner) Site Engineering (plan, water, soil bearing)  
(Owner) Environmental Impact Study  
(Owner) Percolation Test  
(Owner) Private utility lines identified and marked  
(Owner) Site Preparation (Pre-Construction)  
(Owner) Purchase of (Pre-Construction) Fill Material  
(Owner) Obstruction Removal  
(Owner) Covering or Disconnection of Electrical Lines  
(Owner) Termite Pre-Treatment  
(Owner) Final/Finish Grading  
(Owner) Landscaping  
(Owner) Snow Removal  
(MBI) Dumpster/Trash Removal  
(MBI) Utility Line Marking/Digging Clearance

### Other

(MBI) None  
(Owner) None

### Concrete

(Owner) Poured Foundation/Wall (see scope of work)  
(Owner) Floor/Interior (Flatwork)  
(Owner) Concrete Flatwork Preparation  
(Owner) Door Approach/Exterior  
(Owner) Sidewalks

### Utilities

(Owner) Temporary Electrical Service  
(Owner) Permanent Electrical rough-in/hookup  
(Owner) Gas Service rough-in/hookup  
(Owner) Water Service rough-in/hookup  
(Owner) Sewer Service rough-in/hookup  
(Owner) Cable TV Service rough-in/hookup  
(Owner) Internet Service rough-in/hookup

### Applicable Inspections

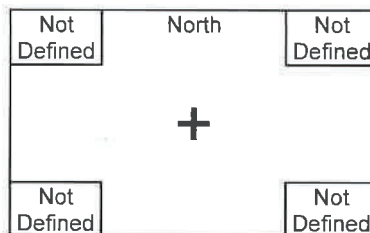
(Owner) Termite  
(Owner) Footing  
(Owner) Framing  
(Owner) Electrical Rough  
(Owner) Electrical Finish  
(Owner) Plumbing Rough  
(Owner) Plumbing Finish  
(Owner) HVAC/Mechanical Rough  
(Owner) HVAC/Mechanical Finish  
(Owner) Fire/Life Safety  
(Owner) Final  
(Owner) Certificate of Occupancy

## Site Conditions

The building site was inspected on 2/8/2021 by:

Attach a photograph of site taken on above date and describe site preparation which must take place before delivery of material:

Define Benchmark Location:



# Holand Construction

15067 68th ST NE  
Grafton ND 58237

Holand Construction  
Peter Holand  
Owner  
701-352-2809  
Cell# 701-520-1309

Estimate For : Grafton Park Board

Estimate Date:03/02/2021

Community events shelter

Date	Description of Estimate	Rate	Total
	4" slab for a events shelter 30' x 40' (1,200sq') Includes site prep up to 30 yards of gravel, tamping to grade if more is needed an extra will be added with approval, 1/2" re-rod 2' on center, outside perimeter will be thicker for better support (@6" x 12")	\$10.00/sq'	\$12,000.00
Total			\$12,000.00

Estimate valid for 30 days.

Estimate prepared by Peter Holand

☒ This is a quotation on the goods named, subject to the conditions noted below:

Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

Any cement related materials need to be paid in advance prior to start of job unless other arrangements have been made and agreed on by both parties.

To accept this quotation, sign here and return: \_\_\_\_\_

Date: \_\_\_\_\_



# **Summary**

## **2010 – 2020**

Grafton Park Board  
10 year Plan  
for development of  
77.05 acres purchased  
from North Dakota  
Department of  
Human Services

**July 2011:** Grafton Park Board purchases 77.05 acres from North Dakota Department of Human Services.

**2011 – 2012:** First project starts with a LWCF Grant for the construction of our City Dog Park.





**2012 – 2014:** After securing a RTP Grant and ND Department of Commerce Tourism Infrastructure Grant the second phase of our 10 year plan begins...

Campground 15 site expansion, Cabins, Visitor Center, and Trails for Hiking/Cross Country Ski





**October 2012:** New bridge installed along southwest trail system part of the RTP Grant project.



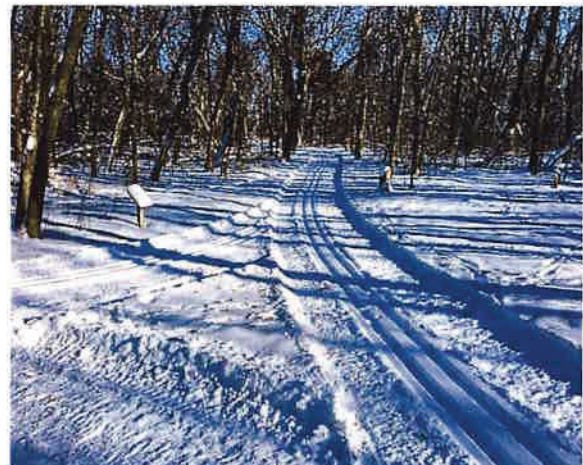
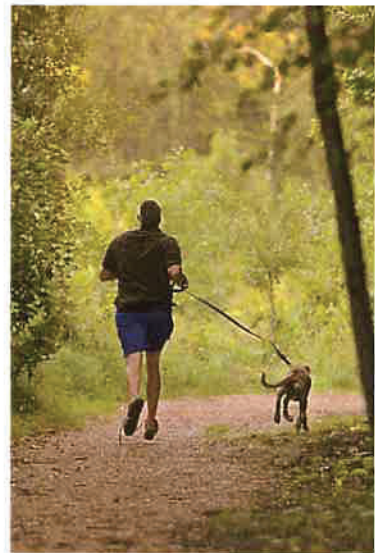
**August 2013:** Repair on old trail bridge.





**September 2013:** Grafton Parks receives an extension to complete RTP Trails Grant due to flooding 2013.

**September 2014:** Leistikow Park Trails completed.





Hand-drawn floor plan of the first floor of the 'Kiln House' at 1000 1/2 West 11th St. The plan shows a large central hall with a fireplace on the left and a large window on the right. To the left of the hall is a kitchen area with a sink, stove, and refrigerator. To the right of the hall is a bedroom with a bed and a bathroom. A small porch is at the front entrance. The plan is labeled with room names and dimensions. A scale bar indicates 1/4 inch = 1 foot. A north arrow is in the bottom left corner.



- **June 2015:** Visitor Center opens to public.
- **May 2016:** Office completed GPR moves out of City Hall.
- **August 2017:** Warming House completed, Family Outdoor Ice Rink opens winter 2017/2018.



**July 2015:** Grafton Parks adds another 9 holes to compete 18 hole Disk Golf Course.





**February 2018:** Plans begin on Fall Corn Maze Festival.

**September 2018:** Grafton Corn Maze opens!





**August 2018:** North and west site expansion presented to Park Board. North expansion would add 5 additional full hookup sites.



West site expansion would add 5 additional full hookup sites south of the cabins. (Picture shows completed sites)



**August 2019:** North and West site expansions completed.



**March 2019:** North Valley Career and Technology Center inquires if Grafton Park Board would partner and lease property for a Community Orchard for Grafton.



**March 2020:** Grafton Park Board signs 15 year lease with Grafton FFA Chapter (North Valley Career and Technology Center).

**August 2019:** LSTC inquires if Grafton Park Board is interested in acquiring bowl property south of Leistikow Park.



Transfer of property to Grafton Park Board is included in HB 1012 for the 2021 North Dakota 67<sup>th</sup> Legislative Assembly.

Our 10 year plan has constantly evolved as we look at adding more property and opportunities to Leistikow Park.



February 3, 2011

## **HB 1337**

### **Introduced by:**

Representatives Kingsbury, Kilchowski  
Senator Miller

Grafton Parks and Recreation:  
Park Board President: Kerry Demars  
Director: Bill Dahl

\*Our mission is promote recreational and leisure opportunities for all individuals to enrich their quality of life.

Our facilities include:

- Leistikow Park: (largest park in the City of Grafton). Amenities include Playground, Campground, Disk Golf, Public Swimming Pool, Shelters (4), Basketball & Tennis Courts, Canoeing, Boy and Girl Scout Cabins, plus many flower beds. City bike path runs in front of the park.
- Schumacher Park: includes Playground, Outdoor Ice Rink, Warming House
- Pumpkin Park: includes Playground, Tennis & Basketball Court
- Westview: Includes Tennis Courts
- Chase Skate Park: Outdoor Skate and Bike Park
- Chandler Field: Includes Pee Wee Ball Diamond and Babe Ruth Ball Diamond
- South Complex: (2) Softball Fields, Concessions and Restroom
- 8<sup>th</sup> Street Diamond: Rookie Field
- Elmwood Historical House
- Centennial Center and Winter Sports Arena: (2) Indoor Ice Facilities managed by Parks and Rec. under a Joint Powers Agreement with the City of Grafton
- Grafton Armory: Managed by Parks and Rec. under a Joint Powers Agreement with the City of Grafton

### **Purpose for Land:**

The sale of this land to Grafton Parks and Recreation would benefit the community of Grafton in many ways. It would provide some great opportunities for growth and development of new programs currently not offered in our community. Some of our proposed projects for this property include:

- The development of Cross Country Ski and Hiking Trails in the approximately 38 acres of wooded area along the Park River (see attached maps)

- Rest areas developed along trails
- Warming House/Ski Rental developed in one of the buildings
- Primitive Campsites developed along the river
- The construction of a City Dog Park located in the green space north west of the Campground
- Relocate North Ball Field to this site ( 8<sup>th</sup> St. Diamond) due to parking problems and no space to grow
- Expand Disk Golf (currently 9 holes) add additional 9 holes along this property
- Working with the Grafton Chamber to develop Fall Festival (Corn Maze in the tillable acreage)
- Allows for future expansion of our Campground Facility
- Property adjacent to City's largest Park

### **Summary:**

We currently have two of these projects in the works... Grafton Parks and Recreation has received a \$ 30,000.00 matching grant from LWCF (Land Water Conservation Fund) and \$ 1000.00 from MDU Resources Foundation for the construction of a City Dog Park. We are working together with the LEAD and FBLA groups to find ways to help fund the local share of the project.

Location of a City Dog Park has been our biggest hurdle. In all the surveys...everyone favors a Dog Park...but, "not in their neighborhood." The land northwest of the campground is the best fit. This property doesn't border any neighborhoods, allows for ample parking, and access to water and power.

Second...We have purchased a Cross Country Ski trail groomer. Our plan is to start grooming trails throughout Leistikow Park and through some of the existing trails in the wooded area along the river. By acquiring this property allows us to pursue grants available through ND Parks and Recreation Department, Recreational Trail Program (RTP). We cannot apply for grants to be use for property we do not own.

As rural communities continue to struggle, we need to be proactive in offering new programs and amenities to help attract new people to our City.

Sixty-second  
Legislative Assembly  
of North Dakota

**HOUSE BILL NO. 1337**

Introduced by

Representatives Kingsbury, Kilichowski

Senator Miller

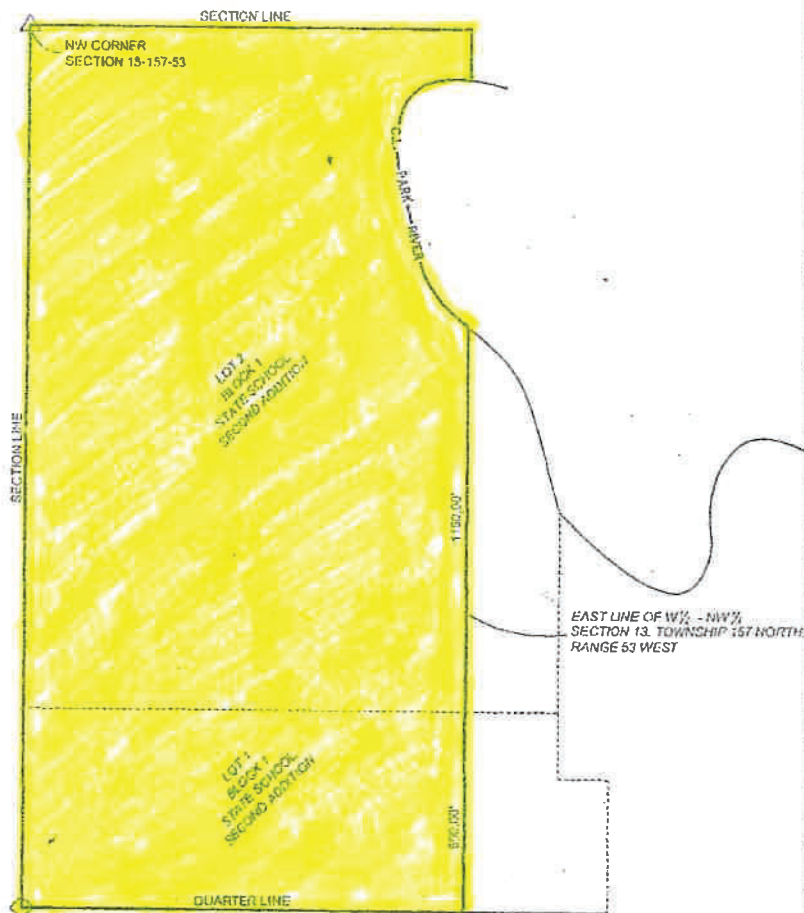
1 A BILL for an Act to authorize the department of human services to convey certain land in Walsh  
2 County, North Dakota.

3 **BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

4 **SECTION 1. TRANSFER OF LAND AUTHORIZED.** The state of North Dakota by and  
5 through the department of human services may convey the land described in this section to the  
6 Grafton park board, for the price and on the terms as determined by the department of human  
7 services. Sections 54-01-05.2 and 54-01-05.5 do not apply to the transfer authorized by this  
8 Act. The land to be conveyed is a part of the grounds of the developmental center at westwood  
9 park, Grafton, described generally as follows:

10 A parcel of land approximately 77.05 acres, more or less, located within the west ½ of  
11 the west ½ of the northwest ¼ of section 13, township 157 north, range 53 west.

**LOT #1 & LOT #2  
BLOCK 1 STATE SCHOOL 2ND ADDITION  
CITY OF GRAFTON, NORTH DAKOTA.**



SCALE: ONE INCH = 400 FEET  
BASIS OF BEARING: ASSUMED



- △ SECTION CORNER
- ◇ QUARTER CORNER
- IRON PIN

**DESCRIBED AS FOLLOWS:**

Legal Description

*State of North Dakota to Grafton Park District*

All that part of Lot 1 & Lot 2, Block One, State School Second Addition to the City of Grafton, N.D., lying West of the Centerline of the Park River, and West of the East line of the West 1/2 of the Northwest 1/4 of Section 13, Twp. 157 N., Rge 53 W., 5<sup>th</sup> P.M.

Said tract of land contains 77.05 acres, more or less.

SURVEYOR'S CERTIFICATION

I hereby certify that this Legal Description was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of North Dakota.

*Dennis J. Markusen*  
Date: 12-7-2010

Registration Number 1194



Kadrigas  
Lee &  
Jackson  
Land Surveyors  
(Bismarck)

**EXHIBIT**

**A**

Grafton Park Board Meeting  
Date: Wednesday, February 9, 2011  
Time: 5:15pm  
Where: 2<sup>nd</sup> floor City Hall

**AGENDA:**

1. Call to order:
  - a. Board: Kerry Demars, Scott Hills, Brad Burianek, Judy Evens and Cory Burns
  - b. Press: Walsh County Record- Mike S. / KXPO- Scott K.
  - c. Employees: Bill Dahl, Tanna Aasand and Dean Feltman
2. Additions / Deletions: (To be covered under New Business)
3. Approval of Minutes: 1<sup>st</sup> Cory Burns/ 2<sup>nd</sup> Judy Evens
  - a. January 12<sup>th</sup>, Board Meeting
  - b. January 24<sup>th</sup>, Parks Committee Meeting
4. Authorization of Expenditures: 1<sup>st</sup> Judy Evens/ 2<sup>nd</sup> Scott Hills
  - a. Updated list provided at meeting
  - b. Questioned: Camp Expenses (survey by Kadrmas), Propane tank charges (leak in tank, will be getting reimbursed).
  - c. Brad told Tanna about fuel tax for diesel that we can get reimbursed for- so Tanna will check into that for diesel purchased from Schumacher and Simonsons.
5. Treasurer's Report:
  - a. Received a matching grant of \$30,000 from Land & Water Conservation Fund to be used towards a Dog Park—will have to figure out how to come up with the matching funds
6. New Business: (see additions/deletions)
  - a. State Land: Results of HB1337. Bill and Kerry attended the session held in Bismarck and it was a unanimous House vote to give/sell the State land to Parks and Rec. An emergency amendment was also attached to bill to "fast track" it so we can continue w/ our plans for the land and hopefully have it signed over to us by July 1<sup>st</sup>. Bill has yet to go to Senate and then for governor to sign off on. Purchase price was \$100/acre and we will make arrangements to continue w/ the farming land rental agreement in place already.
7. Committee Reports:
  - a. Parks Committee, January 24<sup>th</sup>, 2011 (leasing equipment)
    - i. Motion made that we lease a Utility Vehicle from Hansons and one from Hills for 250 hours @ a cost of \$400 each for the summer of 2011. 1<sup>st</sup> Brad Burianek/ 2<sup>nd</sup> Judy Evens
8. Facilities/ Activities Report
  - a. Activities: Acro I will perform at championship game of District Girls Tourney in Park River (had to cancel performance in Grafton for Boys Districts due to issues w/ parents)
    - i. Discussed the issues that arose at last game w/ parents not wanting to pay, discussed direction of program and finding experienced instructors for next year, possibly from Grand Forks
  - b. Armory
  - c. Arenas:
    - i. Next Tuesday, Martin Mechanical will be doing a site visit on the new heating equipment.
    - ii. A new door is needed and we were quoted \$2000 from Pastorek (motion to have Pastorek's to purchase and install door- 1<sup>st</sup> Scott Hills/ 2<sup>nd</sup> Brad Burianek).
  - d. Parks:
    - i. Bill has joined Kwansis and Kwansis would like to sponsor a project (possibly ongoing)--- we would like to start a "Tot Lot" in the Leistikow Playground for kids ages 2-5 years old and Kwansis will be contributing \$2000 towards the project to get it started.



Grafton Park Board Meeting  
Date: Wednesday, March 9, 2011  
Time: Noon (Time changed)  
Where: 2<sup>nd</sup> floor City Hall

**AGENDA:**

1. Call to order:
  - a. Board Members: Kerry Demars, Brad Burianek, Scott Hills, Cory Burns and Judy Evens
  - b. Employees: Tanna Aasand and Dean Feltman
  - c. Press: Walsh County Record
  - d. Absent: Bill Dahl (in Bismarck- work related)
2. Additions / Deletions: (To be covered under New Business)
3. Approval of Minutes: 1<sup>st</sup> Judy Evens / 2<sup>nd</sup> Cory Burns
  - a. February 9<sup>th</sup>, Board Meeting
  - b. February 28<sup>th</sup>, Arena Committee Meeting
4. Authorization of Expenditures: 1<sup>st</sup> Brad Burianek / 2<sup>nd</sup> Judy Evens
  - a. Updated list provided at meeting
    - i. Questioned why water is high at winter sports than CC.
5. Treasurer's Report: nothing
6. New Business: (see additions/deletions)
  - a. State Land: HB1337. This is set to go in front of Senate on Wednesday, March 9<sup>th</sup>.
    - i. Kerry provided update that Bill attended this reading and it passed 100%, now we should find out next week as to when the governor will sign off on it.
7. Committee Reports:
  - a. Arena Committee, February 28<sup>th</sup>, 2011 (centennial center roof)
    - i. See minutes from meeting.... Another meeting has been scheduled for March 1<sup>st</sup> at noon at the Centennial Center
    - ii. At this point, we need to wait for Insurance Adjuster to come back with some final figures. Will then present it to Ways and Means again (presented initially on March 7<sup>th</sup>), and will go from there as to what option the City wants to take (as they own the building)
8. Facilities/ Activities Report
  - a. Activities:
    - i. Acro is now done- survey was sent out and a link with the survey results was sent to all board members and parents.
      1. Will talk w/ Ann Kohler about running program and also contact GF Acro again about helping us throughout the year.
    - ii. Skating Show- March 26<sup>th</sup> (Saturday), 7pm and March 27<sup>th</sup> (Sunday) at 2pm... Skating Through the Decades is the theme
  - b. Armory:
    - i. Circus and Spoiler Shootout are scheduled the first 2 weeks in April and off season bb rentals
  - c. Arenas:
    - i. Winter Sports- compressor is shut off and arena has been shut down for season
    - ii. CC: getting estimates on fixing building.
    - iii. Outdoor is still up and running
  - d. Parks:
    - i. Need to get displays out before flood



Grafton Park Board Meeting  
Date: Wednesday, April 13th  
Time: 5:15pm  
Where: 2<sup>nd</sup> floor City Hall

**AGENDA:**

1. Call to order:
  - a. Board Members: Kerry Demars, Judy Evens, Brad Burianek and Cory Burns
    - i. Absent: Scott Hills
  - b. Employees: Bill Dahl, Tanna Aasand and Dean Feltman
  - c. Press: Mike from Walsh County Record
2. Additions / Deletions: (To be covered under New Business)
3. Approval of Minutes:
  - a. March 9<sup>th</sup> – Board Meeting: 1<sup>st</sup>: Cory Burns 2<sup>nd</sup>: Judy Evens
4. Authorization of Expenditures:
  - a. Updated list provided at meeting 1<sup>st</sup>: Judy Evens/ 2<sup>nd</sup>: Brad Burianek
    - i. No credit from Ferrel gas til they fix the issue
    - ii. Complex building electric bill is high due to electric heat. Possibly tap into propane to heat
    - iii. Kutz bill was for fan at Winter Sports
5. Treasurer's Report:
  - a. Received our Health Care Reimbursement Credit that I filed for: \$6419.38
  - b. Closed out FEMA 2009- waiting for final 3% reimbursement- approximately \$500.00
  - c. NDIRF benefit check received \$2046.00
  - d. Met with Barbara from State Fire and Tornado- all is OK, but need to inventory personal property
  - e. Met with FBLA- their Dog Park project is moving ahead and they'd like us to attend the Econ Dev Comm mtg on Wed, April 20<sup>th</sup> at 7am to show our support for it
    - i. Discussed that FBLA and Parks and Rec is having a tough time getting on the agenda for this meeting but FBLA students and advisor, along with Parks and Rec is going to show up anyways.
    - ii. FBLA would like to continue finding funding to support their Dog Park Project
    - iii. Parks and Rec has already secured a \$30,000 matching grant from LWCF and has also agreed to provide/give the land and do the maintenance.
6. New Business: (see additions/deletions)
7. Committee Reports: None
8. Facilities/ Activities Report
  - a. Activities:
    - i. Planning upcoming spring/summer season—preliminary brochure is included to review
      1. Any changes you'd like to see made to the brochure- no comments
      2. Still need coaches for Tball/Rookies and Umpires for Rookies/PeeWees/Baberuth
    - ii. Skating show profits up from last year approx \$200- show was moved back to accommodate hockey Raffle.... Considering having skating show in Feb next year as season gets too long
  - b. Armory:
    - i. Circus and Spoiler Shootout are scheduled the first 2 weeks in April and off season bb rentals
    - ii. Gym rentals for March/April very good
  - c. Arenas:
    - i. CC: Pastorek has measured lobby roof and getting quotes based on codes- will have quotes in about 2 weeks (Listen to tape for more exact details)

Handwritten initials in blue ink, possibly "AB", located in the bottom right corner of the page.

Grafton Park Board Meeting

Date: October 12<sup>th</sup>, 2011

Time: 5:15pm

Where: 2<sup>nd</sup> floor City Hall



Grafton  
Parks  
& Recreation

#### AGENDA:

1. Call to order:
  - a. Board: Kerry Demars, Scott Hills and Judy Evens. Brad Burianek arrived late (phone ahead to notify us)
  - b. Staff: Bill Dahl, Tanna Aasand and Dean Feltman
  - c. Absent: Cory Burns
  - d. Press: Scott- KXPO
2. Additions / Deletions: (To be covered under New Business)
  - a. Bill: Joint Powers
  - b. Kerry: Fire Dept
3. Approval of Minutes:
  - a. September 14<sup>th</sup>: Board Meeting 1<sup>st</sup> Judy Evens / 2<sup>nd</sup> Scott Hills
  - b. September 30<sup>th</sup>: Final Budget Reading/ Parks Committee 1<sup>st</sup> Judy Evens/ 2<sup>nd</sup> Scott Hills
4. Authorization of Expenditures:
  - a. Updated list provided at meeting
  - b. Bill added in Midwest Playscapes for \$7500.00 for down payment on Tot Lot playground equipment for Leistikow Park for next year
    - i. Kwansis donated \$6000 towards the \$7500 payment- THANK YOU KWANSIS
5. Treasurer's Report:
  - a. 2012 Budget was finalized on Sept 30<sup>th</sup> and a copy has been taken to the Court House for filing.
  - b. Otto Bremer interview went good- with regards to the pool grant. We should hear approx the 3<sup>rd</sup> week in November if we were awarded any funds.
6. New Business: (see additions/deletions)
  - a. Title II: Tanna and Bill should audit all facilities before winter and make a list to prioritize to become compliant within 3 years--- will start this winter
  - b. Joint Powers (Bill)- Chris Lipsch contacted Bill about a meeting with the "Joint Powers Committee" (appointed by Mayor) to meet with Parks and Rec in regards to Joint Powers agreement.
    - i. City is looking to discuss option of reducing our joint powers payment.
    - ii. Kerry appointed the following to the Park Board Joint Powers Committee: Judy Evens, Brad Burianek and Scott Hills
    - iii. Scott asked that we get thru the start of beet season and then meet- possibly week to two weeks out.
  - c. Fire Dept (Kerry)- Kerry was approached by Fire Dept asking if they could use Centennial Center in April for a "smoker". Fire Dept was take care of everything- including all cleaning.
    - i. Board agreed to allow Fire Dept to use arena, sound system, lobby and restrooms at no charge- but would like Fire Dept to commit to a few hours in the park next summer for kids to come and look at fire trucks and talk to firemen.
7. Committee Reports: Sept 30<sup>th</sup> Final Budget and Parks Committee
8. Facilities/ Activities Report
  - a. Activities:
    - i. Hockey Camp to start Oct 10<sup>th</sup>- as of 10/05- 57 kids registered/ updated to 89 kids!
    - ii. Acro starts Oct 27<sup>th</sup>--- registrations are coming in!
    - iii. Figure Skating starts approx Nov 8<sup>th</sup> (depending on ice at Winter Sports)
  - b. Armory:
    - i. Have setup a "check in" list by the computers to determine their usage. Need to determine it's feasible to spend \$600 yr on internet services if going unused.

1. Will monitor another month, but currently services aren't being used for a lot of internet usage- just card playing. Judy suggested calling Midco to ask for discount since it's for the seniors.
  - ii. Auction scheduled for Nov 12<sup>th</sup>- Gym will be closed off to everybody (including walkers) for Wed Nov 9<sup>th</sup> at 10am thru Saturday, Nov 12<sup>th</sup>.
  - c. Arenas:
    - i. Centennial Center:
      1. Claim for lobby roof was closed out--- our damages didn't exceed our \$1000 deductible.
      2. Signs in the ICE look AWESOME! Lots of comments.
    - ii. Winter Sports:
      1. Ice will be put in by Cimco approx late Oct/early Nov---
  - d. Parks:
    - i. Tanna has taken pic's of the trail area in hopes to secure funding for a Trail Grant when the grant opens up.
      1. Discussion of using Paint Shop for "warming house" instead of moving Girl Scout Cabin due to cabin would be flooded out each year and paint shop has restrooms. Will follow up loate
    - ii. Kwansis donated \$6000 to the Tot Lot Playground to go into Leistikow park next spring.
    - iii. Trees have been cleaned up from storm and stumps removed
    - iv. Vandalism at Schmacher Park hasn't been followed up by Police yet--- Bill will talk to again. We reported name of the kids to police 10 days ago- so will encourage police to follow up asap.
    - v. All buildings have been shingled that were budgeted for
    - vi. Tennis Court fencing is \$1500 to repair from storm- filed w/ insurance. Will need to fix
  - e. Pool: Closed-
    - i. See Otto Bremer Grant recap under Treasurer's Report
    - ii. Will begin winterizing when weather cools
  - f. Campground:
    - i. Expecting approx \$4000-\$5000 add income after campground closes and all businesses are build out for their stay (including Express Personnel)
    - ii. Dirt--- would still like to get dirt into campground for the flower beds yet this year. Bill will contact a few farmers.
  - g. Athletic Fields:
    - i. Work has begun on dugouts at Complex
  - h. Elmwood:
    - i. Spaghetti Supper is NOV 8<sup>th</sup>! Election Night--- come hungry! Take outs available.
  - i. State School Property:
    - i. Curb stop is being put in at paint shop to allow us to winterize and turn off water. Approx cost will be \$2000.
    - ii. Shane Flanders signed rental agreement and some interest in other buildings.
9. Personnel / Staff Reports: None
10. Old Business/ Correspondence:
- a. Update on replat of Westview and sale of lots
    - i. Bill is working w/ Kadrmas- but playing phone tag right now- both are busy.
  - b. Has Shane Flanders signed lease for rental of State Building?
    - i. Yes- signed and paid from Oct 1, 2011- Sept 30, 2012
  - c. Earl's Haven Shelter Update
    - i. Last storm damaged it more- it's been ruled completely totaled. Filled insurance and waiting to hear from Insurance Company.
  - d. Truck Bid
    - i. Didn't bid on last truck- looking for others.

11. Adjournment: 1<sup>st</sup> Brad Burianek / 2<sup>nd</sup> Judy Evens



# Grafton Park Board Meeting- **UPDATED!**

Date: April 11<sup>th</sup>, 2012

Time: 5:15pm

Where: City Hall- Board Room



## **AGENDA:**

1. Call to order:
  - a. Board Members: Kerry Demars, Judy Evens, Scott Hills, Brad Burianek and Cory Burns
  - b. Staff: Bill Dahl and Dean Feltman (Absent- Tanna Aasand)
  - c. Press: Mike- The Record/ KXPO- not present
2. Additions / Deletions: (To be covered under New Business)
  - a. Review of Sick/Vacation/ Hours Worked
    - i. Tanna- Bill- Dean are Exempt employees- so there hours worked will always show 1 hour- as the pay is the same every time.
      1. Vacation and sick hours for exempt employees are accurate as the hours reported on the report.
    - ii. Non-exempt employees will show the accurate hours worked, as hours fluctuate per pay period and so do hours
    - iii. Cory would like time sheets in every packet. (wastes a lot of paper to include this in every packet, so will provide at meeting)
  - b. Westview property- discussing below
3. Approval of Minutes:
  - a. 1st Judy Evens/ 2nd Scott Hills
    - i. March 14, 2012- Board Meeting
    - ii. April 5, 2012- Parks (Dog Park/ Westview Land Offer)
4. Authorization of Expenditures:
  - a. Updated list provided at meeting
    - i. 1st Cory Burns / 2nd Brad Burianek
    - ii. Also approved MDU bills - total \$1041.90
5. Treasurer's Report:
  - a. Bid Openings:
    - i. 8<sup>th</sup> Street property:
      1. 1st Judy Evens/ 2nd Cory Burns--- accept bid and \$100 security deposit
      2. Grafton Lutheran Church- awarded bid of \$6250 and paying 1/2 of surveying costs.
        - a. Tanna has taken info to attorney, Nick Hall, to draw up new deed and will then file w/ the courts. Once deed is filled, Noel Moe of the GLC Cemetery Board will write us a check.
        - b. Stipulation with motion is: GLChurch does not have to move the fence until they are ready (few years)--- Parks will maintain until the fence is moved
    - ii. Pool Concrete: Dub Construction AWARDED Bid for 5500 ft of concrete work around pool
      1. 1st Brad Burianek/ 2<sup>nd</sup> Scott Hills & Cory Burns (tape was unclear)
        - a. After much discussion, we'd like to keep it as local as possible, but the price difference is too big to ignore and Dub does a lot of work in town
      2. Pastorek: \$51,000
      3. Dub Construction \$42,995: possibly can start early also.
        - a. Originally allocated \$55K in the grant, so will ask Dub to also do the flooring in the office
    - iii. Pool Bathrooms- Kutz & O'Brien AWARDED Bid
      1. 1<sup>st</sup> Cory Burns/ 2<sup>nd</sup> Scott Hills
      2. Kutz & O'Brien- honoring the bid of \$13,563 that he quoted on 08/09/11 when we submitted a grant (exact \$ wasn't available at meeting, but Tanna looked it up and included with the minutes- Bill also did find later in meeting and stated amount)
        - a. Noted that Kutz still submitted a bid during the open time frame referring to the initial bid he made in August

- iv. Earl's Haven Concrete: Pastorek AWARDED Bid. 6 inch slab 10x12 edge
    1. 1<sup>st</sup>: Scott Hills/ Brad Burianek
    2. Pastorek \$7200
    3. Dub Construction \$8400
      - a. Dub was incorrect in the square footage in his bid, but Bill Dahl contacted Gary Dub during the meeting and confirmed that the \$8400 bid still stood – Gary stated that the square footage was incorrect, but \$ amt was correct.
  - b. Trail Grant: Made it to next round- site visit is coming in May.
6. New Business: (see additions/deletions)
- a. Measure 2:
    - i. Informational meeting on April 9<sup>th</sup> at Grafton High School
      1. Kerry sat on panel (Bill & Cory also attended).
      2. Connie from state was there- public turnout was minimal- approx 30-35 people, but all govt employees, only handful from general public.
      3. Advertising will be starting soon, pushing information.
  - b. Westview Project:
    - i. Initial bid of \$35K for all lots was rejected and counter offer (Mtg on 04/05) was discussed that all lots sell for \$60K and we'd pay realtor \$5k- netting \$55K. Bidder was given to end of April (April 30<sup>th</sup>) for deadline
      1. Bidder did counter offer at 40K, Bill told Mark Tweten our final offer was already given and reminded him of end of month deadline.
    - ii. Other discussion: confirmed that tennis courts are not being sold. Parks has been mowing for 10 years- approx cost of \$18,000 in maintenance. Buyer will also receive a \$6000 tax break for each lot as well.
    - iii. Tabled until end of month with offer to buy entire property. If that falls through, we will be back to selling individual lots.
  - c. Dog Park:
    - i. Flagged the area. Posts to start going in shortly. Looking for gate designs, etc at this time.
    - ii. Shade Trees? Yes, we shade
    - iii. Fundraiser? None planned, but will check with Kayla
      1. Tanna is having Kayla research purchasing a "PAW" for your dog to be placed near the entrance sign--- somewhat like the Pucks at the arenas.
  - d. Board Member Elections:
    - i. Judy is not running, Kerry is undecided. Deadline is Friday, April 13<sup>th</sup> at 4pm.
7. Committee Reports:
- a. Parks Committee- regarding Westview Land Offer and Dog Park location--- notes were approved above.
8. Facilities/ Activities Report
- a. Activities:
    - i. Summer Activities are in the planning phase. Hoping to have a couple more exciting things planned this summer. Want to get brochures out by week of April 23<sup>rd</sup>.
      - a. Brochures will be coming out by mid-April
      - b. Need coaches for Girls Fastpitch and Traveling Rookies
    - ii. Figure Skating Show: Made \$2300 gate fee. In past years: 2011 was \$3000/ 2010 was \$2180... Feel that this year was a success combining with Park River and Girls State BB weekend a lot of people were gone.
      1. Thank you was sent from Park River thanking us for the great welcome they received and the Park River people were very pleased with everything!
  - b. Armory:
    - i. Inflatable Fun Day: March 31<sup>st</sup> was successful- lots of great compliments from people, would like to see done again.
      1. Lost money, but it was a 70 degree day. Kids were approx 200. Games cost \$2650. Would like to have again, get businesses to pre-buy tickets to give away. Price was \$10/ kid from Noon-5pm. Plus we had to pay the 6 people to monitor each station.
      2. Budget for next year. Stick to late March and possibly do the water one in the summer.

## Grafton Park Board Meeting-

Date: May 9<sup>th</sup>, 2012

Time: 5:15pm

**Where: ARMORY- SENIOR ROOM- NEW LOCATION!**

# Minutes



Grafton  
Parks  
& Recreation

### AGENDA:

1. Call to order:
  - a.
2. Additions / Deletions: (To be covered under New Business)
  - a.
3. Approval of Minutes:
  - a. April 11<sup>th</sup>, 2012
4. Authorization of Expenditures:
  - a. Updated list provided at meeting
5. Treasurer's Report:
  - a. Trail Grant: Jessica Riepel came for a site visit on Wed, May 2<sup>nd</sup> and met with Tanna/Bill—questions regarding trail, tour of parks, etc... sounds like we will get some money, but they are unsure how much can be allotted towards the Welcome / Warming House Center (paint shop) as it only indirectly deals with Trail... Should find out end of May.
  - b. Westview Property:
    - i. No offer was received before May 1<sup>st</sup>, so we're back to selling individual lots.
  - c. 8<sup>th</sup> Street Property:
    - i. Quit Deed is drawn up and in the process of being filed. Grafton Lutheran Cemetery has paid us in full (\$6925). Will deliver the Quit Claim Deed to them(GLC) once I receive it.
  - d. Grant Update:
    - i. Pool- Otto Bremer:
      1. 12 lounge chairs: \$1900 / 2 Lifeguard Chairs \$1644/ 3 slides \$8218/ Partitions for bathrooms \$7962/ Handicap Lift \$4003/ other expenses\$840= Total \$24,567.00.  
Have total of \$85,000 to spend = \$60,433 left to disburse (Concrete/Bathrooms)
    - ii. Dog Park- Land Water Conservation:
      1. Fencing \$21,440 / Dogipot Stations \$1085 / Benches \$3300/ Signage \$1000= Total \$26,825. We had approx \$21,125 total to use + matching funds from LWCF = Total Funds \$42,250 minus what we've used = \$15,425 left to spend. We do need water and possibly few other features inside the park
      2. Deadline for money to be used is August 31, 2012.
6. New Business:
  - a.
7. Committee Reports:
  - a. No committees met
8. Facilities/ Activities Report
  - a. Activities: (Kayla)
    - i. Summer Activity Brochure is out--- baseball (Friday, May 11) and hockey (May 15) deadlines approaching fast!
    - ii. Chevy Baseball Fundraiser Update
    - iii. League Duties (Aaron Carter resigning)
  - b. Armory:
    - i.
  - c. Arenas:
    - i. Centennial Center:
      1. Working on deal with GHS for indoor baseball/fastpitch practice in spring when ice is out.

## Grafton Park Board Meeting-

Date: June 13, 2012

Time: 5:15pm

Where: ARMORY- SENIOR ROOM- NEW LOCATION!



### AGENDA:

1. Call to order:
  - a. Board Members: Kerry Demars, Brad Burianek, Scott Hills, Judy Evens and Cory Burns
  - b. Media: Todd Morgan- Walsh County Record
  - c. Employee: Bill Dahl, Dean Feltman, Tanna Aasand and Kayla Eide
  - d. Board Member Elect: Todd Storey
2. Additions / Deletions: (To be covered under New Business)
  - a.
3. Approval of Minutes: 1<sup>st</sup> Cory Burns/ 2<sup>nd</sup> Brad Burianek
  - a. May 9<sup>th</sup>, 2012- Park Board
  - b. June 11<sup>th</sup>, 2012- Parks Meeting (see minutes under #7)
4. Authorization of Expenditures:
  - a. Updated list provided at meeting
  - b. 1<sup>st</sup> Judy Evens/ 2<sup>nd</sup> Scott Hills
5. Treasurer's Report:
  - a. Trail Grant: 4 mile trail loop system with groomer!
    - i. AWARDED!!! Does not cover the welcome/warming center, but will allow us to add extra money for another bridge.
      1. Total Cost was \$79,579.16 and LWCF pays 80%= \$63,663.33 and we would be responsible for 20% for a total of \$15,915.83.
  - b. 8<sup>th</sup> Street Property:
    - i. Deed has been officially turned over to Grafton Lutheran Cemetery Board, but we will continue to mow and no changes will be taking place at this time regarding the fence.
  - c. Grant Update:
    - i. Pool- Otto Bremer:
      1. Pool cost is currently at \$112,750
    - ii. Dog Park- Land Water Conservation:
      1. Cost is at \$33,025.27- 50% of this balance is paid by LWCF Grant (\$16,512.50)
      2. Deadline for money to be used is August 31, 2012.
6. New Business:
  - a. Election Results
    - i. Newly Elected Board Members
      1. Kerry DeMars and Todd Storey
      2. Elected members officially take over on the 4<sup>th</sup> Tuesday of month (June 26<sup>th</sup>).  
Connie Johnson from City will contact members to sign Oath of Office
    - ii. Measure 2- failed- property taxes are still in effect
  - b. Westview Property Counter-Offer status update. Waiting to hear back from Greg Elde on counter offer (see 7a).
  - c. Re-organization of Committees (or call special meeting?)
    - i. Will reorganize at next meeting
    - ii. Currently: Pres Kerry/ VP Judy..... Arenas: Brad/Scott/Cory... Parks & Camp: Brad/Scott/Judy... Budget: Scott/Judy/Cory... Personnel: Judy/Brad/Cory... Programs & Events & Fees: Judy/Brad/Scott
7. Committee Reports:
  - a. Parks Committee- June 11, 2012: Westview Property
    - i. All board members met at Westview to determine a bid given by Elde Construction and to discuss the utility markings—due to the utility locates, it might have to be sold as 3-4 lots



## Grafton Park Board Meeting-

Date: August 8, 2012

Time: 5:15pm

**Where: ARMORY- SENIOR ROOM- NEW LOCATION!**

**Location was moved to City Hall Committee Room for this meeting only**



### AGENDA:

1. Call to order:
  - a. Board: Kerry Demars, Scott Hills, Brad Burianek, Cory Burns and Todd Storey
  - b. Staff: Bill Dahl, Tanna Aasand, Dean Feltman and Kayla Eide
  - c. Press: Todd Morgan (WCR) and Scott (KXPO)- Scott arrived at 5:30
2. Additions / Deletions: (To be covered under New Business)
  - a. Joint Powers Agreement
3. Approval of Minutes: 1<sup>st</sup> Todd Storey / 2<sup>nd</sup> Cory Burns
  - i. July 11<sup>th</sup>, 2012
  - ii. Joint Powers Meetings with City Committee: July 26<sup>th</sup> and August 2<sup>nd</sup> --- Minutes provided by City
  - iii. Joint Powers Meeting: Aug 1<sup>st</sup> Noon- see minutes below
4. Authorization of Expenditures: 1<sup>st</sup> Scott Hills / 2<sup>nd</sup> Brad Burianek
  - a. Updated list provided at meeting
    - i. Verizon cell phone bill wasn't listed on bills- due to pay date listed as 07/30/12 instead of 07/31/12. Bill was for \$134.33
5. Treasurer's Report:
  - a. Grant Update:
    - i. Pool- Otto Bremer:
      1. Pool cost is currently at \$113,228.45
      - a. Coils may not be on this total \$4248.62
  - b. Building Fund
    - i. Funds have been depleted to near zero. We need to have another few rebuilding years of maintaining facilities until we can fund partial amounts with grants.
6. New Business:
  - a. Westview Property
    - i. What's the status on closing date?
      1. August 16<sup>th</sup>, 2012- approximately
    - ii. What are we going to "net"?
      1. Approximately \$38-\$40K
    - iii. How will the funds be allocated?
      1. Put into savings for the time being.
    - iv. Bill should get in touch with Nick Burns (he owns property next to Westview) and his surveying results were different than our surveying results.
  - b. Joint Powers
    - i. Vote was taken to terminate the Joint Powers Agreement for the Arenas and the Armory- unanimous decision by the board (Cory Burns recused himself from voting as he is a City Employee). We would consider options from the City if they so choose, but our termination will stand as is- effective September 14, 2012.
      1. Roll Call vote: Scott Hills- Yes, Brad Burianek- Yes, Todd Story- Yes and Cory Burns recused himself from voting as he is a City employee
      2. A letter was on hand for City of Grafton for Arenas and Armory/ Senior Citizens/ Grafton High School/ Grafton Youth Hockey and the Blue Line Club.
        - a. All board members signed- with the exception of Cory Burns and letters will be hand delivered on Thursday morning by Bill, Kerry and Tanna.

7. Committee Reports:

- a. August 1<sup>st</sup>- Noon: Tanna, Bill, Scott & Todd- discussed paying money for Centennial Roof- all were in agreement that we cannot afford it- our money needs to go to facilities that we own. Bill stated that he would inform Joint Powers of this and cancel the Aug 2<sup>nd</sup> meeting with them.
- b. July 26<sup>th</sup> and August 2<sup>nd</sup> - Joint Power meeting minutes- see minutes
- c. August 8<sup>th</sup>: Parks only Joint Powers. Met to determine if we should terminate the Joint Powers with City for Arenas and Armory. After discussion- consensus was that we cannot take the \$35 loss and we are not putting money towards the roof of a building that we don't own.

8. Facilities/ Activities Report

a. Activities: (Kayla)

- i. Baberuth made it into the state tournament- WON THE STATE TOURNEY!
- ii. STATE CHAMPS: PeeWees, Baberuth and Legion (1<sup>st</sup> time ever in state history has Baberuth and Legion won in the same year).
- iii. Job Descriptions—Kayla will need to develop a "job description" as to what is expected at each level of coaching
- iv. Determined the following for next year- as this should make the baseball program go smoothly. (Jeff Nold- asked to step down as Baberuth- too big of time commitment)
  - 1. Baberuth Coach: Mike Hanson
  - 2. PeeWee Coach: Alex Martinson
  - 3. Traveling Rookies Coaches: Troy Sangrait/ Chad Satterland
  - 4. Tball / Non Traveling Rookies: Kayla and Jeff Nold
  - 5. Fastpitch: TBD
- v. Baseball Board in conjunction with Parks and Rec are in the planning stages of a Baseball Appreciation Night for PeeWee, Baberuth, Legion players and parents- grilling out, coaches talking,etc... will be held one night between Aug 14-17.

b. Armory:

- i. Rentals are staying steady for Senior Room

c. Arenas:

i. Centennial Center:

- 1. Working on deal with GHS for indoor baseball/fastpitch practice in spring when ice is out. HAS THIS BEEN COMPLETED? WHAT IS STATUS?
  - a. Waiting for Jack- \$10/hr or \$150 per week
  - b. Bill will check with Jack Maus at school
  - c. No update was provided
- 2. Compressors. Cory asked that Bill contact Midwest asap and get on the schedule so all is ready before season..... Bill told Midwest to put on hold for a few weeks depending on Joint Powers—til mid September.

ii. Winter Sports:

- 1. Project is in the works. WHAT IS STATUS?
  - a. Not started up yet- may need to see what happens with Joint Powers
  - b. Possibly starting in mid-August on header project.
  - c. If another joint powers deal has been worked out- we would then be investing \$8500 in the project.

d. Outdoor: Closed for season

e. Parks:

- i. Canoe rack needs to be moved closer to water --- complaints about hauling canoe from where it currently is by little shack.
- ii. Would like to start checking into a landing site and dock w/in Leistikow Park by River.
  - 1. A lot of ADA issues for this to become reality

f. Dog Park:

- i. 17 trees donated by Grafton Floral and are in the park.
- ii. Picnic tables are also in the park now
- iii. The park is 100% complete

g. Pool:

- i. ADA Handicap Lift has been installed and ready to use.

## Grafton Park Board Meeting-

Date: February 13, 2013

Time: 5:15pm

Where: 2<sup>nd</sup> Floor City Hall



### AGENDA:

1. Call to order:
  - a. Board: Kerry Demars, Brad Burianek, Cory Burns, Scott Hills and Todd Storey
  - b. Staff: Bill Dahl, Tanna Buckhouse and Kayla Eide
  - c. Media: Walsh County Record- Mike / KXPO- Scott
2. Additions / Deletions: (To be covered under New Business)
3. Approval of Minutes: 1<sup>st</sup> Todd Storey / 2<sup>nd</sup> Brad Burianek
  - a. Board Meeting- Jan 9<sup>th</sup>, 2013
  - b. Personnel Committee- Jan 31<sup>st</sup>, 2013
  - c. Personnel Committee- Feb 5<sup>th</sup>, 2013
4. Authorization of Expenditures:
  - a. Updated list provided at meeting
  - b. 1<sup>st</sup> Scott Hills/ 2<sup>nd</sup> Cory Burns
5. Treasurer's Report:
  - a. No report
6. New Business:
7. Committee Reports:
  - a. Personnel Committee- Employee Reviews-
    - i. Cory updated staff on what the committee was recommending to the board regarding the employee salary adjustments- which are retroactive to January 1<sup>st</sup>.
      1. Fred & Doug- \$10/hr
      2. Kayla \$10hr plus a single health plan
      3. Kurt \$10.50 hr plus \$500 bonus
      4. Dean, Tanna and Bill: salary increase of 4% and \$500 bonus each (the bonuses are \$500 take home)
    - ii. Motion to approve the salary adjustments retroactive to Jan 1<sup>st</sup>, 2013 as recommend by the committee:
      1. 1<sup>st</sup> Todd Storey / 2<sup>nd</sup> Scott Hills
    - iii. The board also wanted to inform the press that these adjustments were something they felt was appropriate based on the tremendous year that was had. We accomplished many major projects and used our own staff for the labor instead of hiring it out. The staff was also informed that salary increases and bonus are determined on a year to year basis.
8. Facilities/ Activities Report
  - a. Activities: (Kayla)
    - i. Acro In-House performance is Sunday- Feb 17<sup>th</sup> at 4:30pm. Open to public with free will offering and cookies/lemonade served afterwards
  - b. Arenas:
    - i. Centennial Center:
      1. New emergency lighting was installed
    - ii. Winter Sports:
    - iii. Public Skating:
  - c. Outdoor:
    - i. Open and operating
  - d. Parks:
    - i. Would like more signs up to keep snowmobiles out of park.
    - ii. Moving forwarding with trading in Ztrak 2010 mower for a 2013 Z960R for a total cost after trade in of \$4685. Kawasaki motor, 31 hp, gas and lumbar seating.

- e. Dog Park:
  - i. Still open and people are using
- f. Pool: Closed
- g. Campground: Closed
- h. Athletic Fields: Closed
- i. Elmwood: Closed til April
- j. State Property:
  - i. Trails are being groomed
  - ii. Parks has purchased cross country ski sets and snow shoe sets that we will begin renting out very soon. Watch website and facebook for updates.
  - iii. The Record is doing a great story on our trails in this weeks paper
- k. Other Property:

9. Personnel / Staff Reports:

10. Old Business/ Correspondence:

- a. Rental of House (Kerry): WHAT IS THE STATUS ON THIS? Kerry stated that by March we will know what the company's plans are.
  - i. Contacted by a manager of a "company"- would like 1 seasonal spot in campground for next summer for himself, but would like to rent out the house to his 4 top guys.
    - 1. Board agreed to charge \$1000 including utilities for the house
    - 2. Possible that 30 guys may need camping facilities- will check into putting electrical along gravel south of house or /and also between house and campground
    - 3. Kerry will contact the manager and work out the details.

11. Adjournment:

- a. 1<sup>st</sup> Brad Burianek / 2<sup>nd</sup> Todd Storey



Community Services | Economic Development & Finance | Tourism | Workforce Development

November 22, 2013

Kristy Jelinek  
Grafton Parks and Recreation  
PO Box 122  
Grafton, ND 58237

Dear Ms. Jelinek:

I am pleased to inform you that Grafton Parks and Recreation has been selected as one of the recipients of the Tourism Infrastructure Grants. The Campground Expansion, Bunkhouse and Welcome Center project will receive a grant of \$54,500. We are pleased to be able to assist with this project which has the potential of bringing people from out-of-state to Grafton and keep them in your community for an extended period. Congratulations on your excellent application and good luck with your project.

This is the second time the North Dakota Department of Commerce has been able to offer this opportunity as a way to help the tourism industry continue to grow. The intent of the program is to fund tourism operations capable of attracting visitors from outside North Dakota for at least one overnight stay.

Enclosed is an agreement form outlining the guidelines for payment and the requirements for obtaining the funds. The grant will be paid out on a reimbursement basis. We look forward to working with you to attract even more visitors to our great State.

Warm regards,

A handwritten signature in blue ink, reading "Sara Otte Coleman".

Sara Otte Coleman  
Director – Tourism Division  
North Dakota Department of Commerce

*"We lead North Dakota's efforts to attract, retain and expand wealth."*



## Grafton Park Board Meeting

Date: December 11, 2013

Time: 5:15pm

Where: Elmwood



### Minutes:

1. Call to order at 5:15 by Kerry DeMars
  - a. Board Members Present: Kerry DeMars, Brad Burianek, Scott Hills, Todd Storey, Cory Burns
  - b. Staff: Bill Dahl, Kristy Jelinek, Dean Feltman, Kayla Eide
  - c. Press: Mike Steinfeldt
2. Additions / Deletions: None
3. Approval of Minutes:
  - a. Board Meeting – November 13<sup>th</sup>, 2013, 5:00 p.m. Motion by Cory, second by Brad. Motion approved
4. Authorization of Expenditures:
  - a. Updated list provided at meeting- Motion by Todd, second by Scott. Motion approved
5. Treasurer's Report:
  - a. ND Tourism Expansion Grant was awarded to Parks and Rec for \$54,500. 15 new campsites, 5 cabins and a Welcome Center/Bathhouse will be added to the current campground.
  - b. Receipts for the RTP grant have been submitted and we have received over \$30,000 back. Still have \$25,000 to use.
6. New Business:
  - a. Audit with Drees, Risky and Vallager-Motion by Brad, Second by Todd to accept contract for audit
  - b. Update Parks and Rec Policy Manual to correct the vacation time amounts per paycheck-Motion by Scott, second by Brad. Motion approved
7. Committee Reports: (covered under minutes)
  - a. Personnel Committee – Nov 27 meeting discussed evaluations with Bill and discussed changes to payscale. Tabled until Dec. 11 Personnel Committee Meeting
  - b. Personnel Committee – Dec 11 meeting discussed salary changes. Motion by Cory, second by Todd to accept changes as listed on Employee Wage sheet (see attached). Roll call vote: Todd, yes; Brad, no; Cory, yes; Scott, no. Tie vote by President Kerry, yes. Motion approved
8. Facilities/ Activities Report
  - a. Activities: Pizza sales for Acro fundraiser is around \$2500
  - b. Arenas:
    - i. Dec. 14 Spirit of the Season Skate Night
    - ii. Visited with Daktronics about new scoreboard. Basic scoreboard around \$35,000 and one with reader board around \$90,000. Scott recommended trying to find a used one.
  - c. Parks:
    - i. Trails are groomed
  - d. Pool:
  - e. Campground: Begin work for expansion as soon as possible in the spring. Start of the new year will begin taking bids for work.
  - f. Athletic Fields:
  - g. Elmwood: Working with Game and Fish to trap turkeys
  - h. State Property: Starting to come up with new names for this property.
9. Personal / Staff Reports:
10. Old Business/ Correspondence:
11. Adjournment: Motion by Brad, second Cory – motion approved



# Grafton Parks & Recreation

Wednesday, July 09th, 2014

City Hall/ Second Floor

5:15 p.m.

## AGENDA:

- I. Call to Order by Kerry DeMars at 5:15
  - A. Board Members Present: Kerry DeMars, Cory Burns, Scott Hills, Brad Burianek, Todd Storey
  - B. Staff Present: Bill Dahl, Dean Feltman, Kristy Jelinek, Natalie Altendorf, Doug Johnson
  - C. Media Present: Mike Steinfeldt
  - D. Other Present: Todd Morgan-Grafton Area Chamber of Commerce
- II. No additions or deletions
- III. May 14<sup>th</sup> and June 11<sup>th</sup> minutes were approved with a motion from Cory and second from Todd. Authorization of expenditures was approved with a motion by Scott and second by Cory. Motions passed. The bank statement report was distributed. Board members requested a year to year comparison and opening and ending bank balances.
- IV. Reports:
  - A. Director
    1. Summer Fest: Everything went well except for the unfortunate incident with the inflatables. Todd Morgan talked briefly about the incident. All questions regarding claims are being directed at Games Galore.
    2. Campground: The 15 site expansion has been completed and will plant grass now. The 2 cabins are still not complete. Revenue is up 59% from 2012.
    3. Complex: Bill is working with The City of Grafton to find a solution to the water issue at the Complex diamonds. Anything we do must be ADA compliant. Will budget for this for our 2015 year.
    4. Pool: Have had issues with the pump and motor, will budget for a new motor in 2015.
  - B. Business Manager
    1. Movie in the Park scheduled for July 24<sup>th</sup>
    2. Focus Group will be held later in July. Kerry and Brad will sit on the committee
  - C. Recreations/Facilities Manager
    1. Activities: Acro Camps were cancelled due to low sign-up, Adventure Camp was postponed to July 31.
    2. Pool: Swim lesson attendance is up, daily swim revenue is down \$4000, concessions is down \$600 and the pool has been closed 10 days this year compared to 3 last year.
- V. No Old Business to address.
- VI. New Business:
  - A. Parks ad Rec advertised in the Winnipeg Free Press
- VII. Public Comments: None
- VIII. Adjournment: Motion by Brad, second by Todd. Meeting adjourned at 6:02



# Grafton Parks & Recreation

Wednesday, August 13th, 2014

City Hall/ Second Floor

5:15 p.m.

## AGENDA:

- I. Call to Order by Kerry DeMars at 5:15pm
  - A. Board Members Present: Kerry DeMars, Cory Burns, Scott Hills, Brad Burianek, Todd Storey
  - B. Staff Present: Bill Dahl, Dean Feltman, Kristy Jelinek, Natalie Altendorf
  - C. Media Present: Mike Steinfeldt
- II. Scott has item to add to new business
- III. Election of officers – Unanimous approval of Kerry as President and Brad as Vice President
- IV. July 9<sup>th</sup> minutes were approved with a motion from Todd and second from Cory. Authorization of expenditures was approved with a motion by Scott and second by Brad. Motions passed. The bank statement report was distributed.
- V. Reports:
  - A. Director
    1. Arenas
      - i. Centennial Center – getting ready for hockey camp and need to contact Dave Hills again about the roof project.
    2. Parks
      - i. Trails – 98% complete with work from the grant. Getting a lot of compliments on Facebook.
      - ii. New Tractor – Looking into purchasing a new tractor/tiller. Would trade in or sell the current tractor and 2 mowers.
    3. Campground
      - i. Expansion update – Working to finish cabin 2, cabin 1 has been rented every weekend since it opened. Still working the new sites.
      - ii. Revenue – 2012 was \$32,000 2013 was \$24,500 and 2014 is \$36,400.
      - iii. Kilmer was in doing work on an apron for the culvert.
    4. Athletic Fields
      - i. Walk bridge by complex – working with city on a cross bridge. Sidewalk cost from bike bath to complex diamonds and bathroom.
    5. Pool
      - i. Pool pump was worked on a lot in July. Will need to budget for a new pump for 2015.
    6. Elmwood
  - B. Business Manager
    1. Movie in the Park went well and have received a lot of great comments. May not be able to have another one this year, but will plan for 3 movies next year.
  - C. Recreations/Facilities Manager
    1. Activities

Adventure Camp – 16 kids signed up. Went well and getting requests to do another one.  
Soccer – Putting final touches on a fall soccer program. Still looking for a coach for the youth.  
Cops in the Park – Aug 19.
    2. Pool

Closing date – Will be Sept. 1<sup>st</sup>
    3. Website – redid it and it is so much better and useful





# Grafton Parks & Recreation

Wednesday, January 14, 2015

City Hall/ Second Floor

5:15 p.m.

## Minutes:

- I. Call to Order by Kerry DeMars at 5:15pm
  - A. Board Members Present: Kerry DeMars, Brad Burianek, Scott Hills, Todd Storey, Cory Burns
  - B. Staff Present: Bill Dahl, Kristy Jelinek, Mike Steinfeldt
  - C. Media Present: Todd Kjelland
- II. Motion by Cory and second by Scott to approve the December 10<sup>th</sup> minutes, motion passed. Authorization of expenditures was approved with a motion by Cory and second by Scott. The bank statement report was distributed.
- III. Reports:
  - A. Director
    1. Arenas
      - i. Bill has contacted Pastorek's about the lobby project, but hasn't connected with him yet. He will follow up this month
    2. Campground
      - i. Contract for bid for the new Campground Welcome Center listed in the Campground Expansion grant. Bill explained what work is included in the advertisement. Cory suggested adding air conditioning in the bid. Kerry suggested looking into gas water heater. Todd asked if an on demand heater would be worth looking into. Bill will look into all options before putting the ad out.
      - ii. Bill told the board we received our first reimbursement from the Campground Expansion Grant for over \$37,000.
  - B. Business Manager
    1. Kristy provided a sheet with a breakdown of four plans from Blue Cross Blue Shield. She explained she had contacted Ann West for a proposal, but those proposals were higher than the BCBS proposals. Kristy answered questions from the board regarding the difference in the plans. Brad moved to change the employee health insurance to the Blue Direct 100 2100 plan, Todd second, motion passed.
    2. Audit proposal – Kristy asked Kerry to look over and sign the contract for the audit for this year.
    3. Brad asked for clarification on the time sheets as to why vacation and holiday pay was broken out. Kristy and Bill explained how time is tracked and broken down, but the overall pay stays the same.
  - C. Recreations/Facilities Manager
    1. Activities
      - i. Mike explained that we have offered 6 events at the CC last month.
      - ii. Winter Fest will be held Jan. 17. Mike said we will open the Boy Scout cabin for hot chocolate and youth activities. Mike will offer free cross country lessons during this time as well. We are allowing the public to use the skis and snowshoes for free.
      - iii. Mike has been on the radio Wednesdays mornings for 10-15 minutes.
      - iv. Acro performances at basketball games will be Jan. 23 and 30 and Feb 10. The in house performance will be held Feb. 15.
      - v. Figure skating show will be March 20-21.



Wednesday, May 11<sup>th</sup>, 2016

City Hall/ Second Floor

5:15 p.m.

**Minutes:**

- I. Call to Order by Kerry DeMars at 5:15 PM
  - A. Board Members Present: Kerry DeMars, Brad Burianek, Scott Hills, Todd Storey, Cory Burns
  - B. Staff Present: Bill Dahl, Mike Steinfeldt, Dean Feltman, Matt Oppegard, Steven Bjerkaas
  - C. Media Present: Todd Kjelland
- II. Kerry asked if there were any additions or deletions to the agenda. Additions were added through facility reports.
- III. Kerry asked for an approval of the minutes for April 13, 2016. Motion by Todd and second by Brad, motion passed. Kerry asked for an authorization of expenditures as listed. Motion by Cory and second by Scott, motion passed to pay bills as listed. The March and May bank statement reports were handed out and approved by the board.
- IV. Reports:
  - A. Director
    1. Arenas
      - i. Bill informed the Board that the roof project has been paid for the amount borrowed from Economic Development. The Blue Line club is paid in full for the amount borrowed. Parks and Rec still has \$44,000 left to borrow from Economic Development that will be paid by the Parks and Rec towards a roof project when it starts. Bill informed the Board that soccer, the last program that would use the Centennial Center, is coming to a close next week.
    2. Parks
      - i. Bill informed the Board that the Visitor Center is finished and the offices were moved Monday, May 2<sup>nd</sup>. Acoustical panels will be installed in the meeting room in the Visitor Center to reduce the echo so the Board can hold meetings at the Visitor Center.
      - ii. Bill informed the Board that he had acquired quotes for 6'x10' dump trailers that \$5,000 was budgeted towards. One trailer was came in at \$4,300 and rated for 7,000 lbs. The other trailer came in at \$5,500 that is rated for 9,900 lbs. The Board recommended checking a couple other places that were suggested and purchase the least expensive trailer after delivery rated for 9,900 lbs.
    3. Campground
      - i. The upgraded wireless internet is fully installed.
      - ii. To date there are 22 seasonal sites booked. Counting the 2 that did not renew their site from last year, there are 5 new seasonal campers this year. Only 8 seasonal campers took advantage of the early reservation



Wednesday, March 8<sup>th</sup>, 2017  
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 Brad Burianek at 5:15 PM
  - i. Board Members Present: Brad Burianek, Scott Hills, Cory Burns, Ryer Stark
  - B. Staff Present: Bill Dahl, Mike Steinfeldt, Dean Feltman, Matt Oppeward
  - C. Media Present: Todd Kjelland
- II. Brad asked if there were any additions or deletions to the agenda.
- III. Brad asked for an approval of the minutes for the February 8<sup>th</sup> board meeting. Motion by Scott and seconded by Ryer, motion passed all approved. Brad asked for a motion for the authorization of expenditures as listed. Motion by Cory and second by Ryer, motion passed all approved to pay bills as listed. The February bank statement reports were handed out and approved by the board.
- IV. Reports:
  - A. Director
    1. Arenas
      - i. Bill informed the board that the Contract Manager at Risk is currently being advertised and the deadline to submit a proposal is Thursday, March 9<sup>th</sup>. One proposal has been submitted and 12 Contractors have requested the CMaR packet that was put together for Grafton Parks & Recreation by Hepper-Olson Architects. A facility committee meeting has been scheduled for Monday, March 13<sup>th</sup> to meet with the Grafton Blue Line Club and Red River Regional Counsel to start securing funds for the Centennial Center project. A meeting with the architect is scheduled for Tuesday, March 14<sup>th</sup>. The project is scheduled to be put out to bid on April 1<sup>st</sup>.
      - ii. Bill informed the board that the Ag Safety Show is April 5<sup>th</sup> and the Fireman's Smoker is April 8<sup>th</sup>.
      - iii. Bill informed the board that the ice plant will be shut off after the Skating Show on Sunday, March 19<sup>th</sup> in preparation for the Everything Goes Sale on Saturday, April 1<sup>st</sup>.
    2. Parks
      - i. Bill informed the board that the latest flood forecast was announced earlier in the day on March 8<sup>th</sup>. Grafton is still predicted to have a Major flood. There is a 95% chance that the river will crest at 14.3', 75% chance the river will crest at 16.2', and 50% chance the river will crest at 17.1'. Roads are being cleared now in preparation for the park staff to start removing all heaters, pool pump motors, pool boiler, electrical outlets, electrical pedestals, and campground cabins from the park and stored at higher ground.
      - ii. Bill informed the board that the Visitor Center Warming House is ready for a furnace to be installed. Bill received 2 physical bids and 1 phone bid. The cost for an installed furnace is \$2,750, which was built into the warming house project cost.
    3. Campground:





Monday, February 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 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. Media Present: Amy Venn
- III. Brad asked if there were any additions or deletions to the agenda. Matt explained that the Parks category would be first in the Director's Report.
- IV. Brad asked for an approval of the minutes from the January 10<sup>th</sup> 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 Cory and second by Scott, motion passed all approved to pay bills as listed. The January bank statement report was issued for the boards review.
- V. Reports:
  - A. Director
    1. Parks
      - i. Bill informed the board that Grafton Parks & Recreation had received a mower trade quote from True North Equipment for a total of \$4,000 after trade. Bill explained that there is an airless tire option that normally would cost \$600, but True North would cover half of the cost to get a set out in the area. The board discussed the features of the airless tires. Cory made a motion to order the new mower with the airless tires for a total cost of \$4,300. Todd seconded the motion, all approved.
      - ii. Bill reported that he was working on a corn maze/pumpkin patch for the fall of 2018. A map, maze hours, events, and sponsors were presented to the board. The board brought up concerns of staffing. Bill explained staffing is an issue that would need to be addressed.
      - iii. Bill informed the board that the final check was received from FEMA. Park staff have until July 12<sup>th</sup> to repair the trails or the amount of the last check would be refunded.
    2. Arenas
      - i. Bill reported that a construction meeting for the Centennial Center project was held at the Centennial Center Lobby. Members from the Grafton Park Board, Blue Line Club, Hepper-Olson Architects, and Pastorek Construction were present. The additional credits for change orders were discussed. Bobbi Hepper-Olson is acting as a mediator to come up with the best solution for all parties. The 5% bond will be withheld until the change order credits are resolved. The board asked if the lobby project is completed yet. Bill explained that the project is not completed and listed everything that is still incomplete.



Wednesday, August 8<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, Todd Storey, Ryer Stark, Jessica Tanke
  - B. Staff Present: Keith Blattenbauer, Bill Dahl, Matt Oppegard
  - C. Media Present: Amy Venn
- III. Ryer asked if there were any additions or deletions to the agenda. Jess added early ice to arenas and 30 Amp service to campground.
- IV. Ryer asked for an approval of the minutes from the July 11<sup>th</sup> board meeting and July 18<sup>th</sup> Budget Committee meeting minutes. Cory made a motion to approve the minutes from the Board and Committee meetings. Todd 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 June and July bank statement reports were issued to the board for their review.
- V. Sharon Laxdal from Walsh County Health District presented a Tobacco Free Park Policy to the board and explained that it is about being a good role model for kids. Sharon explained all types of tobacco and nicotine use that the Health Department is lobbying against. The board thanked Sharon for her time and will discuss the policy at a later date.
- VI. Reports:
  - A. Director
    1. Parks
      - i. Bill reported that the Corn Maze events and vendors are set. Bags, Brews, and Brats cornhole tournament will be held on September 15<sup>th</sup> in conjunction with the Sunset Home's Brat fundraiser. Extra End will be present to serve alcohol to adults over the age of 21. Bill explained that this year could be a good year for a corn maze since East Grand Forks' maze was canceled due to a June storm that damaged the corn maze.
      - ii. Sponsors are coming forward and enough funds have been raised to pay for the inflatable games for the dates scheduled.
      - iii. Ryer asked about staffing the event. Julie has been working with churches, schools, and other non-profit groups for weekends that they would like to work. Groups that work at the corn maze will receive 20% of admissions.
      - iv. Keith distributed 150 corn maze posters to surrounding communities from Langdon to Warren. More posters are on order and will be distributed to area schools.
      - v. Scott asked if the trees that have been donated and planted in the park were being watered. Bill explained that Diane waters the planted trees as part of her daily route.

- vi. Bill looked into Anderson Windows for the rental house and received a bid of \$19,000. Bill will compare prices from Minkota and other window companies.
- vii. Bill reported that Tad Thompson from Manvel won the bid for the rental house roof project. The project will be started around August 20<sup>th</sup>.

2. Arenas

- i. Jess asked if there was any chance that ice could be made 2 weeks prior to normal. Bill explained that Mark Presteng had contacted him about making ice 2 weeks early. Bill explained that someone would need to cover the extra costs to do so. Bill also expressed worry that if ice is made 2 weeks early and opened up to all hockey players that it could adversely affect our hockey camp. Bill also explained that staffing could be an issue since harvest would be in full swing and most of the part-time Centennial Center staff work sugar beets and potatoes. The board agreed that a cost figure should be presented to youth hockey and if they agree to cover the costs then early ice should be considered.
- ii. Bill reported that dirt was hauled to the Centennial Center from a pile next to the corn maze. Grass will be seeded once the daily temperatures cool down.

3. Campground:

- i. Bill explained that the campground sites share 1 electrical pedestal between 2 sites. Each electrical pedestal has a 50 amp, a 30 amp, and a 20 amp service. Bill has been looking into the possibility of removing the 30 and 20 amp services and replace them with an additional 50 amp service. The board agreed that with campers becoming larger that demand for 50 amp service will become more common.
- ii. Bill presented 2 campground expansion projects to the board. The west expansion will require new sewer, water, and electrical lines with the possibility of adding more cabins. The north expansion will require new sewer services to be tied into existing services, but no additional electrical costs would be required. Cory made a motion to approve the north expansion. Todd seconded, motion passed all approved.
- iii. A year-to-date profit/loss report was presented to the board.

4. Athletic Fields:

- i. Bill informed the board that the Todd completed the Complex dugouts in 2 weeks. The final paperwork will be filed with the Grafton Community Endowment Fund later this month.

5. Pool:

- i. A year-to-date profit/loss was presented to the board showing a profit of \$73.80. Matt explained that every year that he has ran the profit/loss report it appears that the number tops out then expenses catch up and the loss increases by the time the yearend report is ran. Matt also explained that this is the 1<sup>st</sup> time the pool has been in the black showing that we are on the right track to making the pool self-sustaining.

6. Elmwood:

- i. Bill reported that the nature reserve grant has been completed and paperwork has been submitted for reimbursements.

B. Business Manager

- i. Matt presented the 2019 budget to the board for the 1<sup>st</sup> reading. The board reviewed the 2019 budget. Scott made a motion to approve the 1<sup>st</sup> reading of the 2019 budget. Jess seconded, motion passed all approved. Matt informed the board that the final reading of the 2019 budget will be at the next board meeting on September 12<sup>th</sup>.

C. Recreations Manager





Wednesday, September 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, Todd Storey, Ryer Stark, Jessica Tanke
  - B. Staff Present: Keith Blattenbauer, Bill Dahl, Matt Oppegard
  - C. Media Present: Jackie Thompson
- III. Ryer asked if there were any additions or deletions to the agenda. No changes were made.
- IV. Ryer asked for an approval of the minutes from the August 8<sup>th</sup> board meeting. Scott pointed out that a zero was missing from the Anderson Window bid and should be \$19,000. Todd made a motion to approve the minutes with the correction. Cory 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 August bank statement reports were issued to the board for their review.
- V. Reports:
  - A. Recreations Manager
    - i. Keith reported that the hockey camp, figure skating, and gymnastics registrations are now online. Gymnastics has the most signed up for the program with hockey camp & figure skating registrations slowly coming in.
    - ii. Keith called Just for Kicks in Grand Forks to see if they would be interested in running a dance program in Grafton. Still waiting for a reply.
    - iii. Keith is looking into creating an Adult Volleyball League that would run after the holiday season into late winter. Exact timing and locations will need to be figured out before registrations will open.
    - iv. Kickball started August 22<sup>nd</sup> and is going well with 6 teams. Playoffs begin September 26<sup>th</sup> and the championship game will be played on October 3<sup>rd</sup>.
    - v. The golf scramble went well with 10 teams and fundraised \$1,900.
    - vi. Soccer camp was scheduled to start Monday, August 13<sup>th</sup>, but had to be canceled with only 11 registered to attend across 3 groups. Keith explained that there was not enough registrations to pay for the coach, helper(s), and other expenses for the program. Spring soccer will take place April 2019.
  - B. Director
    1. Parks
      - i. Bill reported that the Corn Maze opened last weekend with \$4,127 in weekend admissions and ticket sales. Tickets sold are used for wagon ride, corn cannon, and pumpkins.
      - ii. Bags, Brews, and Brats cornhole tournament will be held on September 15<sup>th</sup> in conjunction with the Sunset Home's Brat Feed fundraiser at the corn maze area next to the Grafton Parks & Recreation office. Extra End will be present to serve alcohol to adults over the age of 21. Half of the cornhole registrations will be given to the 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> place winners.



Wednesday, July 10<sup>th</sup>, 2019  
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: Ryer Stark, Scott Hills, Cory Burns, Todd Storey, Jessica Tanke
  - B. Staff Present: Bill Dahl, Matt Opegard, Todd Janikowski, Keith Blattenbauer
  - C. Media Present: Todd Morgan
- III. Ryer asked if there were any additions or deletions to the agenda, none made.
- IV. Ryer asked for an approval of the minutes from the June 12<sup>th</sup> board meeting. Cory made a motion to approve the minutes from the June board meeting. Jess 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 Todd, motion passed all approved to pay bills as listed. The June bank statement report was issued for the board to review.
- V. Reports:
  - A. Recreation Manager
    - i. Keith reported that summer programs are wrapping up. Grafton Parks & Rec hosted the 12U tournament that generated \$765 in admissions and \$392 in concessions sales. The North Valley League receives 25% of the admissions and Legion Baseball received a donation for their help during the tournament.
    - ii. The June 14<sup>th</sup> golf scramble fundraised \$900 and had a couple less teams then last year. A glow ball golf scramble has been booked for September 7<sup>th</sup> with an 8:30pm shotgun start.
    - iii. The baseball/fastpitch beef jerkey fundraiser went well with only 23 kids selling that generated \$2,080 for the baseball/fastpitch programs. The money will be used for equipment and the 8<sup>th</sup> Street Diamond improvements.
    - iv. Next weekend the Babe Ruth and 10U Tournaments will be held in Langdon and Cavalier.
    - v. Seri Gerseski organized a picnic and donated \$500 for the baseball program. A free will offering was accepted for a hotdog, chips, and pop. All proceeds will go to the 8<sup>th</sup> Street Diamond improvements.
  - B. Director
    1. Parks
      - i. Bill reported that the rental house siding project has been completed. They will start installing the gutters this week.
      - ii. The 4H will be holding a 3D Shoot in the trails on July 13<sup>th</sup> for 4 hours. The trails will be closed to the public Saturday during the shoot.
      - iii. True North installed GPS equipment onto a mower to cut the maze pattern in the corn field. The field will be mowed tomorrow.

- iv. The Blue Line Club is looking for solutions to keep the deer away from the pumpkin patch.
- 2. Pool:
  - i. The pool is doing well and chemical usage is down from normal years.
- 3. Campground:
  - i. Bill presented the bids for the addition of plumbing and 2 electric panels south of the cabins that will be used for new camping sites and to power the small shed to extend the campground wifi to keep up with usage. Jess made a motion to accept Kilmer's bid for \$1,800 to install the plumbing, Kieley's Electric for \$2,490 to install the new electric panels and power the shed for the campground wifi, and Narloch Trucking for \$1,000 for gravel for the new sites. Motion seconded by Scott, motion passed all approved.
- 4. Athletic Fields: (Nothing to Report)
- 5. Arenas
  - i. The metal siding to replace the damaged sections at the Centennial Center are on order. Bill presented a \$6,100 bid for ice breakers for the south side of the Centennial Center that will prevent the damage from occurring again. After some discussion, Cory made a motion to purchase the snow breakers. Seconded by Todd, motion passed all approved.
  - ii. North Star Youth Hockey approached Grafton Parks & Rec to make ice 2 weeks earlier with the promise of paying for the additional ice time. The board decided to table the issue until the Arena Committee can meet and come to a recommendation for the Park Board.
- 6. Elmwood:
  - i. Rhubarb fest went well. The Elmwood board reported that they sold out of all items.
- C. Business Manager
  - i. Matt handed out an updated multifunction printer quote provided by Advanced Business Methods. The new lease would be still valid for another 60-year term with an updated monthly payment of \$178. The new lease would not have monthly totals, but annual totals of 6,000 black/white prints and 7,200 color prints. Matt explained that the changes were made due to the Grafton Park Board's status of a government non-profit organization. Matt presented an updated report to the board showing the cost difference between purchasing a multifunction printer vs renting. Matt also presented the repair costs that were provided by Advanced Business Methods. The board discussed and Scott made a motion to purchase a new printer next year when the current lease runs out of the current printer. Motion seconded by Cory, motion passed all approved. Matt will add the purchase of the new printer to the 2020 Budget.
  - ii. Matt reported that the 2020 Budget Committee Meeting would be held at the Grafton Parks & Recreation's Board Room at 4:45pm on Wednesday, July 17<sup>th</sup>.
  - iii. Jess asked if there was a way to download the schedule to a phone for our programs. Matt was not sure if RecDesk had that capability, but knew that the North Valley Baseball Leagues website does have that ability to download the game schedules. Matt explained that Parks & Rec will be moving towards the use of apps for all programs.
- VI. Old Business:
- VII. New Business:
- VIII. Public Comments: Todd Morgen mentioned that the Blue Line Club should get a hold of Justin Zeraka to install a deer fence for the pumpkin patch. Bill will mention it to the head of the Blue Line Club, Dave Hills.
- IX. Adjournment: Motion made by Todd, seconded by Cory to adjourn the meeting. Motion passed all approved. Meeting was adjourned at 6:01 pm.





Wednesday, August 14<sup>th</sup>, 2019  
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: Ryer Stark, Scott Hills, Cory Burns, Todd Storey, Jessica Tanke
  - B. Staff Present: Bill Dahl, Matt Oppegard, Todd Janikowski, Keith Blattenbauer
  - C. Media Present: Todd Morgan
- III. Ryer asked if there were any additions or deletions to the agenda. Matt asked that the Walsh County Department of Health be moved above the approvals. Ryer agreed and asked the Walsh County Health to present.
- IV. Walsh County Department of Health presented with Tobacco Free ND, Tobacco Collation, and FCCLA high school project. The board asked for additional information from policing to existing policies from other cities and townships that have adopted a tobacco free policy. Walsh County Health agreed to share more information. The board tabled any decisions until more information is received.
- V. Ryer asked for an approval of the minutes from the July 10<sup>th</sup> and July 30<sup>th</sup> board meetings. Cory made a motion to approve the minutes from the July 10<sup>th</sup> and July 30<sup>th</sup> board meetings. Todd 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 July bank statement report was issued for the board to review.
- VI. Reports:
  - A. Recreation Manager
    - i. Keith reported that Glow Ball Tournament is coming up on Saturday September 7<sup>th</sup> at 8:30pm. So far 3 teams have registered.
    - ii. Kickball registrations are weak with only 1 team committing to play. Kickball will have to be canceled, if additional teams do not come forward.
    - iii. Hockey Camp will run Monday-Friday, October 7<sup>th</sup> to October 18<sup>th</sup>. Registrations are online now.
    - iv. All gymnastics classes are moving to Sundays for this season. Getting positive reviews after the move was announced. So far 7 have registered for gymnastics. Gymnastics starts October 6<sup>th</sup>.
    - v. Figure skating will need to find 7 make up days if it remains on Tuesdays. Five home high school hockey games and 2 holidays would make this season very challenging. Figure skating will be moving to Sundays where less make up days will need to be scheduled.
    - vi. The park staff have started updating 8<sup>th</sup> Street Diamond. Keith and Matt will be looking for grants to start the next phase of the project.
  - B. Director

1. Parks

- i. Bill reported that the Corn Maze is coming up with the 1<sup>st</sup> weekend set for Saturday, September 7<sup>th</sup>. Patty has been working on contacting businesses for Corn Maze sponsorships. Patty has collected 60 sponsorships so far. The sponsorships have paid for inflatables for all weekends, giant connect 4 sets, and Pedal Cars for races. Hanson's Chevrolet Buick GMC has committed to donate \$3,500 towards the Corn Maze Festivities.
- ii. Bill reported that school field trips will be booked right away rather than waiting for October.
- iii. The concrete work for the Angle of Hope monument has been completed. Lighting is currently underway.
- iv. The state school have approached Grafton Parks and Rec with a proposal for donating the land on the south side of 5<sup>th</sup> Street (across from the campground). Bill explained the proposal and will work on an agreement with the state school.

2. Pool:

- i. The boiler will not stay lit for more than an hour at a time. A new part is on order and will be replaced early next week.
- ii. The last day of the pool will be Sunday, August 18<sup>th</sup>.

3. Campground:

- i. Bill reported that the site expansion south of the cabins are completed. The park staff have seeded the grass and Lyle will start watering periodically to help the grass get established.
- ii. Bill explained that the North Dakota Health Department have noted that the sites on the east row of the campground are too close. The health department requires each site to be 10' apart. Next spring the park staff will reduce the amount of sites in the east row to adhere to the health department's specifications.

4. Athletic Fields: (Nothing to Report)

5. Arenas

- i. The metal siding to replace the damaged sections at the Centennial Center have arrived. The park staff will start on the project next week.
- ii. North Star Youth Hockey approached Grafton Parks & Rec to make ice 2 weeks earlier. The board discussed the issue again. Worries of the effect on the Fall Hockey Camp and how much youth hockey is willing to spend were the 2 issues that were brought up. The board elected to table the discussion to a later date.

6. Elmwood: (Nothing to Report)

C. Business Manager

- i. Matt reported that the final reading of the 2020 Budget will be held at the September Grafton Park Board Meeting on 09/11/2019.

VI. Old Business:

VII. New Business:

- A. Scott brought up that the skate park was missing a ramp. Bill explained that the wood was rotten and needed to be removed for safety. Scott asked if it would be replaced. No plans have been made to date. Jess mentioned that her kids like to spend time at the Chase Skate Park with their bikes.

VIII. Public Comments:

- IX. Adjournment: Motion made by Cory, seconded by Todd to adjourn the meeting. Motion passed all approved. Meeting was adjourned at 6:10 pm.



Wednesday, March 11<sup>th</sup>, 2020  
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 5:17 PM
- II. Board Members Present:
  - A. Board Members Present: Ryer Stark, Todd Storey, Jessica Tanke
  - B. Board Members Absent: Scott Hills, Cory Burns
  - C. Staff Present: Bill Dahl, Matt Oppegard, Keith Blattenbauer
  - D. Media Present: Todd Morgan
- III. Ryer asked if there were any additions or deletions to the agenda. No changes were made.
- IV. Ryer asked for an approval of the minutes from the February 12<sup>th</sup> Park Board Meeting. Todd made a motion to approve the minutes from the January Board Meeting. Jess seconded, motion passed all approved. Ryer asked for a motion for the authorization of expenditures as listed. Todd made a motion to approve the expenditures. Seconded by Jess, motion passed all approved to pay bills as listed. The February bank statement report was issued for the board to review.
- V. Reports:
  - A. Recreation Manager
    - i. Keith reported that 19 children have been registered for Soccer. Projecting to have 50-60 total registered by the time Soccer starts on April 7<sup>th</sup>.
    - ii. Keith will have a baseball coaches meeting on Monday, March 16<sup>th</sup>. They will discuss last year and possible changes to the baseball program.
    - iii. The Gymnastics/Figure Skating Fundraiser generated \$4,000 for the programs. Keith will split the proceeds between the 2 programs. This year's Figure Skating Show Costumes and Decorations will be covered by the fundraiser. Jess will let Keith know what equipment will be needed for next year.
    - iv. The Figure Skating Show program sponsors and advertisers have been filled. A total of \$880 was generated to help pay for the programs and show operating costs.
  - B. Director
    1. Parks
      - i. Bill reported that 6 new signs were ordered and installed at every possible trail entrance stating amount of the fine for those caught driving motorized vehicles on the Leistikow Park Trail System. A copy of the sign was present to the board.
      - ii. The North Valley Vocational School approached Bill with the possibility of starting a Community Orchard on Parks & Rec property near the Dog Park. Bill explained that the vocational school have been rewarded a grant to pay for the purchase and planting of the orchard plants. The City of Grafton will supply a water hookup near the orchard that the vocational school can connect to with garden hoses. Bill presented the agreement between the school and Grafton Parks that states that Parks & Rec will allow the school to plant the orchard on their property as long as they maintain the area and keep it clear of weeds. Grafton Parks will mow the area, but will not be



responsible to move any irrigation lines. The board liked the idea of the community orchard. Bill explained that the school will still try to fundraise to raise enough money to install a fence this fall.

- iii. The North Dakota Game & Fish Department awarded Grafton Parks the grant for the boat launch and dock for the Park River at Leistikow Park. Bill will meet with the ND Game & Fish when an assessment of the area is performed this spring.
- iv. Bill reported that Grafton Parks has submitted a letter of intent to the Grafton Community Foundation Super Grant. Jason & Christy Latraille presented the idea of Toboggan Slide similar to ones in Manitoba. The proposed structure will have 2 slides at 12' and 8' high. Bill explained that the slides will be used during the Corn Maze and throughout the winter. An overview of the structure and was presented to the board.

2. Campground:

- i. Gladen is planning on returning to the campground, weather depending, around the 15<sup>th</sup> of April.

3. Pool: (Nothing to Report)

4. Athletic Fields:

- i. Grant applications were sent in to the Land Water Conservation Fund and Minnesota Twins Grant for the 8<sup>th</sup> Street Field Project. A total of \$65,000 were requested from the grants. Bill will notify the board when Grafton Parks hears back from grantors.

5. Arenas

- i. Jayce Schumacher requested the use of the Centennial Center for a free School Carnival to be held on May 4<sup>th</sup>. The carnival would be open to all Grafton Public School students. Bill asked the board if they should charge something for extra cleaning. The board discussed the extra costs associated with the carnival. The board agreed to allow the school to use the arena for the carnival for free this year with the understanding that next year their maybe a charge associated with the usage of the arena for cleaning.
- ii. Bill reported that the ice will be removed following the conclusion of the skating show on Sunday, March 22<sup>nd</sup>.
- iii. North Stars Youth Hockey Mega Raffle is scheduled for Saturday, March 28<sup>th</sup>.
- iv. Grafton Volunteer Fire Department Smoker scheduled for Saturday, April 4<sup>th</sup>.
- v. Farm Safety Show scheduled for Wednesday, April 15<sup>th</sup>.
- vi. Everything Goes Sale is scheduled for Saturday, May 9<sup>th</sup>.

6. Elmwood:

- i. Kandi Holt & Luann Oldenburg resigned from the Elmwood Board.
- ii. Sandy Stark joined the Elmwood Board.

C. Business Manager

- i. Matt reminded the Park Board that the election is to be held on June 9<sup>th</sup>. Ballot submission deadline is April 6<sup>th</sup> and 51 signatures will be needed at time of submission to City Hall.
- ii. Matt reported that the 12 month CD with Bremer Bank renewed at a much lower rate, but not as low as it could have been. The CD renewed for that another 12 months. Matt explained that he will start checking on CD rates, but not too excited to lock in any rates in this current market.

VI. Old Business:

VII. New Business:

VIII. Public Comments:

IX. Adjournment: Motion made by Jess, seconded by Todd to adjourn the meeting. Motion passed all approved. Meeting was adjourned at 5:44 pm.

# Grafton Parks and Recreation Lease Agreement

This Lease Agreement shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed.

**Landlord/Lessor/Agent:** Grafton Parks and Recreation shall be referred to as "OWNER"

**Tenant(s)/Lessee:** Grafton FFA Chapter shall be referred to as "COMMUNITY ORCHARD"

Grafton Parks and Recreation give permission to Grafton FFA Chapter  
(OWNER) (COMMUNITY ORCHARD)

To use one acre of property located (southeast of dog park in Leistikow Park ) as a community orchard

project, for the term of 15 years beginning March, 2020 and ending November, 2035.

COMMUNITY ORCHARD agrees to maintain a clean and attractive appearance of the property leased for an orchard, develop a maintenance schedule to prevent weed infestation and to keep area free of trash/litter.

OWNER agrees to supply and pay the water utility bill for irrigation necessary for the orchard. OWNER agrees to mow grass areas. COMMUNITY ORCHARD agrees to remove all irrigation hoses prior to weekly lawn maintenance.

This agreement may be renewed with the approval of both the OWNER and COMMUNITY ORCHARD at the end of the agreement period. All questions about the COMMUNITY ORCHARD including its nature, risks and hazards have been discussed with the orchard's coordinator to our satisfaction.

COMMUNITY ORCHARD agrees to indemnify and hold harmless OWNER from all damages and claims arising out of any act, omission or neglect by the COMMUNITY ORCHARD, and from any and all actions or causes of actions arising from the COMMUNITY ORCHARD occupation or use of the property.

OWNER agrees to notify the COMMUNITY ORCHARD organization of any change in land ownership, development, or use 90 days prior to the change in status.

  
Park Board President signature

3-11-2020  
Date

  
Grafton FFA Chapter signature

3/11/2020  
Date

February 3, 2011

## **HB 1337**

### **Introduced by:**

Representatives Kingsbury, Kilchowski  
Senator Miller

Grafton Parks and Recreation:  
Park Board President: Kerry Demars  
Director: Bill Dahl

\*Our mission is promote recreational and leisure opportunities for all individuals to enrich their quality of life.

### **Our facilities include:**

- Leistikow Park: (largest park in the City of Grafton). Amenities include Playground, Campground, Disk Golf, Public Swimming Pool, Shelters (4), Basketball & Tennis Courts, Canoeing, Boy and Girl Scout Cabins, plus many flower beds. City bike path runs in front of the park.
- Schumacher Park: includes Playground, Outdoor Ice Rink, Warming House
- Pumpkin Park: includes Playground, Tennis & Basketball Court
- Westview: Includes Tennis Courts
- Chase Skate Park: Outdoor Skate and Bike Park
- Chandler Field: Includes Pee Wee Ball Diamond and Babe Ruth Ball Diamond
- South Complex: (2) Softball Fields, Concessions and Restroom
- 8<sup>th</sup> Street Diamond: Rookie Field
- Elmwood Historical House
- Centennial Center and Winter Sports Arena: (2) Indoor Ice Facilities managed by Parks and Rec. under a Joint Powers Agreement with the City of Grafton
- Grafton Armory: Managed by Parks and Rec. under a Joint Powers Agreement with the City of Grafton

### **Purpose for Land:**

The sale of this land to Grafton Parks and Recreation would benefit the community of Grafton in many ways. It would provide some great opportunities for growth and development of new programs currently not offered in our community. Some of our proposed projects for this property include:

- The development of Cross Country Ski and Hiking Trails in the approximately 38 acres of wooded area along the Park River (see attached maps)



- Rest areas developed along trails
- Warming House/Ski Rental developed in one of the buildings
- Primitive Campsites developed along the river
- The construction of a City Dog Park located in the green space north west of the Campground
- Relocate North Ball Field to this site ( 8<sup>th</sup> St. Diamond) due to parking problems and no space to grow
- Expand Disk Golf (currently 9 holes) add additional 9 holes along this property
- Working with the Grafton Chamber to develop Fall Festival (Corn Maze in the tillable acreage)
- Allows for future expansion of our Campground Facility
- Property adjacent to City's largest Park

### **Summary:**

We currently have two of these projects in the works... Grafton Parks and Recreation has received a \$ 30,000.00 matching grant from LWCF (Land Water Conservation Fund) and \$ 1000.00 from MDU Resources Foundation for the construction of a City Dog Park. We are working together with the LEAD and FBLA groups to find ways to help fund the local share of the project.

Location of a City Dog Park has been our biggest hurdle. In all the surveys...everyone favors a Dog Park...but, "not in their neighborhood." The land northwest of the campground is the best fit. This property doesn't border any neighborhoods, allows for ample parking, and access to water and power.

Second... We have purchased a Cross Country Ski trail groomer. Our plan is to start grooming trails throughout Leistikow Park and through some of the existing trails in the wooded area along the river. By acquiring this property allows us to pursue grants available through ND Parks and Recreation Department, Recreational Trail Program (RTP). We cannot apply for grants to be use for property we do not own.

As rural communities continue to struggle, we need to be proactive in offering new programs and amenities to help attract new people to our City.

Introduced by

Representatives Kingsbury, Kilichowski

Senator Miller

1 A BILL for an Act to authorize the department of human services to convey certain land in Walsh  
2 County, North Dakota.

3 **BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

4 **SECTION 1. TRANSFER OF LAND AUTHORIZED.** The state of North Dakota by and  
5 through the department of human services may convey the land described in this section to the  
6 Grafton park board, for the price and on the terms as determined by the department of human  
7 services. Sections 54-01-05.2 and 54-01-05.5 do not apply to the transfer authorized by this  
8 Act. The land to be conveyed is a part of the grounds of the developmental center at westwood  
9 park, Grafton, described generally as follows:

10 A parcel of land approximately 77.05 acres, more or less, located within the west ½ of  
11 the west ½ of the northwest ¼ of section 13, township 157 north, range 53 west.

Grafton Park Board Meeting  
Date: Wednesday, February 9, 2011  
Time: 5:15pm  
Where: 2<sup>nd</sup> floor City Hall

**AGENDA:**

1. Call to order:
  - a. Board: Kerry Demars, Scott Hills, Brad Burianek, Judy Evens and Cory Burns
  - b. Press: Walsh County Record- Mike S. / KXPO- Scott K.
  - c. Employees: Bill Dahl, Tanna Aasand and Dean Feltman
2. Additions / Deletions: (To be covered under New Business)
3. Approval of Minutes: 1<sup>st</sup> Cory Burns/ 2<sup>nd</sup> Judy Evens
  - a. January 12<sup>th</sup>, Board Meeting
  - b. January 24<sup>th</sup>, Parks Committee Meeting
4. Authorization of Expenditures: 1<sup>st</sup> Judy Evens/ 2<sup>nd</sup> Scott Hills
  - a. Updated list provided at meeting
  - b. Questioned: Camp Expenses (survey by Kadrmas), Propane tank charges (leak in tank, will be getting reimbursed).
  - c. Brad told Tanna about fuel tax for diesel that we can get reimbursed for- so Tanna will check into that for diesel purchased from Schumacher and Simonsons.
5. Treasurer's Report:
  - a. Received a matching grant of \$30,000 from Land & Water Conservation Fund to be used towards a Dog Park—will have to figure out how to come up with the matching funds
6. New Business: (see additions/deletions)
  - a. State Land: Results of HB1337. Bill and Kerry attended the session held in Bismarck and it was a unanimous House vote to give/sell the State land to Parks and Rec. An emergency amendment was also attached to bill to "fast track" it so we can continue w/ our plans for the land and hopefully have it signed over to us by July 1<sup>st</sup>. Bill has yet to go to Senate and then for governor to sign off on. Purchase price was \$100/acre and we will make arrangements to continue w/ the farming land rental agreement in place already.
7. Committee Reports:
  - a. Parks Committee, January 24<sup>th</sup>, 2011 (leasing equipment)
    - i. Motion made that we lease a Utility Vehicle from Hansons and one from Hills for 250 hours @ a cost of \$400 each for the summer of 2011. 1<sup>st</sup> Brad Burianek/ 2<sup>nd</sup> Judy Evens
8. Facilities/ Activities Report
  - a. Activities: Acro I will perform at championship game of District Girls Tourney in Park River (had to cancel performance in Grafton for Boys Districts due to issues w/ parents)
    - i. Discussed the issues that arose at last game w/ parents not wanting to pay, discussed direction of program and finding experienced instructors for next year, possibly from Grand Forks
  - b. Armory
  - c. Arenas:
    - i. Next Tuesday, Martin Mechanical will be doing a site visit on the new heating equipment.
    - ii. A new door is needed and we were quoted \$2000 from Pastorek (motion to have Pastorek's to purchase and install door- 1<sup>st</sup> Scott Hills/ 2<sup>nd</sup> Brad Burianek).
  - d. Parks:
    - i. Bill has joined Kwansis and Kwansis would like to sponsor a project (possibly ongoing)--- we would like to start a "Tot Lot" in the Leistikow Playground for kids ages 2-5 years old and Kwansis will be contributing \$2000 towards the project to get it started.



## Grafton Park Board Meeting

Date: Wednesday, March 9, 2011

Time: Noon (Time changed)

Where: 2<sup>nd</sup> floor City Hall**AGENDA:**

1. Call to order:
  - a. Board Members: Kerry Demars, Brad Burianek, Scott Hills, Cory Burns and Judy Evens
  - b. Employees: Tanna Aasand and Dean Feltman
  - c. Press: Walsh County Record
  - d. Absent: Bill Dahl (in Bismarck- work related)
2. Additions / Deletions: (To be covered under New Business)
3. Approval of Minutes: 1<sup>st</sup> Judy Evens / 2<sup>nd</sup> Cory Burns
  - a. February 9<sup>th</sup>, Board Meeting
  - b. February 28<sup>th</sup>, Arena Committee Meeting
4. Authorization of Expenditures: 1<sup>st</sup> Brad Burianek / 2<sup>nd</sup> Judy Evens
  - a. Updated list provided at meeting
    - i. Questioned why water is high at winter sports than CC.
5. Treasurer's Report: nothing
6. New Business: (see additions/deletions)
  - a. State Land: HB1337. This is set to go in front of Senate on Wednesday, March 9<sup>th</sup>.
    - i. Kerry provided update that Bill attended this reading and it passed 100%, now we should find out next week as to when the governor will sign off on it.
7. Committee Reports:
  - a. Arena Committee, February 28<sup>th</sup>, 2011 (centennial center roof)
    - i. See minutes from meeting.... Another meeting has been scheduled for March 1<sup>st</sup> at noon at the Centennial Center
    - ii. At this point, we need to wait for Insurance Adjuster to come back with some final figures. Will then present it to Ways and Means again (presented initially on March 7<sup>th</sup>), and will go from there as to what option the City wants to take (as they own the building)
8. Facilities/ Activities Report
  - a. Activities:
    - i. Acro is now done- survey was sent out and a link with the survey results was sent to all board members and parents.
      1. Will talk w/ Ann Kohler about running program and also contact GF Acro again about helping us throughout the year.
    - ii. Skating Show- March 26<sup>th</sup> (Saturday), 7pm and March 27<sup>th</sup> (Sunday) at 2pm... Skating Through the Decades is the theme
  - b. Armory:
    - i. Circus and Spoiler Shootout are scheduled the first 2 weeks in April and off season bb rentals
  - c. Arenas:
    - i. Winter Sports- compressor is shut off and arena has been shut down for season
    - ii. CC: getting estimates on fixing building.
    - iii. Outdoor is still up and running
  - d. Parks:
    - i. Need to get displays out before flood



Grafton Park Board Meeting  
Date: Wednesday, April 13th  
Time: 5:15pm  
Where: 2<sup>nd</sup> floor City Hall

**AGENDA:**

1. Call to order:
  - a. Board Members: Kerry Demars, Judy Evens, Brad Burianek and Cory Burns
    - i. Absent: Scott Hills
  - b. Employees: Bill Dahl, Tanna Aasand and Dean Feltman
  - c. Press: Mike from Walsh County Record
2. Additions / Deletions: (To be covered under New Business)
3. Approval of Minutes:
  - a. March 9<sup>th</sup> – Board Meeting: 1<sup>st</sup>: Cory Burns 2<sup>nd</sup>: Judy Evens
4. Authorization of Expenditures:
  - a. Updated list provided at meeting 1<sup>st</sup>: Judy Evens/ 2<sup>nd</sup>: Brad Burianek
    - i. No credit from Ferrel gas til they fix the issue
    - ii. Complex building electric bill is high due to electric heat. Possibly tap into propane to heat
    - iii. Kutz bill was for fan at Winter Sports
5. Treasurer's Report:
  - a. Received our Health Care Reimbursement Credit that I filed for: \$6419.38
  - b. Closed out FEMA 2009- waiting for final 3% reimbursement- approximately \$500.00
  - c. NDIRF benefit check received \$2046.00
  - d. Met with Barbara from State Fire and Tornado- all is OK, but need to inventory personal property
  - e. Met with FBLA- their Dog Park project is moving ahead and they'd like us to attend the Econ Dev Comm mtg on Wed, April 20<sup>th</sup> at 7am to show our support for it
    - i. Discussed that FBLA and Parks and Rec is having a tough time getting on the agenda for this meeting but FBLA students and advisor, along with Parks and Rec is going to show up anyways.
    - ii. FBLA would like to continue finding funding to support their Dog Park Project
    - iii. Parks and Rec has already secured a \$30,000 matching grant from LWCF and has also agreed to provide/give the land and do the maintenance.
6. New Business: (see additions/deletions)
7. Committee Reports: None
8. Facilities/ Activities Report
  - a. Activities:
    - i. Planning upcoming spring/summer season—preliminary brochure is included to review
      1. Any changes you'd like to see made to the brochure- no comments
      2. Still need coaches for Tball/Rookies and Umpires for Rookies/PeeWees/Baberuth
    - ii. Skating show profits up from last year approx \$200- show was moved back to accommodate hockey Raffle.... Considering having skating show in Feb next year as season gets too long
  - b. Armory:
    - i. Circus and Spoiler Shootout are scheduled the first 2 weeks in April and off season bb rentals
    - ii. Gym rentals for March/April very good
  - c. Arenas:
    - i. CC: Pastorek has measured lobby roof and getting quotes based on codes- will have quotes in about 2 weeks (Listen to tape for more exact details)

A handwritten signature in blue ink, appearing to be "AB", is located in the bottom right corner of the page.

Grafton Park Board Meeting  
 Date: October 12<sup>th</sup>, 2011  
 Time: 5:15pm  
 Where: 2<sup>nd</sup> floor City Hall



# **AGENDA:**

1. Call to order:
  - a. Board: Kerry Demars, Scott Hills and Judy Evens. Brad Burianek arrived late (phone ahead to notify us)
  - b. Staff: Bill Dahl, Tanna Aasand and Dean Feltman
  - c. Absent: Cory Burns
  - d. Press: Scott- KXPO
2. Additions / Deletions: (To be covered under New Business)
  - a. Bill: Joint Powers
  - b. Kerry: Fire Dept
3. Approval of Minutes:
  - a. September 14<sup>th</sup>: Board Meeting 1<sup>st</sup> Judy Evens / 2<sup>nd</sup> Scott Hills
  - b. September 30<sup>th</sup>: Final Budget Reading/ Parks Committee 1<sup>st</sup> Judy Evens/ 2<sup>nd</sup> Scott Hills
4. Authorization of Expenditures:
  - a. Updated list provided at meeting
  - b. Bill added in Midwest Playscapes for \$7500.00 for down payment on Tot Lot playground equipment for Leistikow Park for next year
    - i. Kwansis donated \$6000 towards the \$7500 payment- THANK YOU KWANSIS
5. Treasurer's Report:
  - a. 2012 Budget was finalized on Sept 30<sup>th</sup> and a copy has been taken to the Court House for filing.
  - b. Otto Bremer interview went good- with regards to the pool grant. We should hear approx the 3<sup>rd</sup> week in November if we were awarded any funds.
6. New Business: (see additions/deletions)
  - a. Title II: Tanna and Bill should audit all facilities before winter and make a list to prioritize to become compliant within 3 years--- will start this winter
  - b. Joint Powers (Bill)- Chris Lipsch contacted Bill about a meeting with the "Joint Powers Committee" (appointed by Mayor) to meet with Parks and Rec in regards to Joint Powers agreement.
    - i. City is looking to discuss option of reducing our joint powers payment.
    - ii. Kerry appointed the following to the Park Board Joint Powers Committee: Judy Evens, Brad Burianek and Scott Hills
    - iii. Scott asked that we get thru the start of beet season and then meet- possibly week to two weeks out.
  - c. Fire Dept (Kerry)- Kerry was approached by Fire Dept asking if they could use Centennial Center in April for a "smoker". Fire Dept was take care of everything- including all cleaning.
    - i. Board agreed to allow Fire Dept to use arena, sound system, lobby and restrooms at no charge- but would like Fire Dept to commit to a few hours in the park next summer for kids to come and look at fire trucks and talk to firemen.
7. Committee Reports: Sept 30<sup>th</sup> Final Budget and Parks Committee
8. Facilities/ Activities Report
  - a. Activities:
    - i. Hockey Camp to start Oct 10<sup>th</sup>- as of 10/05- 57 kids registered/ updated to 89 kids!
    - ii. Acro starts Oct 27<sup>th</sup>--- registrations are coming in!
    - iii. Figure Skating starts approx Nov 8<sup>th</sup> (depending on ice at Winter Sports)
  - b. Armory:
    - i. Have setup a "check in" list by the computers to determine their usage. Need to determine it's feasible to spend \$600 yr on internet services if going unused.



1. Will monitor another month, but currently services aren't being used for a lot of internet usage- just card playing. Judy suggested calling Midco to ask for discount since it's for the seniors.
  - ii. Auction scheduled for Nov 12<sup>th</sup>- Gym will be closed off to everybody (including walkers) for Wed Nov 9<sup>th</sup> at 10am thru Saturday, Nov 12<sup>th</sup>.
  - c. Arenas:
    - i. Centennial Center:
      1. Claim for lobby roof was closed out--- our damages didn't exceed our \$1000 deductible.
      2. Signs in the ICE look AWESOME! Lots of comments.
    - ii. Winter Sports:
      1. Ice will be put in by Cimco approx late Oct/early Nov---
  - d. Parks:
    - i. Tanna has taken pic's of the trail area in hopes to secure funding for a Trail Grant when the grant opens up.
      1. Discussion of using Paint Shop for "warming house" instead of moving Girl Scout Cabin due to cabin would be flooded out each year and paint shop has restrooms. Will follow up loate
    - ii. Kwansis donated \$6000 to the Tot Lot Playground to go into Leistikow park next spring.
    - iii. Trees have been cleaned up from storm and stumps removed
    - iv. Vandalism at Schmacher Park hasn't been followed up by Police yet--- Bill will talk to again. We reported name of the kids to police 10 days ago- so will encourage police to follow up asap.
    - v. All buildings have been shingled that were budgeted for
    - vi. Tennis Court fencing is \$1500 to repair from storm- filed w/ insurance. Will need to fix
  - e. Pool: Closed-
    - i. See Otto Bremer Grant recap under Treasurer's Report
    - ii. Will begin winterizing when weather cools
  - f. Campground:
    - i. Expecting approx \$4000-\$5000 add income after campground closes and all businesses are build out for their stay (including Express Personnel)
    - ii. Dirt--- would still like to get dirt into campground for the flower beds yet this year. Bill will contact a few farmers.
  - g. Athletic Fields:
    - i. Work has begun on dugouts at Complex
  - h. Elmwood:
    - i. Spaghetti Supper is NOV 8<sup>th</sup>! Election Night--- come hungry! Take outs available.
  - i. State School Property:
    - i. Curb stop is being put in at paint shop to allow us to winterize and turn off water. Approx cost will be \$2000.
    - ii. Shane Flanders signed rental agreement and some interest in other buildings.
9. Personnel / Staff Reports: None
10. Old Business/ Correspondence:
- a. Update on replat of Westview and sale of lots
    - i. Bill is working w/ Kadrmas- but playing phone tag right now- both are busy.
  - b. Has Shane Flanders signed lease for rental of State Building?
    - i. Yes- signed and paid from Oct 1, 2011- Sept 30, 2012
  - c. Earl's Haven Shelter Update
    - i. Last storm damaged it more- it's been ruled completely totaled. Filled insurance and waiting to hear from Insurance Company.
  - d. Truck Bid
    - i. Didn't bid on last truck- looking for others.

11. Adjournment: 1<sup>st</sup> Brad Burianek / 2<sup>nd</sup> Judy Evens

# Grafton Park Board Meeting- **UPDATED!**

Date: April 11<sup>th</sup>, 2012

Time: 5:15pm

Where: City Hall- Board Room



## **AGENDA:**

1. Call to order:
  - a. Board Members: Kerry Demars, Judy Evens, Scott Hills, Brad Burianek and Cory Burns
  - b. Staff: Bill Dahl and Dean Feltman (Absent- Tanna Aasand)
  - c. Press: Mike- The Record/ KXPO- not present
2. Additions / Deletions: (To be covered under New Business)
  - a. Review of Sick/Vacation/ Hours Worked
    - i. Tanna- Bill- Dean are Exempt employees- so there hours worked will always show 1 hour- as the pay is the same every time.
      1. Vacation and sick hours for exempt employees are accurate as the hours reported on the report.
    - ii. Non-exempt employees will show the accurate hours worked, as hours fluctuate per pay period and so do hours
    - iii. Cory would like time sheets in every packet. (wastes a lot of paper to include this in every packet, so will provide at meeting)
  - b. Westview property- discussing below
3. Approval of Minutes:
  - a. 1st Judy Evens/ 2nd Scott Hills
    - i. March 14, 2012- Board Meeting
    - ii. April 5, 2012- Parks (Dog Park/ Westview Land Offer)
4. Authorization of Expenditures:
  - a. Updated list provided at meeting
    - i. 1st Cory Burns / 2nd Brad Burianek
    - ii. Also approved MDU bills - total \$1041.90
5. Treasurer's Report:
  - a. Bid Openings:
    - i. 8<sup>th</sup> Street property:
      1. 1st Judy Evens/ 2nd Cory Burns--- accept bid and \$100 security deposit
      2. Grafton Lutheran Church- awarded bid of \$6250 and paying 1/2 of surveying costs.
        - a. Tanna has taken info to attorney, Nick Hall, to draw up new deed and will then file w/ the courts. Once deed is filled, Noel Moe of the GLC Cemetary Board will write us a check.
        - b. Stipulation with motion is: GLChurch does not have to move the fence until they are ready (few years)--- Parks will maintain until the fence is moved
    - ii. Pool Concrete: Dub Construction AWARDED Bid for 5500 ft of concrete work around pool
      1. 1st Brad Burianek/ 2<sup>nd</sup> Scott Hills & Cory Burns (tape was unclear)
        - a. After much discussion, we'd like to keep it as local as possible, but the price difference is too big to ignore and Dub does a lot of work in town
      2. Pastorek: \$51,000
      3. Dub Construction \$42,995: possibly can start early also.
        - a. Originally allocated \$55K in the grant, so will ask Dub to also do the flooring in the office
    - iii. Pool Bathrooms- Kutz & O'Brien AWARDED Bid
      1. 1<sup>st</sup> Cory Burns/ 2<sup>nd</sup> Scott Hills
      2. Kutz & O'Brien- honoring the bid of \$13,563 that he quoted on 08/09/11 when we submitted a grant (exact \$ wasn't available at meeting, but Tanna looked it up and included with the minutes- Bill also did find later in meeting and stated amount)
        - a. Noted that Kutz still submitted a bid during the open time frame referring to the initial bid he made in August

- iv. Earl's Haven Concrete: Pastorek AWARDED Bid. 6 inch slab 10x12 edge
    - 1. 1<sup>st</sup>: Scott Hills/ Brad Burianek
    - 2. Pastorek \$7200
    - 3. Dub Construction \$8400
      - a. Dub was incorrect in the square footage in his bid, but Bill Dahl contacted Gary Dub during the meeting and confirmed that the \$8400 bid still stood – Gary stated that the square footage was incorrect, but \$ amt was correct.
  - b. Trail Grant: Made it to next round- site visit is coming in May.
6. New Business: (see additions/deletions)
- a. Measure 2:
    - i. Informational meeting on April 9<sup>th</sup> at Grafton High School
      - 1. Kerry sat on panel (Bill & Cory also attended).
      - 2. Connie from state was there- public turnout was minimal- approx 30-35 people, but all govt employees, only handful from general public.
      - 3. Advertising will be starting soon, pushing information.
  - b. Westview Project:
    - i. Initial bid of \$35K for all lots was rejected and counter offer (Mtg on 04/05) was discussed that all lots sell for \$60K and we'd pay realtor \$5k- netting \$55K. Bidder was given to end of April (April 30<sup>th</sup>) for deadline
      - 1. Bidder did counter offer at 40K, Bill told Mark Tweten our final offer was already given and reminded him of end of month deadline.
    - ii. Other discussion: confirmed that tennis courts are not being sold. Parks has been mowing for 10 years- approx cost of \$18,000 in maintenance. Buyer will also receive a \$6000 tax break for each lot as well.
    - iii. Tabled until end of month with offer to buy entire property. If that falls through, we will be back to selling individual lots.
  - c. Dog Park:
    - i. Flagged the area. Posts to start going in shortly. Looking for gate designs, etc at this time.
    - ii. Shade Trees? Yes, we shade
    - iii. Fundraiser? None planned, but will check with Kayla
      - 1. Tanna is having Kayla research purchasing a "PAW" for your dog to be placed near the entrance sign--- somewhat like the Pucks at the arenas.
  - d. Board Member Elections:
    - i. Judy is not running, Kerry is undecided. Deadline is Friday, April 13<sup>th</sup> at 4pm.
7. Committee Reports:
- a. Parks Committee- regarding Westview Land Offer and Dog Park location--- notes were approved above.
8. Facilities/ Activities Report
- a. Activities:
    - i. Summer Activities are in the planning phase. Hoping to have a couple more exciting things planned this summer. Want to get brochures out by week of April 23<sup>rd</sup>.
      - a. Brochures will be coming out by mid-April
      - b. Need coaches for Girls Fastpitch and Traveling Rookies
    - ii. Figure Skating Show: Made \$2300 gate fee. In past years: 2011 was \$3000/ 2010 was \$2180... Feel that this year was a success combining with Park River and Girls State BB weekend a lot of people were gone.
      - 1. Thank you was sent from Park River thanking us for the great welcome they received and the Park River people were very pleased with everything!
  - b. Armory:
    - i. Inflatable Fun Day: March 31<sup>st</sup> was successful- lots of great compliments from people, would like to see done again.
      - 1. Lost money, but it was a 70 degree day. Kids were approx 200. Games cost \$2650. Would like to have again, get businesses to pre-buy tickets to give away. Price was \$10/ kid from Noon-5pm. Plus we had to pay the 6 people to monitor each station.
      - 2. Budget for next year. Stick to late March and possibly do the water one in the summer.

## Grafton Park Board Meeting-

Date: May 9<sup>th</sup>, 2012

Time: 5:15pm

**Where: ARMORY- SENIOR ROOM- NEW LOCATION!**

# Minutes



Grafton  
**Parks  
& Recreation**

### AGENDA:

1. Call to order:
  - a.
2. Additions / Deletions: (To be covered under New Business)
  - a.
3. Approval of Minutes:
  - a. April 11<sup>th</sup>, 2012
4. Authorization of Expenditures:
  - a. Updated list provided at meeting
5. Treasurer's Report:
  - a. Trail Grant: Jessica Riepel came for a site visit on Wed, May 2<sup>nd</sup> and met with Tanna/Bill—questions regarding trail, tour of parks, etc... sounds like we will get some money, but they are unsure how much can be allotted towards the Welcome / Warming House Center (paint shop) as it only indirectly deals with Trail... Should find out end of May.
  - b. Westview Property:
    - i. No offer was received before May 1<sup>st</sup>, so we're back to selling individual lots.
  - c. 8<sup>th</sup> Street Property:
    - i. Quit Deed is drawn up and in the process of being filed. Grafton Lutheran Cemetery has paid us in full (\$6925). Will deliver the Quit Claim Deed to them(GLC) once I receive it.
  - d. Grant Update:
    - i. Pool- Otto Bremer:
      1. 12 lounge chairs: \$1900 / 2 Lifeguard Chairs \$1644/ 3 slides \$8218/ Partitions for bathrooms \$7962/ Handicap Lift \$4003/ other expenses\$840= Total \$24,567.00.  
Have total of \$85,000 to spend = \$60,433 left to disburse (Concrete/Bathrooms)
    - ii. Dog Park- Land Water Conservation:
      1. Fencing \$21,440 / Dogipot Stations \$1085 / Benches \$3300/ Signage \$1000= Total \$26,825. We had approx \$21,125 total to use + matching funds from LWCF = Total Funds \$42,250 minus what we've used = \$15,425 left to spend. We do need water and possibly few other features inside the park
      2. Deadline for money to be used is August 31, 2012.
6. New Business:
  - a.
7. Committee Reports:
  - a. No committees met
8. Facilities/ Activities Report
  - a. Activities: (Kayla)
    - i. Summer Activity Brochure is out--- baseball (Friday, May 11) and hockey (May 15) deadlines approaching fast!
    - ii. Chevy Baseball Fundraiser Update
    - iii. League Duties (Aaron Carter resigning)
  - b. Armory:
    - i.
  - c. Arenas:
    - i. Centennial Center:
      1. Working on deal with GHS for indoor baseball/fastpitch practice in spring when ice is out.



## Grafton Park Board Meeting-

Date: June 13, 2012

Time: 5:15pm

Where: **ARMORY- SENIOR ROOM- NEW LOCATION!**



### AGENDA:

1. Call to order:
  - a. Board Members: Kerry Demars, Brad Burianek, Scott Hills, Judy Evens and Cory Burns
  - b. Media: Todd Morgan- Walsh County Record
  - c. Employee: Bill Dahl, Dean Feltman, Tanna Aasand and Kayla Eide
  - d. Board Member Elect: Todd Storey
2. Additions / Deletions: (To be covered under New Business)
  - a.
3. Approval of Minutes: 1<sup>st</sup> Cory Burns/ 2<sup>nd</sup> Brad Burianek
  - a. May 9<sup>th</sup>, 2012- Park Board
  - b. June 11<sup>th</sup>, 2012- Parks Meeting (see minutes under #7)
4. Authorization of Expenditures:
  - a. Updated list provided at meeting
  - b. 1<sup>st</sup> Judy Evens/ 2<sup>nd</sup> Scott Hills
5. Treasurer's Report:
  - a. Trail Grant: 4 mile trail loop system with groomer!
    - i. AWARDED!!! Does not cover the welcome/warming center, but will allow us to add extra money for another bridge.
      1. Total Cost was \$79,579.16 and LWCF pays 80%= \$63,663.33 and we would be responsible for 20% for a total of \$15,915.83.
  - b. 8<sup>th</sup> Street Property:
    - i. Deed has been officially turned over to Grafton Lutheran Cemetery Board, but we will continue to mow and no changes will be taking place at this time regarding the fence.
  - c. Grant Update:
    - i. Pool- Otto Bremer:
      1. Pool cost is currently at \$112,750
    - ii. Dog Park- Land Water Conservation:
      1. Cost is at \$33,025.27- 50% of this balance is paid by LWCF Grant (\$16,512.50)
      2. Deadline for money to be used is August 31, 2012.
6. New Business:
  - a. Election Results
    - i. Newly Elected Board Members
      1. Kerry DeMars and Todd Storey
      2. Elected members officially take over on the 4<sup>th</sup> Tuesday of month (June 26<sup>th</sup>).  
Connie Johnson from City will contact members to sign Oath of Office
    - ii. Measure 2- failed- property taxes are still in effect
  - b. Westview Property Counter-Offer status update. Waiting to hear back from Greg Elde on counter offer (see 7a).
  - c. Re-organization of Committees (or call special meeting?)
    - i. Will reorganize at next meeting
    - ii. Currently: Pres Kerry/ VP Judy..... Arenas: Brad/Scott/Cory... Parks & Camp: Brad/Scott/Judy... Budget: Scott/Judy/Cory... Personnel: Judy/Brad/Cory... Programs & Events & Fees: Judy/Brad/Scott
7. Committee Reports:
  - a. Parks Committee- June 11, 2012: Westview Property
    - i. All board members met at Westview to determine a bid given by Elde Construction and to discuss the utility markings—due to the utility locates, it might have to be sold as 3-4 lots

## Grafton Park Board Meeting-

Date: August 8, 2012

Time: 5:15pm

**Where: ARMORY- SENIOR ROOM- NEW LOCATION!**

**Location was moved to City Hall Committee Room for this meeting only**



### AGENDA:

1. Call to order:
  - a. Board: Kerry Demars, Scott Hills, Brad Burianek, Cory Burns and Todd Storey
  - b. Staff: Bill Dahl, Tanna Aasand, Dean Feltman and Kayla Eide
  - c. Press: Todd Morgan (WCR) and Scott (KXPO)- Scott arrived at 5:30
2. Additions / Deletions: (To be covered under New Business)
  - a. Joint Powers Agreement
3. Approval of Minutes: 1<sup>st</sup> Todd Storey / 2<sup>nd</sup> Cory Burns
  - i. July 11<sup>th</sup>, 2012
  - ii. Joint Powers Meetings with City Committee: July 26<sup>th</sup> and August 2<sup>nd</sup> --- Minutes provided by City
  - iii. Joint Powers Meeting: Aug 1<sup>st</sup> Noon- see minutes below
4. Authorization of Expenditures: 1<sup>st</sup> Scott Hills / 2<sup>nd</sup> Brad Burianek
  - a. Updated list provided at meeting
    - i. Verizon cell phone bill wasn't listed on bills- due to pay date listed as 07/30/12 instead of 07/31/12. Bill was for \$134.33
5. Treasurer's Report:
  - a. Grant Update:
    - i. Pool- Otto Bremer:
      1. Pool cost is currently at \$113,228.45
      - a. Coils may not be on this total \$4248.62
  - b. Building Fund
    - i. Funds have been depleted to near zero. We need to have another few rebuilding years of maintaining facilities until we can fund partial amounts with grants.
6. New Business:
  - a. Westview Property
    - i. What's the status on closing date?
      1. August 16<sup>th</sup>, 2012- approximately
    - ii. What are we going to "net"?
      1. Approximately \$38-\$40K
    - iii. How will the funds be allocated?
      1. Put into savings for the time being.
    - iv. Bill should get in touch with Nick Burns (he owns property next to Westview) and his surveying results were different than our surveying results.
  - b. Joint Powers
    - i. Vote was taken to terminate the Joint Powers Agreement for the Arenas and the Armory- unanimous decision by the board (Cory Burns recused himself from voting as he is a City Employee). We would consider options from the City if they so choose, but our termination will stand as is- effective September 14, 2012.
      1. Roll Call vote: Scott Hills- Yes, Brad Burianek- Yes, Todd Story- Yes and Cory Burns recused himself from voting as he is a City employee
      2. A letter was on hand for City of Grafton for Arenas and Armory/ Senior Citizens/ Grafton High School/ Grafton Youth Hockey and the Blue Line Club.
        - a. All board members signed- with the exception of Cory Burns and letters will be hand delivered on Thursday morning by Bill, Kerry and Tanna.

7. Committee Reports:

- a. August 1<sup>st</sup>- Noon: Tanna, Bill, Scott & Todd- discussed paying money for Centennial Roof- all were in agreement that we cannot afford it- our money needs to go to facilities that we own. Bill stated that he would inform Joint Powers of this and cancel the Aug 2<sup>nd</sup> meeting with them.
- b. July 26<sup>th</sup> and August 2<sup>nd</sup> - Joint Power meeting minutes- see minutes
- c. August 8<sup>th</sup>: Parks only Joint Powers. Met to determine if we should terminate the Joint Powers with City for Arenas and Armory. After discussion- consensus was that we cannot take the \$35 loss and we are not putting money towards the roof of a building that we don't own.

8. Facilities/ Activities Report

a. Activities: (Kayla)

- i. Baberuth made it into the state tournament- WON THE STATE TOURNEY!
- ii. STATE CHAMPS: PeeWees, Baberuth and Legion (1<sup>st</sup> time ever in state history has Baberuth and Legion won in the same year).
- iii. Job Descriptions—Kayla will need to develop a "job description" as to what is expected at each level of coaching
- iv. Determined the following for next year- as this should make the baseball program go smoothly. (Jeff Nold- asked to step down as Baberuth- too big of time commitment)
  1. Baberuth Coach: Mike Hanson
  2. PeeWee Coach: Alex Martinson
  3. Traveling Rookies Coaches: Troy Sangrait/ Chad Satterland
  4. Tball / Non Traveling Rookies: Kayla and Jeff Nold
  5. Fastpitch: TBD
- v. Baseball Board in conjunction with Parks and Rec are in the planning stages of a Baseball Appreciation Night for PeeWee, Baberuth, Legion players and parents- grilling out, coaches talking, etc... will be held one night between Aug 14-17.

b. Armory:

- i. Rentals are staying steady for Senior Room

c. Arenas:

i. Centennial Center:

1. Working on deal with GHS for indoor baseball/fastpitch practice in spring when ice is out. HAS THIS BEEN COMPLETED? WHAT IS STATUS?
  - a. Waiting for Jack- \$10/hr or \$150 per week
  - b. Bill will check with Jack Maus at school
  - c. No update was provided
2. Compressors. Cory asked that Bill contact Midwest asap and get on the schedule so all is ready before season..... Bill told Midwest to put on hold for a few weeks depending on Joint Powers—til mid September.

ii. Winter Sports:

1. Project is in the works. WHAT IS STATUS?
  - a. Not started up yet- may need to see what happens with Joint Powers
  - b. Possibly starting in mid-August on header project.
  - c. If another joint powers deal has been worked out- we would then be investing \$8500 in the project.

d. Outdoor: Closed for season

e. Parks:

- i. Canoe rack needs to be moved closer to water --- complaints about hauling canoe from where it currently is by little shack.
- ii. Would like to start checking into a landing site and dock w/in Leistikow Park by River.
  1. A lot of ADA issues for this to become reality

f. Dog Park:

- i. 17 trees donated by Grafton Floral and are in the park.
- ii. Picnic tables are also in the park now
- iii. The park is 100% complete

g. Pool:

- i. ADA Handicap Lift has been installed and ready to use.

## Grafton Park Board Meeting-

Date: February 13, 2013

Time: 5:15pm

Where: 2<sup>nd</sup> Floor City Hall



### AGENDA:

1. Call to order:
  - a. Board: Kerry Demars, Brad Burianek, Cory Burns, Scott Hills and Todd Storey
  - b. Staff: Bill Dahl, Tanna Buckhouse and Kayla Eide
  - c. Media: Walsh County Record- Mike / KXPO- Scott
2. Additions / Deletions: (To be covered under New Business)
3. Approval of Minutes: 1<sup>st</sup> Todd Storey / 2<sup>nd</sup> Brad Burianek
  - a. Board Meeting- Jan 9<sup>th</sup>, 2013
  - b. Personnel Committee- Jan 31<sup>st</sup>, 2013
  - c. Personnel Committee- Feb 5<sup>th</sup>, 2013
4. Authorization of Expenditures:
  - a. Updated list provided at meeting
  - b. 1<sup>st</sup> Scott Hills/ 2<sup>nd</sup> Cory Burns
5. Treasurer's Report:
  - a. No report
6. New Business:
7. Committee Reports:
  - a. Personnel Committee- Employee Reviews-
    - i. Cory updated staff on what the committee was recommending to the board regarding the employee salary adjustments- which are retroactive to January 1<sup>st</sup>.
      1. Fred & Doug- \$10/hr
      2. Kayla \$10hr plus a single health plan
      3. Kurt \$10.50 hr plus \$500 bonus
      4. Dean, Tanna and Bill: salary increase of 4% and \$500 bonus each (the bonuses are \$500 take home)
    - ii. Motion to approve the salary adjustments retroactive to Jan 1<sup>st</sup>, 2013 as recommend by the committee:
      1. 1<sup>st</sup> Todd Storey / 2<sup>nd</sup> Scott Hills
    - iii. The board also wanted to inform the press that these adjustments were something they felt was appropriate based on the tremendous year that was had. We accomplished many major projects and used our own staff for the labor instead of hiring it out. The staff was also informed that salary increases and bonus are determined on a year to year basis.
8. Facilities/ Activities Report
  - a. Activities: (Kayla)
    - i. Acro In-House performance is Sunday- Feb 17<sup>th</sup> at 4:30pm. Open to public with free will offering and cookies/lemonade served afterwards
  - b. Arenas:
    - i. Centennial Center:
      1. New emergency lighting was installed
    - ii. Winter Sports:
    - iii. Public Skating:
  - c. Outdoor:
    - i. Open and operating
  - d. Parks:
    - i. Would like more signs up to keep snowmobiles out of park.
    - ii. Moving forwarding with trading in Ztrak 2010 mower for a 2013 Z960R for a total cost after trade in of \$4685. Kawasaki motor, 31 hp, gas and lumbar seating.



- e. Dog Park:
  - i. Still open and people are using
- f. Pool: Closed
- g. Campground: Closed
- h. Athletic Fields: Closed
- i. Elmwood: Closed til April
- j. State Property:
  - i. Trails are being groomed
  - ii. Parks has purchased cross country ski sets and snow shoe sets that we will begin renting out very soon. Watch website and facebook for updates.
  - iii. The Record is doing a great story on our trails in this weeks paper
- k. Other Property:

9. Personnel / Staff Reports:

10. Old Business/ Correspondence:

- a. Rental of House (Kerry): WHAT IS THE STATUS ON THIS? Kerry stated that by March we will know what the company's plans are.
  - i. Contacted by a manager of a "company"- would like 1 seasonal spot in campground for next summer for himself, but would like to rent out the house to his 4 top guys.
    - 1. Board agreed to charge \$1000 including utilities for the house
    - 2. Possible that 30 guys may need camping facilities- will check into putting electrical along gravel south of house or /and also between house and campground
    - 3. Kerry will contact the manager and work out the details.

11. Adjournment:

- a. 1<sup>st</sup> Brad Burianek / 2<sup>nd</sup> Todd Storey



Community Services | Economic Development & Finance | Tourism | Workforce Development

November 22, 2013

Kristy Jelinek  
Grafton Parks and Recreation  
PO Box 122  
Grafton, ND 58237

Dear Ms. Jelinek:

I am pleased to inform you that Grafton Parks and Recreation has been selected as one of the recipients of the Tourism Infrastructure Grants. The Campground Expansion, Bunkhouse and Welcome Center project will receive a grant of \$54,500. We are pleased to be able to assist with this project which has the potential of bringing people from out-of-state to Grafton and keep them in your community for an extended period. Congratulations on your excellent application and good luck with your project.

This is the second time the North Dakota Department of Commerce has been able to offer this opportunity as a way to help the tourism industry continue to grow. The intent of the program is to fund tourism operations capable of attracting visitors from outside North Dakota for at least one overnight stay.

Enclosed is an agreement form outlining the guidelines for payment and the requirements for obtaining the funds. The grant will be paid out on a reimbursement basis. We look forward to working with you to attract even more visitors to our great State.

Warm regards,

A handwritten signature in blue ink, reading "S. Coleman".

Sara Otte Coleman  
Director – Tourism Division  
North Dakota Department of Commerce

*"We lead North Dakota's efforts to attract, retain and expand wealth."*

## Grafton Park Board Meeting

Date: December 11, 2013

Time: 5:15pm

Where: Elmwood



### Minutes:

1. Call to order at 5:15 by Kerry DeMars
  - a. Board Members Present: Kerry DeMars, Brad Burianek, Scott Hills, Todd Storey, Cory Burns
  - b. Staff: Bill Dahl, Kristy Jelinek, Dean Feltman, Kayla Eide
  - c. Press: Mike Steinfeldt
2. Additions / Deletions: None
3. Approval of Minutes:
  - a. Board Meeting – November 13<sup>th</sup>, 2013, 5:00 p.m. Motion by Cory, second by Brad. Motion approved
4. Authorization of Expenditures:
  - a. Updated list provided at meeting- Motion by Todd, second by Scott. Motion approved
5. Treasurer's Report:
  - a. ND Tourism Expansion Grant was awarded to Parks and Rec for \$54,500. 15 new campsites, 5 cabins and a Welcome Center/Bathhouse will be added to the current campground.
  - b. Receipts for the RTP grant have been submitted and we have received over \$30,000 back. Still have \$25,000 to use.
6. New Business:
  - a. Audit with Drees, Risky and Vallager-Motion by Brad, Second by Todd to accept contract for audit
  - b. Update Parks and Rec Policy Manual to correct the vacation time amounts per paycheck-Motion by Scott, second by Brad. Motion approved
7. Committee Reports: (covered under minutes)
  - a. Personnel Committee – Nov 27 meeting discussed evaluations with Bill and discussed changes to payscale. Tabled until Dec. 11 Personnel Committee Meeting
  - b. Personnel Committee – Dec 11 meeting discussed salary changes. Motion by Cory, second by Todd to accept changes as listed on Employee Wage sheet (see attached). Roll call vote: Todd, yes; Brad, no; Cory, yes; Scott, no. Tie vote by President Kerry, yes. Motion approved
8. Facilities/ Activities Report
  - a. Activities: Pizza sales for Acro fundraiser is around \$2500
  - b. Arenas:
    - i. Dec. 14 Spirit of the Season Skate Night
    - ii. Visited with Daktronics about new scoreboard. Basic scoreboard around \$35,000 and one with reader board around \$90,000. Scott recommended trying to find a used one.
  - c. Parks:
    - i. Trails are groomed
  - d. Pool:
  - e. Campground: Begin work for expansion as soon as possible in the spring. Start of the new year will begin taking bids for work.
  - f. Athletic Fields:
  - g. Elmwood: Working with Game and Fish to trap turkeys
  - h. State Property: Starting to come up with new names for this property.
9. Personal / Staff Reports:
10. Old Business/ Correspondence:
11. Adjournment: Motion by Brad, second Cory – motion approved



Wednesday, July 09th, 2014

City Hall/ Second Floor

5:15 p.m.

## AGENDA:

- I. Call to Order by Kerry DeMars at 5:15
  - A. Board Members Present: Kerry DeMars, Cory Burns, Scott Hills, Brad Burianek, Todd Storey
  - B. Staff Present: Bill Dahl, Dean Feltman, Kristy Jelinek, Natalie Altendorf, Doug Johnson
  - C. Media Present: Mike Steinfeldt
  - D. Other Present: Todd Morgan-Grafton Area Chamber of Commerce
- II. No additions or deletions
- III. May 14<sup>th</sup> and June 11<sup>th</sup> minutes were approved with a motion from Cory and second from Todd. Authorization of expenditures was approved with a motion by Scott and second by Cory. Motions passed. The bank statement report was distributed. Board members requested a year to year comparison and opening and ending bank balances.
- IV. Reports:
  - A. Director
    1. Summer Fest: Everything went well except for the unfortunate incident with the inflatables. Todd Morgan talked briefly about the incident. All questions regarding claims are being directed at Games Galore.
    2. Campground: The 15 site expansion has been completed and will plant grass now. The 2 cabins are still not complete. Revenue is up 59% from 2012.
    3. Complex: Bill is working with The City of Grafton to find a solution to the water issue at the Complex diamonds. Anything we do must be ADA compliant. Will budget for this for our 2015 year.
    4. Pool: Have had issues with the pump and motor, will budget for a new motor in 2015.
  - B. Business Manager
    1. Movie in the Park scheduled for July 24<sup>th</sup>
    2. Focus Group will be held later in July. Kerry and Brad will sit on the committee
  - C. Recreations/Facilities Manager
    1. Activities: Acro Camps were cancelled due to low sign-up, Adventure Camp was postponed to July 31.
    2. Pool: Swim lesson attendance is up, daily swim revenue is down \$4000, concessions is down \$600 and the pool has been closed 10 days this year compared to 3 last year.
- V. No Old Business to address.
- VI. New Business:
  - A. Parks ad Rec advertised in the Winnipeg Free Press
- VII. Public Comments: None
- VIII. Adjournment: Motion by Brad, second by Todd. Meeting adjourned at 6:02





# Grafton Parks & Recreation

Wednesday, August 13th, 2014

City Hall/ Second Floor

5:15 p.m.

## AGENDA:

- I. Call to Order by Kerry DeMars at 5:15pm
  - A. Board Members Present: Kerry DeMars, Cory Burns, Scott Hills, Brad Burianek, Todd Storey
  - B. Staff Present: Bill Dahl, Dean Feltman, Kristy Jelinek, Natalie Altendorf
  - C. Media Present: Mike Steinfeldt
- II. Scott has item to add to new business
- III. Election of officers – Unanimous approval of Kerry as President and Brad as Vice President
- IV. July 9<sup>th</sup> minutes were approved with a motion from Todd and second from Cory. Authorization of expenditures was approved with a motion by Scott and second by Brad. Motions passed. The bank statement report was distributed.
- V. Reports:
  - A. Director
    1. Arenas
      - i. Centennial Center – getting ready for hockey camp and need to contact Dave Hills again about the roof project.
    2. Parks
      - i. Trails – 98% complete with work from the grant. Getting a lot of compliments on Facebook.
      - ii. New Tractor – Looking into purchasing a new tractor/tiller. Would trade in or sell the current tractor and 2 mowers.
    3. Campground
      - i. Expansion update – Working to finish cabin 2, cabin 1 has been rented every weekend since it opened. Still working the new sites.
      - ii. Revenue – 2012 was \$32,000 2013 was \$24,500 and 2014 is \$36,400.
      - iii. Kilmer was in doing work on an apron for the culvert.
    4. Athletic Fields
      - i. Walk bridge by complex – working with city on a cross bridge. Sidewalk cost from bike bath to complex diamonds and bathroom.
    5. Pool
      - i. Pool pump was worked on a lot in July. Will need to budget for a new pump for 2015.
    6. Elmwood
  - B. Business Manager
    1. Movie in the Park went well and have received a lot of great comments. May not be able to have another one this year, but will plan for 3 movies next year.
  - C. Recreations/Facilities Manager
    1. Activities

Adventure Camp – 16 kids signed up. Went well and getting requests to do another one.  
Soccer – Putting final touches on a fall soccer program. Still looking for a coach for the youth.  
Cops in the Park – Aug 19.
    2. Pool

Closing date – Will be Sept. 1<sup>st</sup>
    3. Website – redid it and it is so much better and useful



# Grafton Parks & Recreation

Wednesday, January 14, 2015

City Hall/ Second Floor

5:15 p.m.

## Minutes:

- I. Call to Order by Kerry DeMars at 5:15pm
  - A. Board Members Present: Kerry DeMars, Brad Burianek, Scott Hills, Todd Storey, Cory Burns
  - B. Staff Present: Bill Dahl, Kristy Jelinek, Mike Steinfeldt
  - C. Media Present: Todd Kjelland
- II. Motion by Cory and second by Scott to approve the December 10<sup>th</sup> minutes, motion passed. Authorization of expenditures was approved with a motion by Cory and second by Scott. The bank statement report was distributed.
- III. Reports:
  - A. Director
    1. Arenas
      - i. Bill has contacted Pastorek's about the lobby project, but hasn't connected with him yet. He will follow up this month
    2. Campground
      - i. Contract for bid for the new Campground Welcome Center listed in the Campground Expansion grant. Bill explained what work is included in the advertisement. Cory suggested adding air conditioning in the bid. Kerry suggested looking into gas water heater. Todd asked if an on demand heater would be worth looking into. Bill will look into all options before putting the ad out.
      - ii. Bill told the board we received our first reimbursement from the Campground Expansion Grant for over \$37,000.
  - B. Business Manager
    1. Kristy provided a sheet with a breakdown of four plans from Blue Cross Blue Shield. She explained she had contacted Ann West for a proposal, but those proposals were higher than the BCBS proposals. Kristy answered questions from the board regarding the difference in the plans. Brad moved to change the employee health insurance to the Blue Direct 100 2100 plan, Todd second, motion passed.
    2. Audit proposal – Kristy asked Kerry to look over and sign the contract for the audit for this year.
    3. Brad asked for clarification on the time sheets as to why vacation and holiday pay was broken out. Kristy and Bill explained how time is tracked and broken down, but the overall pay stays the same.
  - C. Recreations/Facilities Manager
    1. Activities
      - i. Mike explained that we have offered 6 events at the CC last month.
      - ii. Winter Fest will be held Jan. 17. Mike said we will open the Boy Scout cabin for hot chocolate and youth activities. Mike will offer free cross country lessons during this time as well. We are allowing the public to use the skis and snowshoes for free.
      - iii. Mike has been on the radio Wednesdays mornings for 10-15 minutes.
      - iv. Acro performances at basketball games will be Jan. 23 and 30 and Feb 10. The in house performance will be held Feb. 15.
      - v. Figure skating show will be March 20-21.



Wednesday, May 11<sup>th</sup>, 2016

City Hall/ Second Floor

5:15 p.m.

**Minutes:**

- I. Call to Order by Kerry DeMars at 5:15 PM
  - A. Board Members Present: Kerry DeMars, Brad Burianek, Scott Hills, Todd Storey, Cory Burns
  - B. Staff Present: Bill Dahl, Mike Steinfeldt, Dean Feltman, Matt Oppegard, Steven Bjerkaas
  - C. Media Present: Todd Kjelland
- II. Kerry asked if there were any additions or deletions to the agenda. Additions were added through facility reports.
- III. Kerry asked for an approval of the minutes for April 13, 2016. Motion by Todd and second by Brad, motion passed. Kerry asked for an authorization of expenditures as listed. Motion by Cory and second by Scott, motion passed to pay bills as listed. The March and May bank statement reports were handed out and approved by the board.
- IV. Reports:
  - A. Director
    1. Arenas
      - i. Bill informed the Board that the roof project has been paid for the amount borrowed from Economic Development. The Blue Line club is paid in full for the amount borrowed. Parks and Rec still has \$44,000 left to borrow from Economic Development that will be paid by the Parks and Rec towards a roof project when it starts. Bill informed the Board that soccer, the last program that would use the Centennial Center, is coming to a close next week.
    2. Parks
      - i. Bill informed the Board that the Visitor Center is finished and the offices were moved Monday, May 2<sup>nd</sup>. Acoustical panels will be installed in the meeting room in the Visitor Center to reduce the echo so the Board can hold meetings at the Visitor Center.
      - ii. Bill informed the Board that he had acquired quotes for 6'x10' dump trailers that \$5,000 was budgeted towards. One trailer was came in at \$4,300 and rated for 7,000 lbs. The other trailer came in at \$5,500 that is rated for 9,900 lbs. The Board recommended checking a couple other places that were suggested and purchase the least expensive trailer after delivery rated for 9,900 lbs.
    3. Campground
      - i. The upgraded wireless internet is fully installed.
      - ii. To date there are 22 seasonal sites booked. Counting the 2 that did not renew their site from last year, there are 5 new seasonal campers this year. Only 8 seasonal campers took advantage of the early reservation



Wednesday, March 8<sup>th</sup>, 2017  
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 Brad Burianek at 5:15 PM
  - i. Board Members Present: Brad Burianek, Scott Hills, Cory Burns, Ryer Stark
  - B. Staff Present: Bill Dahl, Mike Steinfeldt, Dean Feltman, Matt Oppgaard
  - C. Media Present: Todd Kjelland
- II. Brad asked if there were any additions or deletions to the agenda.
- III. Brad asked for an approval of the minutes for the February 8<sup>th</sup> board meeting. Motion by Scott and seconded by Ryer, motion passed all approved. Brad asked for a motion for the authorization of expenditures as listed. Motion by Cory and second by Ryer, motion passed all approved to pay bills as listed. The February bank statement reports were handed out and approved by the board.
- IV. Reports:
  - A. Director
    1. Arenas
      - i. Bill informed the board that the Contract Manager at Risk is currently being advertised and the deadline to submit a proposal is Thursday, March 9<sup>th</sup>. One proposal has been submitted and 12 Contractors have requested the CMaR packet that was put together for Grafton Parks & Recreation by Hepper-Olson Architects. A facility committee meeting has been scheduled for Monday, March 13<sup>th</sup> to meet with the Grafton Blue Line Club and Red River Regional Counsel to start securing funds for the Centennial Center project. A meeting with the architect is scheduled for Tuesday, March 14<sup>th</sup>. The project is scheduled to be put out to bid on April 1<sup>st</sup>.
      - ii. Bill informed the board that the Ag Safety Show is April 5<sup>th</sup> and the Fireman's Smoker is April 8<sup>th</sup>.
      - iii. Bill informed the board that the ice plant will be shut off after the Skating Show on Sunday, March 19<sup>th</sup> in preparation for the Everything Goes Sale on Saturday, April 1<sup>st</sup>.
    2. Parks
      - i. Bill informed the board that the latest flood forecast was announced earlier in the day on March 8<sup>th</sup>. Grafton is still predicted to have a Major flood. There is a 95% chance that the river will crest at 14.3', 75% chance the river will crest at 16.2', and 50% chance the river will crest at 17.1'. Roads are being cleared now in preparation for the park staff to start removing all heaters, pool pump motors, pool boiler, electrical outlets, electrical pedestals, and campground cabins from the park and stored at higher ground.
      - ii. Bill informed the board that the Visitor Center Warming House is ready for a furnace to be installed. Bill received 2 physical bids and 1 phone bid. The cost for an installed furnace is \$2,750, which was built into the warming house project cost.
    3. Campground:





Monday, February 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 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. Media Present: Amy Venn
- III. Brad asked if there were any additions or deletions to the agenda. Matt explained that the Parks category would be first in the Director's Report.
- IV. Brad asked for an approval of the minutes from the January 10<sup>th</sup> 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 Cory and second by Scott, motion passed all approved to pay bills as listed. The January bank statement report was issued for the boards review.
- V. Reports:
  - A. Director
    1. Parks
      - i. Bill informed the board that Grafton Parks & Recreation had received a mower trade quote from True North Equipment for a total of \$4,000 after trade. Bill explained that there is an airless tire option that normally would cost \$600, but True North would cover half of the cost to get a set out in the area. The board discussed the features of the airless tires. Cory made a motion to order the new mower with the airless tires for a total cost of \$4,300. Todd seconded the motion, all approved.
      - ii. Bill reported that he was working on a corn maze/pumpkin patch for the fall of 2018. A map, maze hours, events, and sponsors were presented to the board. The board brought up concerns of staffing. Bill explained staffing is an issue that would need to be addressed.
      - iii. Bill informed the board that the final check was received from FEMA. Park staff have until July 12<sup>th</sup> to repair the trails or the amount of the last check would be refunded.
    2. Arenas
      - i. Bill reported that a construction meeting for the Centennial Center project was held at the Centennial Center Lobby. Members from the Grafton Park Board, Blue Line Club, Hepper-Olson Architects, and Pastorek Construction were present. The additional credits for change orders were discussed. Bobbi Hepper-Olson is acting as a mediator to come up with the best solution for all parties. The 5% bond will be withheld until the change order credits are resolved. The board asked if the lobby project is completed yet. Bill explained that the project is not completed and listed everything that is still incomplete.



Wednesday, April 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 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 Storey
  - C. Staff Present: Bill Dahl, Matt Oppegard, Dean Feltman
  - D. Media Present: Amy Venn, Mike Steinfeldt
- 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 March 14<sup>th</sup> 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. Motion by Scott and second by Ryer, motion passed all approved to pay bills as listed. The March bank statement report was issued for the boards review.
- V. Reports:
  - A. Director
    1. Arenas
      - i. Bill reported that he had visited with Cale from Pastorek Construction. Custom Air had installed 2 of 3 A/C units. The concrete pan needs to be extended to fit the 3<sup>rd</sup> unit. The punch list items are complete. Final payment is being withheld until project is completed. The roof leak has been repaired. Project maybe completed in May.
      - ii. Bill reported that the Blue Line Club Mega Raffle/Silent Auction went well. The Blue Line Club has already booked the event for March 30<sup>th</sup>, 2019.
      - iii. Bill reported that that Deven Droog ran the Farm Safety Show at the Centennial Center for 3<sup>rd</sup> graders from surrounding communities. Grafton Parks & Recreation donated the use of the Centennial Center for the Farm Safety Show.
      - iv. Bill reported that the Fireman Smoker went well and had received complements about the bathrooms. The Firemen had rebooked the event for April 6<sup>th</sup>, 2019.
      - v. Bill reported that the 4<sup>th</sup> Annual Everything Goes Sale will be Saturday, April 14<sup>th</sup> from 7am – 1pm. All of the arena booth spaces are full and the vendors start setting up tomorrow.
      - vi. Bill explained that the lobby has 2 graduation parties and a Workforce Safety Insurance educational meetings scheduled in May.
    2. Parks
      - i. Bill reported that he has been discussing the fundraising opportunities with local non-profit groups for events at the Corn Maze/Pumpkin Patch. A few have committed to different events. Corn seed has been donated by Simplot.
      - ii. Bill informed the board that Leistikow Park is still closed until the snow has melted and the frost works out of the ground.
    3. Campground:



Wednesday, May 9<sup>th</sup>, 2018  
Grafton Parks & Recreation Board Room  
715 West 5<sup>th</sup> 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 Oppegard
  - 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 11<sup>th</sup> 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 1<sup>st</sup> 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 4<sup>th</sup> 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.



Wednesday, June 13<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 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 Storey
  - C. Staff Present: Bill Dahl, Matt Oppgaard
  - D. Media Present: Amy Venn
- III. Brad asked if there were any additions or deletions to the agenda. Matt deleted Appointment of New Committee Chairs and explained that it was mistakenly added to the June agenda when it should have been added to the July agenda.
- IV. Brad asked for an approval of the minutes from the May 9<sup>th</sup> board meeting, May 9<sup>th</sup> Personnel Committee meeting, and the June 12<sup>th</sup> Personnel Committee meeting minutes. Ryer made a motion to approve the minutes from the Board and both Committee meetings. Scott 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 Cory, motion passed all approved to pay bills as listed. The May bank statement report was issued for the boards review.
- V. Reports:
  - A. Director
    1. Arenas
      - i. Bill reported that the final payment request was paid in full the prior week. Items still left to be completed include the installation of insulation on the A/C lines and painting of the canopy. Weeds have been sprayed. The rest of the landscaping will be completed later this summer.
      - ii. There are already 2 graduation parties scheduled for May 2019. Scott Robideaux scheduled dryland training for youth hockey levels in the Centennial Center Arena starting in June through July.
    2. Parks
      - i. Bill reported that Tom McCarty donated \$2,000 to be used for the trails in memorial for Connie. The board extended a thank you to Tom for his generous donation. Scott suggested adding a bench somewhere in the trail system. The board discussed the type of bench that would work best for the trails and specifically one that could not be moved by vandals or a flood.
      - ii. The corn maze is planted and growing. The pumpkin patch has been planted. The maze has been mapped out and will work through a Simplot app that can be downloaded onto a tablet with cell service. The corn maze is scheduled to be cut starting July 9<sup>th</sup>.
      - iii. The angel of hope golf scramble went well. The board discussed the statue cost and proposed location. All of the board members agreed that it will be a beautiful addition to Leistikow Park.
      - iv. Flower beds have been planted.
      - v. Jonah Lindberg was hired as a part-time summer park staff employee





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 Opegard
  - 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.



Wednesday, August 8<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, Todd Storey, Ryer Stark, Jessica Tanke
  - B. Staff Present: Keith Blattenbauer, Bill Dahl, Matt Oppegard
  - C. Media Present: Amy Venn
- III. Ryer asked if there were any additions or deletions to the agenda. Jess added early ice to arenas and 30 Amp service to campground.
- IV. Ryer asked for an approval of the minutes from the July 11<sup>th</sup> board meeting and July 18<sup>th</sup> Budget Committee meeting minutes. Cory made a motion to approve the minutes from the Board and Committee meetings. Todd 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 June and July bank statement reports were issued to the board for their review.
- V. Sharon Laxdal from Walsh County Health District presented a Tobacco Free Park Policy to the board and explained that it is about being a good role model for kids. Sharon explained all types of tobacco and nicotine use that the Health Department is lobbying against. The board thanked Sharon for her time and will discuss the policy at a later date.
- VI. Reports:
  - A. Director
    1. Parks
      - i. Bill reported that the Corn Maze events and vendors are set. Bags, Brews, and Brats cornhole tournament will be held on September 15<sup>th</sup> in conjunction with the Sunset Home's Brat fundraiser. Extra End will be present to serve alcohol to adults over the age of 21. Bill explained that this year could be a good year for a corn maze since East Grand Forks' maze was canceled due to a June storm that damaged the corn maze.
      - ii. Sponsors are coming forward and enough funds have been raised to pay for the inflatable games for the dates scheduled.
      - iii. Ryer asked about staffing the event. Julie has been working with churches, schools, and other non-profit groups for weekends that they would like to work. Groups that work at the corn maze will receive 20% of admissions.
      - iv. Keith distributed 150 corn maze posters to surrounding communities from Langdon to Warren. More posters are on order and will be distributed to area schools.
      - v. Scott asked if the trees that have been donated and planted in the park were being watered. Bill explained that Diane waters the planted trees as part of her daily route.



- vi. Bill looked into Anderson Windows for the rental house and received a bid of \$19,000. Bill will compare prices from Minkota and other window companies.
- vii. Bill reported that Tad Thompson from Manvel won the bid for the rental house roof project. The project will be started around August 20<sup>th</sup>.

2. Arenas

- i. Jess asked if there was any chance that ice could be made 2 weeks prior to normal. Bill explained that Mark Presteng had contacted him about making ice 2 weeks early. Bill explained that someone would need to cover the extra costs to do so. Bill also expressed worry that if ice is made 2 weeks early and opened up to all hockey players that it could adversely affect our hockey camp. Bill also explained that staffing could be an issue since harvest would be in full swing and most of the part-time Centennial Center staff work sugar beets and potatoes. The board agreed that a cost figure should be presented to youth hockey and if they agree to cover the costs then early ice should be considered.
- ii. Bill reported that dirt was hauled to the Centennial Center from a pile next to the corn maze. Grass will be seeded once the daily temperatures cool down.

3. Campground:

- i. Bill explained that the campground sites share 1 electrical pedestal between 2 sites. Each electrical pedestal has a 50 amp, a 30 amp, and a 20 amp service. Bill has been looking into the possibility of removing the 30 and 20 amp services and replace them with an additional 50 amp service. The board agreed that with campers becoming larger that demand for 50 amp service will become more common.
- ii. Bill presented 2 campground expansion projects to the board. The west expansion will require new sewer, water, and electrical lines with the possibility of adding more cabins. The north expansion will require new sewer services to be tied into existing services, but no additional electrical costs would be required. Cory made a motion to approve the north expansion. Todd seconded, motion passed all approved.
- iii. A year-to-date profit/loss report was presented to the board.

4. Athletic Fields:

- i. Bill informed the board that the Todd completed the Complex dugouts in 2 weeks. The final paperwork will be filed with the Grafton Community Endowment Fund later this month.

5. Pool:

- i. A year-to-date profit/loss was presented to the board showing a profit of \$73.80. Matt explained that every year that he has ran the profit/loss report it appears that the number tops out then expenses catch up and the loss increases by the time the yearend report is ran. Matt also explained that this is the 1<sup>st</sup> time the pool has been in the black showing that we are on the right track to making the pool self-sustaining.

6. Elmwood:

- i. Bill reported that the nature reserve grant has been completed and paperwork has been submitted for reimbursements.

B. Business Manager

- i. Matt presented the 2019 budget to the board for the 1<sup>st</sup> reading. The board reviewed the 2019 budget. Scott made a motion to approve the 1<sup>st</sup> reading of the 2019 budget. Jess seconded, motion passed all approved. Matt informed the board that the final reading of the 2019 budget will be at the next board meeting on September 12<sup>th</sup>.

C. Recreations Manager





Wednesday, September 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, Todd Storey, Ryer Stark, Jessica Tanke
  - B. Staff Present: Keith Blattenbauer, Bill Dahl, Matt Oppegard
  - C. Media Present: Jackie Thompson
- III. Ryer asked if there were any additions or deletions to the agenda. No changes were made.
- IV. Ryer asked for an approval of the minutes from the August 8<sup>th</sup> board meeting. Scott pointed out that a zero was missing from the Anderson Window bid and should be \$19,000. Todd made a motion to approve the minutes with the correction. Cory 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 August bank statement reports were issued to the board for their review.
- V. Reports:
  - A. Recreations Manager
    - i. Keith reported that the hockey camp, figure skating, and gymnastics registrations are now online. Gymnastics has the most signed up for the program with hockey camp & figure skating registrations slowly coming in.
    - ii. Keith called Just for Kicks in Grand Forks to see if they would be interested in running a dance program in Grafton. Still waiting for a reply.
    - iii. Keith is looking into creating an Adult Volleyball League that would run after the holiday season into late winter. Exact timing and locations will need to be figured out before registrations will open.
    - iv. Kickball started August 22<sup>nd</sup> and is going well with 6 teams. Playoffs begin September 26<sup>th</sup> and the championship game will be played on October 3<sup>rd</sup>.
    - v. The golf scramble went well with 10 teams and fundraised \$1,900.
    - vi. Soccer camp was scheduled to start Monday, August 13<sup>th</sup>, but had to be canceled with only 11 registered to attend across 3 groups. Keith explained that there was not enough registrations to pay for the coach, helper(s), and other expenses for the program. Spring soccer will take place April 2019.
  - B. Director
    1. Parks
      - i. Bill reported that the Corn Maze opened last weekend with \$4,127 in weekend admissions and ticket sales. Tickets sold are used for wagon ride, corn cannon, and pumpkins.
      - ii. Bags, Brews, and Brats cornhole tournament will be held on September 15<sup>th</sup> in conjunction with the Sunset Home's Brat Feed fundraiser at the corn maze area next to the Grafton Parks & Recreation office. Extra End will be present to serve alcohol to adults over the age of 21. Half of the cornhole registrations will be given to the 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> place winners.



Wednesday, July 10<sup>th</sup>, 2019  
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: Ryer Stark, Scott Hills, Cory Burns, Todd Storey, Jessica Tanke
  - B. Staff Present: Bill Dahl, Matt Opegard, Todd Janikowski, Keith Blattenbauer
  - C. Media Present: Todd Morgan
- III. Ryer asked if there were any additions or deletions to the agenda, none made.
- IV. Ryer asked for an approval of the minutes from the June 12<sup>th</sup> board meeting. Cory made a motion to approve the minutes from the June board meeting. Jess 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 Todd, motion passed all approved to pay bills as listed. The June bank statement report was issued for the board to review.
- V. Reports:
  - A. Recreation Manager
    - i. Keith reported that summer programs are wrapping up. Grafton Parks & Rec hosted the 12U tournament that generated \$765 in admissions and \$392 in concessions sales. The North Valley League receives 25% of the admissions and Legion Baseball received a donation for their help during the tournament.
    - ii. The June 14<sup>th</sup> golf scramble fundraised \$900 and had a couple less teams than last year. A glow ball golf scramble has been booked for September 7<sup>th</sup> with an 8:30pm shotgun start.
    - iii. The baseball/fastpitch beef jerkey fundraiser went well with only 23 kids selling that generated \$2,080 for the baseball/fastpitch programs. The money will be used for equipment and the 8<sup>th</sup> Street Diamond improvements.
    - iv. Next weekend the Babe Ruth and 10U Tournaments will be held in Langdon and Cavalier.
    - v. Seri Gerseski organized a picnic and donated \$500 for the baseball program. A free will offering was accepted for a hotdog, chips, and pop. All proceeds will go to the 8<sup>th</sup> Street Diamond improvements.
  - B. Director
    1. Parks
      - i. Bill reported that the rental house siding project has been completed. They will start installing the gutters this week.
      - ii. The 4H will be holding a 3D Shoot in the trails on July 13<sup>th</sup> for 4 hours. The trails will be closed to the public Saturday during the shoot.
      - iii. True North installed GPS equipment onto a mower to cut the maze pattern in the corn field. The field will be mowed tomorrow.

- iv. The Blue Line Club is looking for solutions to keep the deer away from the pumpkin patch.
- 2. Pool:
  - i. The pool is doing well and chemical usage is down from normal years.
- 3. Campground:
  - i. Bill presented the bids for the addition of plumbing and 2 electric panels south of the cabins that will be used for new camping sites and to power the small shed to extend the campground wifi to keep up with usage. Jess made a motion to accept Kilmer's bid for \$1,800 to install the plumbing, Kieley's Electric for \$2,490 to install the new electric panels and power the shed for the campground wifi, and Narloch Trucking for \$1,000 for gravel for the new sites. Motion seconded by Scott, motion passed all approved.
- 4. Athletic Fields: (Nothing to Report)
- 5. Arenas
  - i. The metal siding to replace the damaged sections at the Centennial Center are on order. Bill presented a \$6,100 bid for ice breakers for the south side of the Centennial Center that will prevent the damage from occurring again. After some discussion, Cory made a motion to purchase the snow breakers. Seconded by Todd, motion passed all approved.
  - ii. North Star Youth Hockey approached Grafton Parks & Rec to make ice 2 weeks earlier with the promise of paying for the additional ice time. The board decided to table the issue until the Arena Committee can meet and come to a recommendation for the Park Board.
- 6. Elmwood:
  - i. Rhubarb fest went well. The Elmwood board reported that they sold out of all items.
- C. Business Manager
  - i. Matt handed out an updated multifunction printer quote provided by Advanced Business Methods. The new lease would be still valid for another 60-year term with an updated monthly payment of \$178. The new lease would not have monthly totals, but annual totals of 6,000 black/white prints and 7,200 color prints. Matt explained that the changes were made due to the Grafton Park Board's status of a government non-profit organization. Matt presented an updated report to the board showing the cost difference between purchasing a multifunction printer vs renting. Matt also presented the repair costs that were provided by Advanced Business Methods. The board discussed and Scott made a motion to purchase a new printer next year when the current lease runs out of the current printer. Motion seconded by Cory, motion passed all approved. Matt will add the purchase of the new printer to the 2020 Budget.
  - ii. Matt reported that the 2020 Budget Committee Meeting would be held at the Grafton Parks & Recreation's Board Room at 4:45pm on Wednesday, July 17<sup>th</sup>.
  - iii. Jess asked if there was a way to download the schedule to a phone for our programs. Matt was not sure if RecDesk had that capability, but knew that the North Valley Baseball Leagues website does have that ability to download the game schedules. Matt explained that Parks & Rec will be moving towards the use of apps for all programs.
- VI. Old Business:
- VII. New Business:
- VIII. Public Comments: Todd Morgen mentioned that the Blue Line Club should get a hold of Justin Zeraka to install a deer fence for the pumpkin patch. Bill will mention it to the head of the Blue Line Club, Dave Hills.
- IX. Adjournment: Motion made by Todd, seconded by Cory to adjourn the meeting. Motion passed all approved. Meeting was adjourned at 6:01 pm.



Wednesday, August 14<sup>th</sup>, 2019  
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: Ryer Stark, Scott Hills, Cory Burns, Todd Storey, Jessica Tanke
  - B. Staff Present: Bill Dahl, Matt Oppegard, Todd Janikowski, Keith Blattenbauer
  - C. Media Present: Todd Morgan
- III. Ryer asked if there were any additions or deletions to the agenda. Matt asked that the Walsh County Department of Health be moved above the approvals. Ryer agreed and asked the Walsh County Health to present.
- IV. Walsh County Department of Health presented with Tobacco Free ND, Tobacco Collation, and FCCLA high school project. The board asked for additional information from policing to existing policies from other cities and townships that have adopted a tobacco free policy. Walsh County Health agreed to share more information. The board tabled any decisions until more information is received.
- V. Ryer asked for an approval of the minutes from the July 10<sup>th</sup> and July 30<sup>th</sup> board meetings. Cory made a motion to approve the minutes from the July 10<sup>th</sup> and July 30<sup>th</sup> board meetings. Todd 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 July bank statement report was issued for the board to review.
- VI. Reports:
  - A. Recreation Manager
    - i. Keith reported that Glow Ball Tournament is coming up on Saturday September 7<sup>th</sup> at 8:30pm. So far 3 teams have registered.
    - ii. Kickball registrations are weak with only 1 team committing to play. Kickball will have to be canceled, if additional teams do not come forward.
    - iii. Hockey Camp will run Monday-Friday, October 7<sup>th</sup> to October 18<sup>th</sup>. Registrations are online now.
    - iv. All gymnastics classes are moving to Sundays for this season. Getting positive reviews after the move was announced. So far 7 have registered for gymnastics. Gymnastics starts October 6<sup>th</sup>.
    - v. Figure skating will need to find 7 make up days if it remains on Tuesdays. Five home high school hockey games and 2 holidays would make this season very challenging. Figure skating will be moving to Sundays where less make up days will need to be scheduled.
    - vi. The park staff have started updating 8<sup>th</sup> Street Diamond. Keith and Matt will be looking for grants to start the next phase of the project.
  - B. Director



1. Parks

- i. Bill reported that the Corn Maze is coming up with the 1<sup>st</sup> weekend set for Saturday, September 7<sup>th</sup>. Patty has been working on contacting businesses for Corn Maze sponsorships. Patty has collected 60 sponsorships so far. The sponsorships have paid for inflatables for all weekends, giant connect 4 sets, and Pedal Cars for races. Hanson's Chevrolet Buick GMC has committed to donate \$3,500 towards the Corn Maze Festivities.
- ii. Bill reported that school field trips will be booked right away rather than waiting for October.
- iii. The concrete work for the Angle of Hope monument has been completed. Lighting is currently underway.
- iv. The state school have approached Grafton Parks and Rec with a proposal for donating the land on the south side of 5<sup>th</sup> Street (across from the campground). Bill explained the proposal and will work on an agreement with the state school.

2. Pool:

- i. The boiler will not stay lit for more than an hour at a time. A new part is on order and will be replaced early next week.
- ii. The last day of the pool will be Sunday, August 18<sup>th</sup>.

3. Campground:

- i. Bill reported that the site expansion south of the cabins are completed. The park staff have seeded the grass and Lyle will start watering periodically to help the grass get established.
- ii. Bill explained that the North Dakota Health Department have noted that the sites on the east row of the campground are too close. The health department requires each site to be 10' apart. Next spring the park staff will reduce the amount of sites in the east row to adhere to the health department's specifications.

4. Athletic Fields: (Nothing to Report)

5. Arenas

- i. The metal siding to replace the damaged sections at the Centennial Center have arrived. The park staff will start on the project next week.
- ii. North Star Youth Hockey approached Grafton Parks & Rec to make ice 2 weeks earlier. The board discussed the issue again. Worries of the effect on the Fall Hockey Camp and how much youth hockey is willing to spend were the 2 issues that were brought up. The board elected to table the discussion to a later date.

6. Elmwood: (Nothing to Report)

C. Business Manager

- i. Matt reported that the final reading of the 2020 Budget will be held at the September Grafton Park Board Meeting on 09/11/2019.

VI. Old Business:

VII. New Business:

- A. Scott brought up that the skate park was missing a ramp. Bill explained that the wood was rotten and needed to be removed for safety. Scott asked if it would be replaced. No plans have been made to date. Jess mentioned that her kids like to spend time at the Chase Skate Park with their bikes.

VIII. Public Comments:

- IX. Adjournment: Motion made by Cory, seconded by Todd to adjourn the meeting. Motion passed all approved. Meeting was adjourned at 6:10 pm.



Wednesday, March 11<sup>th</sup>, 2020  
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 5:17 PM
- II. Board Members Present:
  - A. Board Members Present: Ryer Stark, Todd Storey, Jessica Tanke
  - B. Board Members Absent: Scott Hills, Cory Burns
  - C. Staff Present: Bill Dahl, Matt Opegard, Keith Blattenbauer
  - D. Media Present: Todd Morgan
- III. Ryer asked if there were any additions or deletions to the agenda. No changes were made.
- IV. Ryer asked for an approval of the minutes from the February 12<sup>th</sup> Park Board Meeting. Todd made a motion to approve the minutes from the January Board Meeting. Jess seconded, motion passed all approved. Ryer asked for a motion for the authorization of expenditures as listed. Todd made a motion to approve the expenditures. Seconded by Jess, motion passed all approved to pay bills as listed. The February bank statement report was issued for the board to review.
- V. Reports:
  - A. Recreation Manager
    - i. Keith reported that 19 children have been registered for Soccer. Projecting to have 50-60 total registered by the time Soccer starts on April 7<sup>th</sup>.
    - ii. Keith will have a baseball coaches meeting on Monday, March 16<sup>th</sup>. They will discuss last year and possible changes to the baseball program.
    - iii. The Gymnastics/Figure Skating Fundraiser generated \$4,000 for the programs. Keith will split the proceeds between the 2 programs. This year's Figure Skating Show Costumes and Decorations will be covered by the fundraiser. Jess will let Keith know what equipment will be needed for next year.
    - iv. The Figure Skating Show program sponsors and advertisers have been filled. A total of \$880 was generated to help pay for the programs and show operating costs.
  - B. Director
    1. Parks
      - i. Bill reported that 6 new signs were ordered and installed at every possible trail entrance stating amount of the fine for those caught driving motorized vehicles on the Leistikow Park Trail System. A copy of the sign was present to the board.
      - ii. The North Valley Vocational School approached Bill with the possibility of starting a Community Orchard on Parks & Rec property near the Dog Park. Bill explained that the vocational school have been rewarded a grant to pay for the purchase and planting of the orchard plants. The City of Grafton will supply a water hookup near the orchard that the vocational school can connect to with garden hoses. Bill presented the agreement between the school and Grafton Parks that states that Parks & Rec will allow the school to plant the orchard on their property as long as they maintain the area and keep it clear of weeds. Grafton Parks will mow the area, but will not be

responsible to move any irrigation lines. The board liked the idea of the community orchard. Bill explained that the school will still try to fundraise to raise enough money to install a fence this fall.

iii. The North Dakota Game & Fish Department awarded Grafton Parks the grant for the boat launch and dock for the Park River at Leistikow Park. Bill will meet with the ND Game & Fish when an assessment of the area is performed this spring.

iv. Bill reported that Grafton Parks has submitted a letter of intent to the Grafton Community Foundation Super Grant. Jason & Christy Latraille presented the idea of Toboggan Slide similar to ones in Manitoba. The proposed structure will have 2 slides at 12' and 8' high. Bill explained that the slides will be used during the Corn Maze and throughout the winter. An overview of the structure and was presented to the board.

2. Campground:

i. Gladen is planning on returning to the campground, weather depending, around the 15<sup>th</sup> of April.

3. Pool: (Nothing to Report)

4. Athletic Fields:

i. Grant applications were sent in to the Land Water Conservation Fund and Minnesota Twins Grant for the 8<sup>th</sup> Street Field Project. A total of \$65,000 were requested from the grants. Bill will notify the board when Grafton Parks hears back from grantors.

5. Arenas

i. Jayce Schumacher requested the use of the Centennial Center for a free School Carnival to be held on May 4<sup>th</sup>. The carnival would be open to all Grafton Public School students. Bill asked the board if they should charge something for extra cleaning. The board discussed the extra costs associated with the carnival. The board agreed to allow the school to use the arena for the carnival for free this year with the understanding that next year their maybe a charge associated with the usage of the arena for cleaning.

ii. Bill reported that the ice will be removed following the conclusion of the skating show on Sunday, March 22<sup>nd</sup>.

iii. North Stars Youth Hockey Mega Raffle is scheduled for Saturday, March 28<sup>th</sup>.

iv. Grafton Volunteer Fire Department Smoker scheduled for Saturday, April 4<sup>th</sup>.

v. Farm Safety Show scheduled for Wednesday, April 15<sup>th</sup>.

vi. Everything Goes Sale is scheduled for Saturday, May 9<sup>th</sup>.

6. Elmwood:

i. Kandi Holt & Luann Oldenburg resigned from the Elmwood Board.

ii. Sandy Stark joined the Elmwood Board.

C. Business Manager

i. Matt reminded the Park Board that the election is to be held on June 9<sup>th</sup>. Ballot submission deadline is April 6<sup>th</sup> and 51 signatures will be needed at time of submission to City Hall.

ii. Matt reported that the 12 month CD with Bremer Bank renewed at a much lower rate, but not as low as it could have been. The CD renewed for that another 12 months. Matt explained that he will start checking on CD rates, but not too excited to lock in any rates in this current market.

VI. Old Business:

VII. New Business:

VIII. Public Comments:

IX. Adjournment: Motion made by Jess, seconded by Todd to adjourn the meeting. Motion passed all approved. Meeting was adjourned at 5:44 pm.

# Grafton Parks and Recreation Lease Agreement

This Lease Agreement shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed.

**Landlord/Lessor/Agent:** Grafton Parks and Recreation shall be referred to as "OWNER"

**Tenant(s)/Lessee:** Grafton FFA Chapter shall be referred to as "COMMUNITY ORCHARD"

Grafton Parks and Recreation give permission to Grafton FFA Chapter  
(OWNER) (COMMUNITY ORCHARD)

To use one acre of property located (southeast of dog park in Leistikow Park) as a community orchard

project, for the term of 15 years beginning March, 2020 and ending November, 2035.

COMMUNITY ORCHARD agrees to maintain a clean and attractive appearance of the property leased for an orchard, develop a maintenance schedule to prevent weed infestation and to keep area free of trash/litter.

OWNER agrees to supply and pay the water utility bill for irrigation necessary for the orchard. OWNER agrees to mow grass areas. COMMUNITY ORCHARD agrees to remove all irrigation hoses prior to weekly lawn maintenance.

This agreement may be renewed with the approval of both the OWNER and COMMUNITY ORCHARD at the end of the agreement period. All questions about the COMMUNITY ORCHARD including its nature, risks and hazards have been discussed with the orchard's coordinator to our satisfaction.

COMMUNITY ORCHARD agrees to indemnify and hold harmless OWNER from all damages and claims arising out of any act, omission or neglect by the COMMUNITY ORCHARD, and from any and all actions or causes of actions arising from the COMMUNITY ORCHARD occupation or use of the property.

OWNER agrees to notify the COMMUNITY ORCHARD organization of any change in land ownership, development, or use 90 days prior to the change in status.

  
Park Board President signature

3-11-2020  
Date

  
Grafton FFA Chapter signature

3/11/2020  
Date



# Leistikow Park Community/Event Shelter

Legend



Google Earth





**North Valley**  
Career and Technology Center

Michael Hanson  
[michael.hanson@k12.nd.us](mailto:michael.hanson@k12.nd.us)

1540 School Road  
Grafton, ND 58237-1715

Phone: (701) 352-3705  
Fax: (701) 352-3170  
Website: [www.northvalley.k12.nd.us](http://www.northvalley.k12.nd.us)

March 8, 2021

Mr. Bill Dahl  
Grafton Parks & Recreation  
715 W. 5<sup>th</sup> St.  
Grafton, ND 58237

Re: Letter of Support

Dear Mr. Dahl:

As Director of North Valley Career and Technology Center, I would like to express our support for Grafton Parks & Recreation's application for funding from the Outdoor Heritage Fund. The project is an excellent compliment to our Agriculture Education program, which is currently benefiting more than 150 students enrolled in Ag Ed classes during the 2020-2021 school year.

Lestikow Park is located less than a mile from North Valley Career and Technology Center and has so much to offer for educating our students, but lacks an adequate space for teachers and students to get out of the weather. Constructing a 30' x 40' structure is a needed addition to the park.

Our Agriculture Education instructors regularly use Lestikow Park for classroom labs including tree identification, taking water samples from the river, and for trail/nature hikes. Additionally, this application would support the newly established community orchard that our Ag Ed program spearheaded. This facility would help students learn the botany/horticulture behind the orchard.

We are excited to endorse the efforts of Grafton Parks & Recreation.

Sincerely,

Michael S. Hanson  
Director

Northern Lites Archery Club  
37 ½ East 7<sup>th</sup> Street  
Grafton, ND 58237

March 30, 2021

Dear Mr. Dahl,

The Northern Lites Archery Club supports Grafton Parks and Recreation's Community/Event Shelter project.

Our club would utilize this shelter during our annual 3-D tune up shoot held in the Leistikow Park Trails every August. Our event is held rain or shine so typically we set up tents for registrations and potential bad weather. If there is high winds in the forecast the tents are not that safe.

This shelter will be beneficial to our club in attracting national 3-D archery shoots to our region. Our club is currently talking with representatives from Rinehart Targets to host one of the nation's largest 3-D shoots in Grafton, ND for the summer of 2022.

This shelter will be a great benefit to our community!

Sincerely,

A handwritten signature in black ink, reading "Shawn Kasprick". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Shawn Kasprick  
President  
Northern Lites Archery Club

EXTENDING KNOWLEDGE >> CHANGING LIVES

## NDSU EXTENSION SERVICE

Dear Bill & Grafton Parks & Rec,

Thank you for working with our area 4-H archery programs & allowing us to hold a statewide 4-H 3D shoot in your park trails system. We had families from Williston, LaMoure, Cando & the surrounding areas attend & they all had such positive things to say about the setup with the trails & the Grafton community. Although I would've loved to see a few more registered it was a solid start & I hope we can continue to look to the northeast region to be able to make it a summer shoot a "must do" on summer calendars! Thanks again for your support. Sincerely, ~~Kate Helge~~ <sup>Kate Helge</sup>  
NDSU Extension Personnel



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Park Board President signature

3-11-2020  
Date

  
Grafton FFA Chapter signature

3/11/2020  
Date



## Construction Proposal

**Owner**

Grafton Parks  
715 W 5th St  
  
Grafton, North Dakota 58237  
Work: 701-352-1842  
Other:  
bill@graftonparks.com

**Deliver To**

Grafton Parks  
715 W 5th St  
  
Grafton, North Dakota 58237  
Work: 701-352-1842  
Other:  
bill@graftonparks.com

**Building Info**

Style	Width	Height	Length	Truss Spacing	Roof Pitch	Lower Chord	Peak Height	Soffit Height
336	30'	9'	40'	10'	4/12	0/12	N/A	N/A

336 30'x9'x40' (#1) - Building Use: Suburban - Storage

**Payment Terms**

Total price is based on payments according to the payment schedule shown. Payments are subject to the Terms and Conditions,

Down Payment: **\$7,754.00**

Delivery Payment: **\$15,509.00**

Final Payment: **\$2,585.00**

Pricing is contingent upon delivery of material on or before September 14, 2021. (See Building Site Specifications, #2)

**Total: \$25,848.00**

Approximate delivery after June 14, 2021.

Down payment type: Check #

**Customer Signature**

**THIS ORDER CONSISTS OF BUILDING SPECIFICATION(S), BUILDING COLOR DEFINITION(S), SITE CONDITIONS, BUILDING SITE SPECIFICATIONS (06/10), TERMS AND CONDITIONS (10/16), CONSTRUCTION PLANNING WARNING (06/10), AND 620 FLUOROFLEX® LIMITED WARRANTY WHICH ARE ATTACHED AND INCORPORATED HEREIN**

By signature below, I certify that \_\_\_\_\_ hold(s) title to the  
(Print Property Owner's Name)  
property upon which construction will be performed under this Order and has given permission for construction.

Signature of Grafton Parks

Signature Date

# Holand Construction

15067 68th ST NE  
Grafton ND 58237

Holand Construction  
Peter Holand  
Owner  
701-352-2809  
Cell# 701-520-1309

Estimate For : Grafton Park Board

Estimate Date:03/02/2021

Community events shelter

Date	Description of Estimate	Rate	Total
	4" slab for a events shelter 30' x 40' (1,200sq') Includes site prep up to 30 yards of gravel, tamping to grade if more is needed an extra will be added with ap- proval, 1/2" re-rod 2' on center, outside perimeter will be thicker for better support (@6" x 12")	\$10.00/sq'	\$12,000.00
Total			\$12,000.00

Estimate valid for 30 days.

Estimate prepared by Peter Holand

✓ This is a quotation on the goods named, subject to the conditions noted below:

Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

Any cement related materials need to be paid in advance prior to start of job unless other arrangements have been made and agreed on by both parties.

To accept this quotation, sign here and return: \_\_\_\_\_

Date: \_\_\_\_\_