



Wednesday, November 7th, 2018
Personnel Committee Meeting
Grafton Parks & Recreation Board Room
715 West 5th Street
5:00 p.m.

Minutes:

- I. Call to Order by Jessica Tanke at 5:00pm
 - A. Board Members Present: Scott Hills, Cory Burns, Ryer Stark, Todd Story, Jessica Tanke
 - B. Staff Present: Bill Dahl, Matt Opegard

- II. Jessica turned the meeting over to Bill Dahl. Bill explained that the meeting was called to go through the 3 month evaluations for the Facility Manager (Todd Janikowski) and Recreation Manager (Keith Blattenbauer). The evaluations were reviewed. Bill explained that both Keith and Todd have been doing great jobs. Keith's tasks are to continue to create more programming, tournaments, and fundraisers. Keith will also evaluate our current programming and come up with reasons/solutions to the declining numbers. Todd's tasks are to cut excess costs. Todd has already reduced the amount of part-time labor that was required at all facilities. He will focus on how to save on labor and energy expenses. Todd Storey had asked Bill and Matt to produce a Wage to Income Ratio. Matt put together annual wage to income ratios dating back to 2014. Matt explained that income that was used for projects that were not performed with in-house labor were removed, such as the replacement of the Centennial Center arena roof in 2014 and 2015. Bill found other budgets for other park districts in North Dakota. Matt put the numbers together on one spreadsheet along with Grafton Parks' 2018 and 2019 budgeted ratios. The ratios gave a good view of how other park districts are running. The committee asked if there were any other cities with populations closer to our size. Bill explained that other North Dakota cities are either much smaller or much bigger than Grafton. Bill also found that the smaller communities do not have their budgets online and are not comfortable talking about labor. The committee discussed the ratios and how they could help with making discussions as to where to cut if the times get tough. Bill explained that when Keith and Todd were hired they were told that they would be evaluated in 3 months and will receive a raise if they were doing a good job. Bill also explained that now is a good time to discuss all the raises that were budgeted for 2019. Matt explained that Keith, Todd, and he were budgeted for 3% raises. Bill was budgeted at a higher rate to bring his salary more in line with a director's salary. The committee discussed the raises. Points were brought up that income has been increasing steadily and repairs/upgrades have been budgeted. Building fund and pool funds are on track for their project dates. Todd made a motion to recommend to the board to increase salaries as budgeted for 2019. Jessica seconded the motion. All approved the motion for the recommendation to the board.

- III. New Business:

- IV. Public Comments: None

- V. Adjournment: Todd made a motion to adjourn the personnel committee meeting. Cory seconded the motion. Motion passed all approved. Meeting adjourned at 5:57 pm.