

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

**SPECIAL BOARD MEETING MINUTES
November 9, 2021**

CALL TO ORDER The Canon City Area Metropolitan Recreation and Park District Special Board meeting was called to order at 5:55 p.m. by Chairman Jim Johnson in the board meeting room located at 575 Ash Street.

ROLL CALL

Board Member:

Present: Jim Johnson
Mike Sallie
Greg DiRito
Brett James

Staff: Kyle Horne Executive Director
Dawn Green Finance Director

Attorney: Dan Slater

NEW BUSINESS

- The agenda item for this special meeting was a workshop for the 2022 draft budget.

The proposed salary schedule for 2022 was discussed. Earlier, Kyle and Dawn met with board members Greg DiRito and Brett James to review the schedule using benchmarks from other park and recreation districts in Colorado and the salary schedule from the City of Canon City. Starting in the parks department, changes were proposed to try and close the gap. Board member Greg DiRito stated that as an employer in the current market, closing the gap may provide for better retention and should a position open, it will ease finding qualified replacements. Board member Brett James stated he looked at the cost of training new employees and retention of current employees. The benefits package was reviewed during the meeting as well. Entry level salaries were determined by position. Step increases from current step levels were proposed for the maintenance crew members. Kyle is recommending a step increase for Dawn Green, but the programs staff will remain at their current steps within

the proposed schedule. There was a discussion on a step increase for the Executive Director.

Board member Jim Johnson stated that the proposed salary schedule looks good this year. Board member Greg DiRito stated that there are always budgetary concerns, but the proposed schedule is a step towards motivating employees as the 110% cost recovery steps are implemented.

The board was presented with a chart showing the line-item changes proposed for the 2022 draft budget since the board received their copies at the regular board meeting in October.

Those line-item changes affected each of the funds.

In the General Fund the permanent wage line was increased to cover a step increase. The election line was increased to cover a possible question in November. Rental fee income lines were increased as increased fees are proposed.

In the Capital Projects Fund, the lines for Rouse Park were increased. Kyle has spoken to a lighting engineer to see what it would cost to redo the stadium lights at Rouse Park. He received budget estimates from Musco Lighting. He is looking at grant options from GOCO, the El Pomar Foundation and Baseball Tomorrow to help fund the project. The Lions Club is still willing to contribute to a project at Rouse Park. Transfers from the Conservation Trust and Programs Activities Funds to help with the project are also included. Kyle has spoken to representatives at Black Hills Energy regarding rebates for the project.

Board member Mike Sallie asked if we are looking at Pathfinder Park, and if the District could work on the Master Plan build out a little at a time. Kyle responded that a goal of placing fields at Pathfinder Park is to move adult softball there, and Rouse would have youth baseball fields with mounds. Board member Greg DiRito commented that the Rouse Park light project is grant heavy.

After the voters rejected the recreation center tax questions, 6A and 6B, Kyle contacted Lamp Rynearson (which brought out Larkin Aquatics) to see what it would cost to draw something up to replace the pool. The estimated fee is \$18,000-\$22,000 without the architecture for the bath house. This estimate does not include surveys, of which the District has already done two. Kyle would like to include this redesign cost for the pool into the budget. During the following board discussion, Greg DiRito stated he is not in support of spending money for it this upcoming year. Jim Johnson agreed, stating he wants to budget the pool fund to open the facility in the summer, but there is no real path moving forward right now. Mike Sallie agreed. Brett James stated that the recreation center to the pool is not an apples-to-apples comparison. Jim Johnson suggested that if the citizens raise the funds, the District can amend the budget, but that the voters have told us no new taxes. He would like to give it a little bit of time. The swimming pool study line will be left at zero in the budget.

The Programs Staff looked at cost recovery when recommending changes to the Programs Activity Fund budget: At present, Kids Klub is in the black and has met the revenue goal for the year, so the income line was increased. Also increased was the revenue line for Aftermath. This year the District had approximately \$38,000 in ticket sales. The District's net is approximately \$24,000 on the event. There is consideration to add a fifth night if all the partners remain. The event is drawing people from Denver,

Castle Rock, and Salida as well as Pueblo and Colorado Springs. Rather than paying actors next year, t-shirts may be given to volunteers.

Concession sales at the pool were good and this year's junior lifeguard class may provide additional applicants next year. All three pool managers want to return in 2022. In applying what was developed through the 110% cost recovery project, there is a proposal to increase rental fees. (The District board was given a list of program activity fee changes at the October meeting.) Board member Greg DiRito questioned the increase in adult softball. Kyle stated that the current rate of cost recovery for adult softball is 48%. Rental fee changes include doubling the fees for Rouse Park for tournaments and having a 2-hour rental fee for pavilions. The District does expend funds to clean the pavilion areas before and after an event.

The board discussed the potential river program with RG Rio. Kyle contacted the District's insurance company, which does not see an issue, but RG Rio would have to name the District as additionally insured on their policy. The District can include approximately \$5,000 into the budget for the river program.

ADJOURNMENT

There being no further business to conduct, Board Chairman Jim Johnson adjourned the meeting at 6:59 p.m.

Submitted by:

/s/ Dawn Green

Dawn Green, Finance Director

Approved as written or amended:

/s/ James Johnson

James Johnson, Meeting Chair