

**Canon City Area Metropolitan  
Recreation and Park District  
575 Ash Street  
Canon City, CO 81212  
(719) 275-1578**

**REGULAR BOARD MEETING MINUTES  
April 14, 2020**

**CALL TO ORDER** The Canon City Area Metropolitan Recreation and Park District Board meeting was called to order at 7:16 p.m. by Board Chairman, Kalem Lenard, via Zoom (the online meeting platform) due to the social distancing requirements resulting from the COVID-19 pandemic.

**ROLL CALL**

Board Members:

Present:                   Kalem Lenard  
                                  Jim Johnson  
                                  Mike Sallie  
                                  Nick Sartori  
                                  Scott Johnson

Staff:                     Kyle Horne               Executive Director  
                              Dawn Green             Finance Director  
                              Carly Poe               Administrative Assistant  
                              Tawny McCall          Programs Director

Attorney:                Dan Slater

Guests:                 Tony Adamic, Brett James and other community members via Zoom and Facebook

**ACCEPTANCE OF MINUTES**

Board member Mike Sallie made a motion, seconded by board member Jim Johnson to accept the minutes from the regular board meeting on March 10, 2020 as written. Motion carried unanimously, all present voting aye.

Board member Jim Johnson made a motion, seconded by board member Scott Johnson to accept the minutes from the executive session on March 10, 2020 as written. Motion carried unanimously, all present voting aye.

## **ACCEPTANCE OF AGENDA**

Board member Kalem Lenard made a motion to adjust the agenda by moving the 2019 audit report to after the District administration reports, seconded by board member Nick Sartori. Motion carried unanimously, all present voting aye.

## **REVIEW AND APPROVAL OF FINANCIAL MATTERS**

The Board reviewed the monthly financial statements and accounts payable. There was a brief discussion regarding the impact on the District's financial position as it relates to the ongoing economic damage caused by the COVID-19 pandemic. Labor expenses have been reduced by delaying the use of seasonal and part-time program and parks staff. At present, the District is still receiving funding from DHS for child care services despite Kids Klub being closed.

Board member Jim Johnson made a motion, seconded by board member Scott Johnson to approve the financial matters. Motion carried unanimously, all present voting aye.

## **CALL TO THE PUBLIC**

- No member of the public addressed the board.

## **ORAL AND WRITTEN COMMUNICATIONS**

- Based on observation and feedback from the public, board member Kalem Lenard commended the parks staff for their efforts to maintain the trails.

## **DISTRICT ADMINISTRATION REPORTS**

Executive Director – Kyle Horne reported:

- Kyle gave a brief update on the Urban Renewal Authority (URA). Recreation District representatives are still waiting to have a virtual meeting with City officials. According the board member Scott Johnson, the URA is on the City Council's agenda on May 18<sup>th</sup>. He has researched URAs and the information he gathered will be forwarded to the board members. He does not think that it is good for the District to give up these funds.  
Kyle had a meeting with County Commissioner Tim Payne, Canon City RE-1 School District Superintendent George Welsh, and Fire Chief DelVechio regarding the URA. Kyle stated there needs to be a meeting with these District

and City officials prior to the City's agenda item on the topic, which the Fire District Chief asked the Mayor to delay.

- In taking safety precautions, the District has closed its playgrounds, ball fields and pickleball courts. The trails remain open, as does the Dog Park and Archery Range. Use of these two facilities is being monitored and should users stop following social distancing, those facilities will be closed. The maintenance staff continues to work normal shifts at this time, while the office staff is primarily working from home.

The District is still planning on opening the pool and staff will start work on draining and cleaning it. Parks crew members have also completed work on improvements at the Eagle Wing Trailhead parking lot. They are working to eradicate homeless camps discovered in the South Canon Trails/Schepp Open Space area, completing one and discovering another.

Tim Harding will be coming into the office building to install LED lights, and the District is renting a lift so that Matthews Brothers Electric can fix the lights and ballasts at Rouse Park.

Board member Kalem Lenard thanked the parks crew for their work in cleaning up the homeless camps.

Dan Slater:

- Dan Slater had no report.

## **2019 Audit Report**

- Kyle Logan of Logan and Associates presented the results of the District's 2019 audit. He described the audit process which included visiting the office in January and reviewing selected financial transactions and their supporting documentation; having third parties confirm account balances; and completing other analytic procedures to gain an understanding of the numbers in order to issue an opinion.

He highlighted certain sections of the annual financial statements, including the auditor's conclusion which stated that the District received an unmodified opinion, which is the best type. As he went through the statements he pointed out that the District did not overspend what was budgeted for 2019, the fund balance in the Programs Activities fund is in good shape "for times like these" and the District ended the year in the black.

In the accompanying management letter, the auditor is required to communicate to the board the auditor's responsibilities and findings. The other matters section in the letter includes recommendations to improve controls and procedures. These recommendations did not reach a level significant enough to change his opinion. They include having the Executive Director's purchases and time sheet approved by a member of the board; the possibility of not using a signature stamp or tightening the controls on its use; including individually signed documents in employee files after the board approves the salary schedule for the year; and

having the Executive Director signoff on the biweekly payroll and monthly bank reconciliation forms. Most of these suggestions have already been implemented. Mr. Logan ended by thanking Dawn Green and Kyle Horne for their work on the audit. And board member Kalem Lenard thanked Kyle Logan for his report and commented that it was good to have a new auditor's review of the District's finances.

## **UNFINISHED BUSINESS**

- Attorney Dan Slater finished the editing of the open fire policy, an agenda item which was tabled at the previous board meeting. Board member Scott Johnson and Kyle Horne are working on a permit that the District can use in conjunction with the policy.

### **RESOLUTION NO. 2020-6**

#### **A RESOLUTION AMENDING THE "POLICY MANUAL" RELATING TO FIRES IN DISTRICT PARKS**

Board member Nick Sartori made a motion, seconded by board member Mike Sallie to adopt resolution 2020-6. The resolution was adopted with all members present voting aye.

Board member Nick Sartori stated that signage will be needed to inform park users that permits will be required to use the existing fire pits.

- Kyle emailed the raw data results gathered from the Recreation Center survey to the board members. He stated that these preliminary results show it is favorable to go for a tax question, with 67% in favor of the project. However, the survey was conducted pre-COVID-19. He would like to contact staff at recently completed centers to see how the pandemic might be affecting tax revenue collection related to bond repayments.

To move the survey process forward, two focus groups are being planned to be held virtually on either April 29<sup>th</sup> or 30<sup>th</sup>. Kyle will be working with City and County representatives to develop a list of approximately 12 participants for each group, matching those most likely to vote. Names are gathered from survey respondents expressing an interest in attending a focus group.

A draft report of the survey results should be available next week. The response rate to the survey was higher than anticipated, 25% as compared to the 8% expected. After the survey an additional four focus groups were included in the RFP. Two will be held virtually, but it is hoped that the last two can take place in person.

## **NEW BUSINESS**

- The Recreation District was successful in securing a Great Outdoors Colorado (GOCO) grant to replace the playground at Rouse Park. Kyle thanked Dawn

Green for her work on the grant. The board needs to approve the grant agreement with GOCO for the project to move forward.

## RESOLUTION NO. 2020-9

### A RESOLUTION AUTHORIZING ENTRY INTO AN AGREEMENT WITH THE STATE BOARD OF THE GREAT OUTDOORS COLORADO TRUST FUND

Board member Kalem Lenard made a motion, seconded by board member Nick Sartori to adopt resolution 2020-9. The resolution was adopted with all members present voting aye.

- Programs Director Tawny McCall gave a presentation to the board on the changes in programming as a result of the stay at home order and social distancing required due to the COVID-19 pandemic.

The programs staff is working from home making sure that the District website is up to date and also entering upcoming activities in Active Net, the District's registration software.

Due to the school closures, Kids Klub has been closed since Spring Break. In an attempt to provide this essential service to parents having to work, Kids Klub staff considered offering a session at McKinley Elementary. Staff members called all parents to gauge their interest in opening this site, but there was not enough interest. Currently the part-time Kids Klub staff members are on furlough. Staff has been doing videos on YouTube as a way to stay in touch with the children.

The Ladies and their Gentlemen event, a fundraiser for Kids Klub, has been postponed but is still ready to be held the same night as the Daddy/Daughter dance. Kids Klub is planned to open this summer at Lincoln Elementary, utilizing the school lunch program at this site.

In special events, the Easter event was cancelled and Clean Up/Green Up has been pushed back to early fall. The pond is being stocked on May 8<sup>th</sup> with the fishing derby to take place on May 9<sup>th</sup>. It may be cancelled. The spring bonfire is postponed until people are allowed to get back together.

The staff is looking to revive the 100 mile club as so many people are using the trails to get out and exercise. A sponsor is being sought. The staff is also looking at a one day archery competition, working with Royal Gorge Archery. Other ideas are educational day hikes with the Canonland Walkers and Hikers group throughout the summer, hosting 3v3 youth and adult basketball tournaments, and possibly a bowling tournament. On July 25-26<sup>th</sup> a 16" softball tournament is being planned. The annual pickleball tournament, scheduled for June, may have to be pushed back to the fall.

Program staff members hope to finish the seasons for the four adult programs that were interrupted due to the shut down by possibly having to just get in the tournaments. Adult softball is slated to start at the end of the month. Cody Bennett is monitoring the Canon City softball Facebook page to keep players informed. If the season is delayed they are looking at holding one full first season

and a shorter second season. Umpires will be doing their training to get certified via Zoom.

Adult sand volleyball is down to one longer season at the request of White Water Bar & Grill. This was determined pre-COVID 19. The season is to start on June 9<sup>th</sup>.

As for youth spring soccer there are three options: possibly holding one short season; moving it to summer; or cancelling the season. If it is moved to summer it would impact participation in summer sports and players would have to contend with the heat. Also, it would potentially end right when the fall season is slated to start. Based on information gathered at Colorado Parks and Recreation Association (CPRA) Zoom meetings, other recreation departments in the state have already cancelled their spring sports. If the District cancels the season, by using the registration software refunds can be credited back to participants' accounts. This credit can then be used for future registrations, or refund checks issued.

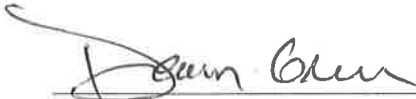
The board discussed the changes in programming, including the acknowledgement that cooperating with other agencies to develop special events will help generate revenue. In responding to the spring soccer issue, Board member Kalem Lenard stated timing is going to dictate the response. If the season is cancelled, he suggested asking parents who are willing and able, to consider donating their spring soccer fees back to the District. He went on to say that it will be important to observe the patterns when we come out of this and try to be flexible and responsive. Board member Scott Johnson stated that we will be under a new normal, and group activities may not look the same until the COVID-19 situation is resolved. He recommended monitoring the financial statement as an indicator of what it takes to run the District.

### ADJOURNMENT

There being no further business to conduct, Board Chairman Kalem Lenard adjourned the meeting at 8:52 p.m.

Submitted by:

Approved as written or amended:



Dawn Green, Finance Director



Meeting Chair