Grafton Parks & Recreation

Wednesday, June 10th, 2026
Grafton Park Board Room
715 West 5th Street
Grafton, ND 58237
5:15 p.m.

Minutes:

I. Call to Order by Kristi Olson at 5:15 PM

II. Board Members Present:
   A. Board Members Present: Kristi Olson, Scott Hills, Cory Burns, Jon Jelinek, Darrin Wollitz
   B. Staff Present: William Dahl, Gabbi Holand
   C. Media Present: Todd Morgan
   D. Public Present: Kristi Wilfahrt

III. Kristi asked if there were any additions or deletions to the agenda. Kristi Olson added Pumpkin Park under the Parks section of the Directors Report. Darrin Wollitz added AED's to the Athletic Fields section of the Directors Report.

IV. Kristi asked for approval of the minutes from the May Park Board Meeting held on 05/13/2026. Darrin made a motion to approve the minutes from the May Park Board Meeting. Seconded by Jon, the motion passed all approved.

V. Kristi asked for a motion for the authorization of expenditures as listed. Cory made a motion to approve the expenditures as listed. Seconded by Scott, the motion passed all approved to pay bills.

VI. Matt could not complete the May bank statement report. Matt will have the bank statement reports ready for the boards review at the next meeting.

VII. Reports:
   A. Recreation Manager
      i. Gabbi reported that the pool opened Monday, June 1st. Swim lessons started on Monday. June 8th. There are 48 registered for Swim Lessons with most of the participants from area towns. We did increase the price of Swim Lessons this year to offset the increase in costs of certifications and wages. The pool has been very busy this past weekend. Registrations for July swim lessons opens June 19th.
      ii. Out of the 17 Lifeguards there are 8 new ones. Gabbi reported that the lifeguards are doing great.
      iii. The Warsaw church camp has been coming to the pool again this year along with the Grafton Migrant School. Kristi Olson asked if the large groups must schedule their visits ahead of time. Gabbi confirmed that they do have to schedule a head of time and they are not allowed to schedule more than 1 group at a time due to capacity and safety concerns. She had the Migrant School and Valley Edinburg Summer School show up at the same time. Gabbi told their new director that they have to schedule a head of time with her, but they only had 11 kids, so they were able to enter since they were well under capacity and Gabbi already had an additional lifeguard on duty.
      iv. June golf went well and will be wrapping up with a make-up day tomorrow. 32 registered for June Golf.

v. July Gymnastics starts Monday, July 6th. There are 11 registered as of today.
vi. Gabbi reported that Lyle will not be able to make it up here to be our campground host this year due to health issues, but a new campground host has been hired. Her name is Nichole and is doing a good job so far taking care of the campground.

B. Director

1. Parks
   i. Pumpkin Park Facebook complaint that there was not enough equipment for younger age groups and was overgrown with weeds. Kristi explained that she drove by the park and it looked good. So however, it looked before it had already been cleaned up. Kristi asked if there was any additional funds or if people wanted to give to new equipment we could look at filling in the space with playground equipment for younger kids.
   ii. Bill reported that the flower beds have been planted. He extended a thank you to all the sponsors of the flower beds. Bill explained that each year the cost of the flower go up, but we keep the flower bed sponsors at the same price. The Park Board supplements the extra cost of the flower beds.
   iii. The Trail Bridge Project final inspection has been completed. The final reimbursement will be coming soon.

2. Campground:
   i. Bill reported that Cabin 9 has been completed except for its skirting. Cabin 10 has been ordered and should arrive in the 2nd week of July. The early arrival will allow for the electric and plumbing rough in to be completed this fall.
   ii. Bill reported that he will order Cabin 10 at the end of May or beginning of June. Bill explained that he would like the cabin to arrive earlier so more work can be done before winter.

3. Pool:
   i. Bill thanked Scott and Mike from Hills' Inc. for bringing their payloader with boom attachment to the pool to lift up the sand filter that had sank another 6". Jason Latraille also helped with lifting and bracing the sand filter. A pipe broke, but it was above ground and fixable with special order parts from Grand Forks and Fargo. Bill explained that there were no posts about the opening of the pool due to not knowing if there would be a pool until the repairs were completed and the pump was running. The decision was made that there we would be able to have a pool the Wednesday before opening.
   ii. Bill turned it over to Kristi Wilfahrt to present the Foundation Partnership Executive Director. Kristi W. explained that a couple of partners have come forward interested in banding together to form a partnership. Red River Regional Council, Grafton Blue Line Club, and the pool project have the need for endowments and need for someone to be a stewardship of funds. Kristi W. explained that the park staff are spread very thin and do not have time to do what is needed to grow endowments and track donations in a timely manner. Kristi W. explained that each partner will need to fund $50,000 a year for 5 years until the endowed funds can cover the cost of the Executive Director and all other costs. The Parks & Recreation Foundation met last week with a couple of Park Board members present to discuss the Community Collaborative Model. The Foundation discussed what does this mean?, what does this look like?, and how we'd get there? Community Foundations have different types of funds that they grow. Agency Funds, Doner Advised Funds, Named Funds that support the different passions that doners have. It helps build the infrastructure needed to fund projects, support facilities, and support programs. Kristi W. explained that there is a

lot of excitement around forming the Collaborative Community Foundation and proposed that the Park Board consider partnering so a Full-Time staff that can carry on the work building both endowed and non-endowed funds. Kristi W. explained that there are a couple of people that have finance backgrounds that would be trainable and would do a good job once Kristi's work is done. Kristi W. explained that the Red River Regional Council has a back office that they charge for, but she is going over the budget to see how it can work and add stability to the Collaborative Community Foundation. There are a couple other organizations in town that have potential for larger endowments that can help build endowment capacities faster and be prepared for any funds that may come from the state for possible building(s) that they may want to part with. Bill explained that we would need a motion to become a partner for the Collaborative Community Foundation model at a commitment of $50,000 a year for 5 years that will cover the hiring of an Executive Director, endowment accounting software, office supplies, and Red River Regional office space. Jon asked who would be paying for this full-time position and who's payroll would handle this person's paycheck? Kristi W. explained that all 3 proposed entities would have equal share in paying for the full-time position and that most likely this position would be ran through the Regional Council if they agree to become a partner. Kristi O. asked if the packets from the Foundation meeting were available since they had good information in them. Kristi W. explained that she did not have those with her, but she will email them out to the Park Board members. Kristi W. explained that the packet included the by-laws that would be needed to manage endowed funds. She was first looking at expanding the Parks & Recreation Foundation to manage endowed funds, but worries that staffing would be an issue. The proposed other entities for the partnership have the same needs that they can band together to manage the endowed funds and help cover the costs of staff and other business expenses. Kristi W. explained that they would have an investment committee with 5-6 people with strong financial backgrounds. Once the capital fund and endowment drives are complete for the Pool Project and Blue Line Club Arena Project then the focus will change to sustainability. Kristi W. has the skillset to get this set up and believes that this would be a huge benefit to the community that she wants to see succeed. Kristi W. explained that we will have to make sure that the Parks and Blue Line Club's needs are met and have a clear understanding of expectations of the Red River Regional Council. To be able to move forward need to have all the policy procedures and board retreat reviewed by the beginning of August so they can go to legal counsel. Make sure anything that needs to be done to comply with the North Dakota Secretary of State and Federal policies. Once that is completed then advertise for the open position and hire by the end of August or sometime in the Fall. Jon asked if the Curling Club were to join in then would they pay $50,000 a year? Kristi W. explained that they could or they could join as a fund holder which for them would charge a non-profit percentage of 0.85% of their endowed fund total to manage those funds. If they wanted the executive director to actively raise funds then Kristi explained that their fee would be around 5% to 6%. Kristi W. explained that if we used the North Dakota Community Foundation since they are already set up then we would lose the boots on the ground that would promote our Foundation. Darrin asked with the 3 proposed entities all doing large projects right now, who determines where the funds go and who gets support? Kristi W. explained that it will be driven by the doners. When funds are donated into the endowment, the funds are designated to a project or passion assigned by the doner themselves. If they give unrestricted funds then how those funds are distributed will be up to the Collaborative Community Foundation board. The Finance Committee will review the Ratifications of Distributions report to make sure the IRS guidelines are being met. You cannot fund a project or program with an endowed fund that are designed to something else. Once designated the funds are locked to that designation. The Collaborative Community Foundation will have policies that they will have to follow as well. Scott asked Bill if he could explain where the Park Board's portion of the $50,000 annual commitment would come from. Bill explained that the pool fund has enough funds to cover 4 years of the 5-year commitment. Within the next 2 years the building fund will be able to fund the rest of the commitment. Kristi O. asked if Kristi Wilfahrt's contract next year could be shared with the other entities since her work is also benefiting them. Kristi W. explained that she would ask that the Collaborative Community Foundation cover her next contract which will be more hours in the front part of the year then scaling back as the Executive Director is fully trained and the endowed funds are established. Kristi W. also mentioned that she wants the Collaborative Community Foundation to be stable before she steps away. Scott explained that the Park Board cannot fund this position alone and having 2 other entities involved is a good start to making it feasible. Bill asked for a motion to move forward with partnering to form a Collaborative Community Foundation, name to be determined later. Scott made a motion to continue to move forward with partnering with the Grafton Blue Line Club and Red River Regional Council, if their boards approve to also move forward, to form a Collaborative Community Foundation. Jon seconded the motion, motion passed all approved.

iii. Kristi Wilfahrt updated the board that the Grafton Community Foundation awarded the pool project a grant of $250,000 over 5 years. There is another doner that will be donating $100,000 cash and looking into other funding possibilities. Kristi W. also informed the Park Board that a lead naming partner was asked to donate $1.5 to $2 million. Kristi W. has received word that the donation will be substantial, and we should know more details by the end of the month.

4. Arenas:
   i. Bill reported that Jason Latraille looked at the existing pipe for the Cor-Ray-Vac system and found pipes that can be replaced. Dave Hills can get pipe that is the same size as what is up there. The pipe will be replaced rather than replacing the whole unit since the burners are only 2 seasons old. Bill feels that this will buy us a lot more time before the whole unit needs to be replaced.
   ii. The Zamboni has been returned to the Centennial Center after being serviced at Hill's Equipment.

5. Athletic Fields:
   i. Darrin asked about the AED's that the Park Board received from a grant. Bill explained that the AED's are in office storage, but when the grant was awarded they required a list of those that will be trained on these units. Bill reached out to Nick Ziegelmann to come up with a list of parents and coaches that will need to know how to operate the AED in case of an emergency at the ball fields. Ryan with Valley Ambulance reached out to Bill asking who was going through the training. Kristi O. explained that the training is now set up at the Centennial Center on 2 days next week and whoever can attend will be trained on them. Once they are trained then they will be installed at the fields. They did not want them installed without training.

ii. Bill reported that the locates for the posts for the south Complex field scoreboard is done. The posts will be installed as soon as they can get to them. Bill explained that with all the rain, both part-time staff that drive the mowers are out. One is on vacation and the other is sick. Todd and Bill have been on mowers to try to keep up, but Bill has also had to put a high school staff member on a mower which he has not done since 2008.

6. Elmwood:
   i. The flooring has been replaced from the front entry to the kitchen and bathroom on the main floor and upstairs.
   ii. Paul Holland finished the outdoor patio and grilling station. Park staff need to seed around the new patio. The Elmwood Board has decided to install the shelter over the new patio this year then apply for the Grafton Community Foundation Annual Grant again for a gazebo that can be used for weddings. The Elmwood Board is hoping to increase the summer outdoor rentals with these new improvements.

C. Business Manager:
   i. Bill shared a year-to-date profit/loss report with the Park Board. Not all the credit card payments have been entered so the revenue is low, but even with that we are up from last year. The Pool Fund CD at Old National Bank has been transferred to the Savings Account at Old National to keep the fund liquid just in case we needed them quickly for the pool project.
   ii. There are 3 Park Board seats up for re-election. Remember to vote on June 9th.

X. Old Business:

XI. New Business:

XII. Public Comments:

XIII. Adjournment: Kristi asked for adjournment. Darrin made a motion to adjourn the meeting. Cory seconded the motion, motion passed all approved. Meeting adjourned at 6:03 pm.