

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

**REGULAR BOARD MEETING MINUTES
November 10, 2020**

CALL TO ORDER The Canon City Area Metropolitan Recreation and Park District Board meeting was called to order at 7:00 p.m. by Board President, Jim Johnson, in the meeting room located at 575 Ash Street.

ROLL CALL

Board Members:

Present: Jim Johnson
 Nick Sartori
 Greg DiRito
 Brett James

Staff: Kyle Horne Executive Director
 Dawn Green Finance Director

Attorney: Dan Slater

Guests: Tony Adamic

ACCEPTANCE OF MINUTES

Board member Nick Sartori made a motion, seconded by board member Jim Johnson to accept the minutes from the regular board meeting on October 13, 2020 as written. Motion carried unanimously, all present voting aye.

Board member Nick Sartori made a motion, seconded by board member Jim Johnson to accept the minutes from the budget workshop meeting on November 5, 2020 as written. Motion carried unanimously, all present voting aye.

ACCEPTANCE OF AGENDA

Board member Greg DiRito made a motion to accept the agenda as written, seconded by board member Brett James. Motion carried unanimously, all present voting aye.

REVIEW AND APPROVAL OF FINANCIAL MATTERS

The Board reviewed the monthly financial statements and accounts payable. Board member Jim Johnson asked about the Aftermath special event. The District is waiting for a few more invoices to come in before the event can be closed out.

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

CALL TO THE PUBLIC

- None

ORAL AND WRITTEN COMMUNICATIONS

- Board member Brett James spoke to Kyle Horne about the Riverwalk gate east of the office building at the top of the hill, suggesting that no parking signs be added and to allow space for emergency vehicles to enter if needed. The gate was damaged by a vehicle accident and needs to be replaced and the sleeve repaired. The state highway patrol is aware of the accident and attorney Dan Slater suggested Kyle inform the insurance company of the estimated damages as well. Brett also suggested putting no parking signs on the gates near the 9th St. underpass.
- Board member Nick Sartori stated he has been approached by community members to find program options for younger girls. He suggested looking at the program registration numbers by gender, and to perhaps consider offering clinics for 'girls only' in the predominately male sports to attract more female athletes and build their confidence.

DISTRICT ADMINISTRATION REPORTS

Executive Director – Kyle Horne reported:

- District staff is working on filling the open Recreation Receptionist position. The front office is now down to 3 FTEs when there were 4 ½ FTEs. With the increased use of online registration, the job responsibilities for that position have changed. District staff is recommending that the recreation receptionist and recreation technician positions be combined to save the District money and more productively fill the time for the position. While interviewing for the receptionist position, one candidate did possess both the administrative and sports skill sets that would be needed.
- On Friday the District's parks crew cleaned up one homeless camp on the Schepp property and found and cleaned up a second while they were there. Gold Belt Byway paid for the garbage fee. So far this year six homeless camps have been cleaned up in the District's open space areas.

- The flow trail on the Schepp property should be complete. A ribbon cutting opening at Ecology Park is planned for this Saturday at 10:00 a.m. Although the trail is 99% on District property, FAR, the City of Canon City, and Fremont County along with the Recreation District all worked on the project.
- An opening recognition ceremony to acknowledge the completion of the Archery Range improvement project is slated for November 30th.
- The new playground equipment arrived at Rouse Park last week. Installation is supposed to start tomorrow with an expected two week time frame to complete.
- Concrete has been poured for pads for the bleachers on Field C at Rouse Park.
- SC& T is installing security systems at the Rouse shop and the pool building to prevent theft. The system includes cameras and monitors at the buildings and the office.
- The District should hear if the GOCO grant application for youth corps work was successful in early December.
- The community is at the yellow level on the state's COVID dial, but the health department has asked the Recreation District to operate at the orange level. Positive case numbers are going up in our community. The District is waiting until after Thanksgiving to see about opening basketball for registration.
- District staff is still working on the early stages of implementing an online time clock feature.
- Employee reviews are to start in the next month.
- SDA conference sessions are still available online. If a board member would like to see any, please let Kyle know. Some of the sessions addressed passing elections and board member duties (which are not the day to day management of the District.)
- Kyle, Dan Slater, and Jim Johnson met with Fremont Sanitation District representatives regarding the sloughing of the bluff on the Ash Street Hill- which impacts both the Riverwalk Trail and the sanitation district's lines. The Sanitation District asked the Recreation District to participate in a project in 2022 to address the issue. A copy of the report generated by Nathan Warner was emailed to the board members. There are agencies associated with the Arkansas River that have access to granting agencies that might help fund the project.

Dan Slater:

- Mr. Slater had no report.

UNFINISHED BUSINESS

- The Request for Proposals for bond underwriting services was sent out electronically. The District received responses from 4 firms: AMKO Advisors, Piper Sandler, RBC Capital Markets (RBC) and Stifel. All four firms are known locally. Kyle Horne and Dawn Green reviewed all of the proposals, as did Ryan Stevens with the City of Canon City. AMKO Advisors' proposal was eliminated as the firm serves as a financial advisor, not a bond underwriter. The Piper Sandler firm's experience did not seem to fit with the Recreation District's goals for the project. The firms RBC and Stifel were interviewed by District staff.

RBC is working with the Canon City School District and the firm has experience with BEST grants. In the interview, they were knowledgeable, but keep things on a level that made it easy to understand what they do. The price they gave was \$3.50 per thousand. Todd Snidow of Stifel has expertise with rural parks and recreation districts. The recreation districts in Colorado that Kyle reached out to all recommended working with Stifel. The firm dropped their rate from what was written in the proposal to \$4 per thousand.

It is the recommendation of the District staff to sign a letter of engagement with Stifel. They will only be paid if the bond question passes. In 2017, the government changed the rules separating bond underwriting and election help. Mr. Snidow can recommend an election consultant. Board member Jim Johnson stated that there is an experience advantage in rural recreation districts with Stifel.

RESOLUTION NO. 2020-14

A RESOLUTION AUTHORIZING RETENTION OF A BOND UNDERWRITING FIRM FOR A POTENTIAL RECREATION CENTER BOND

Board member Greg DiRito made a motion, seconded by board member Nick Sartori to adopt resolution 2020-14. The resolution was adopted with all members present voting aye.

- The public hearing on the Recreation District's Proposed 2021 budget was opened at 7:50 p.m. There were no comments from the public and the hearing closed at 7:51 p.m.

The board received a one page summary of the budget by fund as well as a graph showing budgeted vs. actual year to date amounts for the general fund.

The Kids Klub program was discussed. Due to COVID-19 and the staff to student ratio that is needed, labor costs have increased. The program is not operating in the black. Board member Jim Johnson pointed out that it does provide a vital service to the community. There is a lack of day care facilities in our community and the District believes it is as the top of the scale of what fees can be charged. The District is also receiving competition from the Boys and Girls Club, which is now accepting elementary aged children and DHS funding. Kids Klub has received feedback from parents on the strength of its programming. District staff will be looking for grants that might match with the goals of the program. Board member Greg DiRito stated that Kids Klub helps keep people working and it is a way to give back to the community. Board member Nick Sartori asked if the program would still be open if the community had to go to more restrictive measures due to COVID-19, and the schools had to go to remote learning. Kyle responded that childcare is an essential service, and the Superintendent wants to see it open, so the District would still be able to access the school as a location to keep it open.

As the budget relates to other programs, Kyle pointed out that the revenues for basketball occur in one calendar year and the expenses in another. The costs that the general/parks fund incurs as it relates to prepping the fields for softball were also discussed.

The family leave act passed in the recent state election does not start until 2023, so will not affect the 2021 budget.

The board continued the discussion on staff salaries, which started during the budget workshop. A 2% step increase was factored into the draft budget the board received. It was proposed by board member Jim Johnson to include a 2% COLA to adjust the salary scale. Based on the preliminary certification of assessed value, the District is anticipating an approximately \$8,000 increase in property tax revenues next year. Combining the Recreation Receptionist/Technician positions will save on salary costs. The board discussed this option, looking at salaries, work load and the needed skill set to succeed in both the administrative and sports programming roles. Included in the discussion was the effect on the workload once a vaccine is available, allowing the District to return to a more normal registration year. Kyle pointed out that with the software the District is currently using, nearly 90% of registrations are done online, except for softball due to the online convenience fees. There was consensus among the board members to update the salary scale to include a 2% COLA and combine the receptionist/technician position. The board discussed the starting salary for this reconfigured position and started entry level at \$14.07 per hour, matching step 3 for the receptionist position on the salary scale now in use.

The District has budgeted \$40,000 this year and \$50,000 next year for capital outlay in the general fund. The District has not purchased any equipment this year, but is in need of a work truck, a chipper, a backhoe and a grader. Finding used heavy equipment is difficult. Mr. Adamic suggested checking with CDOT for a grader. Dan Slater suggested that the District might want to look at a lease purchase agreement for the equipment. The board discussed this option and Kyle will contact 4Rivers and Wagner Cat about a lease purchase.

The potential legacy project with the Noon Lions is still a possibility and the Capital Projects Fund budget will need to be adjusted for it.

- The District's 2020 goals were reviewed, some have been completed, and others have not. The Quiet Title in John Griffin Regional Park should be completed. The ballot question and support for a recreation center are ongoing. Except for the stadium lights, the lights at Rouse Park have been converted to LEDs. The grant funded project at the Archery Range has been completed. The District is still working on the bank stabilization project at Pathfinder Regional Park. The flow trail has been added to the Schepp property. The work to develop other connecting trails to the Arkansas Riverwalk is ongoing. The District is waiting to hear if the grant is successful for work in John Griffin Regional Park. District staff continues to search for new programming ideas. Nine new programs were added this year. A half mile of Riverwalk trail was repaired and the riverbank shored up in the area across from the office building, but no major enhancements were completed on the trail this year.

For 2021 the potential recreation center remains on the list of District goals. Also included are: the legacy project with the Noon Lions, the Pathfinder Park bank stabilization project, continued development of hiking and biking trails on the Schepp property, the youth corps work in John Griffin Regional Park pending a successful GOCO grant, and the creation of connecting trails to the Riverwalk (Ash Street, the yellow gate on Ash St. Hill to Grand and at 9th St. for example), and continue to find and implement new programming.

The board discussed this last goal and the need for the District to promote what it has accomplished during the pandemic and the need to continue this work to serve the community. One suggestion from board member Greg DiRito is to get sound bites from participants to include in the District's online presence. The board also discussed the need to explore options for better use of the Ropes Challenge Course. Until the District finds a certified facilitator, the course equipment cannot be inspected. Other potential uses for the area were discussed, perhaps making it more of a community based place, with play features and perhaps an amphitheater. Board member Greg DiRito suggested exploring ways through programming or events to get more people out on the trail.

NEW BUSINESS

- The renter of the Pathfinder residence would like to renew her lease for another year. Kyle Horne and Parks Supervisor Devin Everhart have not yet inspected the house as the renter, who is an essential worker, has been in quarantine due to COVID-19. There is no known structural damage. Given the current economic situation, board member Nick Sartori made a recommendation to keep the rent at \$900 per month.

RESOLUTION NO. 2020-15

A RESOLUTION APPROVING A RESIDENTIAL LEASE FOR THE RESIDENCE AT PATHFINDER REGIONAL PARK

Board member Jim Johnson made a motion, seconded by board member Nick Sartori to adopt resolution 2020-15. The resolution was adopted with all members present voting aye.


- The process for the Executive Director's annual evaluation was discussed by the board. Dan Slater stated that in the past, the board has used evaluation forms, met with the next level staff directors and a self evaluation. Board member Jim Johnson would like to see this done again, and requested that the board evaluation form be sent out to each member for the next meeting.

ADJOURNMENT

There being no further business to conduct, Board President Jim Johnson adjourned the meeting at 9:20 p.m.

Submitted by:

Approved as written or amended:



Dawn Green, Finance Director



Meeting Chair