



Wednesday, November 6th, 2019
Personnel Committee Meeting
Grafton Parks & Recreation Board Room
715 West 5th Street
Noon

Minutes:

- I. Call to Order by Jessica Tanke at 12:12pm
 - A. Board Members Present: Scott Hills, Cory Burns, Ryer Stark, Jessica Tanke
 - B. Board Members Absent: Todd Story
 - C. Staff Present: Bill Dahl, Matt Oppegard

- II. Jessica turned the meeting over to Bill Dahl. Bill explained that the meeting was called to go through the annual evaluations for the Business Manager (Matt Oppegard), Facility Manager (Todd Janikowski), and Recreation Manager (Keith Blattenbauer). The evaluations were reviewed. Bill explained that Matt, Keith, and Todd have been doing great jobs. Keith's tasks are to continue to grow fundraisers, increase program participation, and to improve communications between coaches and parents. Keith will have some tough tasks ahead as he continues to evaluate declining numbers in programming that we have been noticing since 2016. Todd's tasks are to continue to cut excess costs. Todd has done a great job reducing the amount of part-time labor that was required at all facilities and reducing the heating expenses at each facility. His biggest obstacle will be communicating politely with the public. Matt had the annual Wage to Income Ratio reports ranging from 2014 to current 2019. Matt explained that realized income that was expensed 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' 2019 and 2020 budgeted ratios. Scott mentioned that he had a hard time looking at larger organizations when comparing to Grafton Parks & Recreation. Bill explained that what we are looking for are industry averages that would give us an idea as to if we are low or high. Again the committee asked if we could contact more cities with closer population sizes to Grafton. Bill explained that Grafton is unique as other North Dakota cities are either much smaller or much bigger than Grafton. Matt mentioned that these cities were picked due to having access to their budgets online. Smaller cities either have their park department included with the rest of the cities incomes and expenses. Also other cities have replied that they are not comfortable talking about labor. Matt explained that Keith, Todd, and he were budgeted for 5% raises. Bill was budgeted for a 3% increase. The committee discussed the raises. Points were brought up that income has been increasing steadily and repairs/upgrades have been budgeted. Building fund, pool funds, and vehicle funds are on track for their project dates. The committee agreed to recommend a salary increase of 3% across-the-board to the Grafton Park Board.

- III. Bill explained that more activities are now offered through Grafton Parks and Recreation, such as the corn maze, requiring more time from the salaried staff. This increase demand has proven to be impossible to be offset with less time worked within the same time period. Bill had copied the comp time policy from the City of Grafton for each committee member. Bill explained that we are not looking for the

same policy, but looking for a flex-time policy that would allow our full time salaried staff to bank hours from use in a timeframe that is less busy from the pay period that they worked additional hours above and beyond the time expected for the pay period. The committee liked the idea. Cory asked if Matt or Bill could draft a policy for the next board meeting for the board members to review. Matt and Bill agreed.

IV. New Business:

V. Public Comments: None

VI. Adjournment: Scott made a motion to adjourn the personnel committee meeting. Cory seconded the motion. Motion passed all approved. Meeting adjourned at 12:55 pm.