

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

**REGULAR BOARD MEETING MINUTES
March 9, 2021**

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 Chairman, Jim Johnson, in the board meeting room located at 575 Ash Street.

ROLL CALL

Board Members:

Present: Jim Johnson
Nick Sartori
Greg DiRito (*arrived during the audit presentation*)
Brett James

Staff: Kyle Horne Executive Director
Dawn Green Finance Director

Attorney: Dan Slater

Guests: Tony Adamic Sunny Bryant
Kyle Logan Alex Ewers
Tim Payne

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 February 9, 2021 as written. Motion carried unanimously, all present voting aye.

Board member Brett James made a motion, seconded by board member Jim Johnson to accept the minutes from the executive session on February 9, 2021 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 special board meeting on February 25, 2021 as written. Motion carried unanimously, all present voting aye.

ACCEPTANCE OF AGENDA

Board member Jim Johnson 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 made a motion, seconded by board member Nick Sartori 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

- When visiting the new Rouse Park playground with his family, board member Nick Sartori received a suggestion to include an outdoor volleyball court at the park.
- Board member Jim Johnson commended Kids Klub Director Jaimee Southern on the annual audit at Washington Elementary. As she mentioned in her report, the state gave the site zero violations.

DISTRICT ADMINISTRATION REPORTS

Executive Director – Kyle Horne reported:

- The Environmental Club at Canon City High School approached Kyle with a project to plant trees in John Griffin Regional Park. Willows would help stabilize the riverbank. They are raising money for the trees and hope to plant them in May.
- Kyle thanked board member Brett James for transporting the backhoe. The District purchased the backhoe from Stallion Equipment, which may be a source for future equipment needs.
- The Recreation District is planning on opening the pool this summer and looking at the state for guidance on how to do it safely. If the sand filters are not operational, the pool would close. Kyle has signed an agreement with the American Red Cross for swimming lessons but will need to see what is allowed.

Dan Slater:

- Dan Slater had no report.

NEW BUSINESS

- Mr. Kyle Logan presented the results of the 2020 financial audit. During the audit he pulled samples to look for adherence to policies, procedures, and internal control. Verification letters were sent to financial institutions. In the Independent Auditor's Report, the District received an unmodified opinion.

Mr. Logan went over key points of the financial statements page by page. Some of the highlights included:

Both assets and liabilities increased largely due to the completion of the Rouse Park playground at the end of the year.

Expenses related to the pool and programs decreased caused by the business interruptions due to COVID-19. Revenues decreased as well.

Property taxes increased 9% primarily due to reassessment.

The unassigned fund balance in the general fund covers five to six months of expenditures.

The general fund subsidized the pool, but it was limited as the pool did not open.

The financial statements include footnotes which help explain the numbers and contain a note on the uncertainty caused by the coronavirus pandemic.

According to the management letter no significant audit adjustments were needed. He stated it was a boring letter, which is good. Dawn Green was recognized for her work on the financial statement and the audit.

- Mr. Tim Payne gave a brief update on the Urban Renewal Authority (URA). As a member of the board of the Canon City Area Fire Protection District, he is the special districts representative on the URA board. He stated that two projects were approved for infrastructure assistance-Skyline Steel and the St. Cloud. The URA board has had two executive sessions on Faricy Ford and the old Fremont Bank properties.
- Mr. Alex Ewers of Three Rocks Engineering and Ms. Sunny Bryant, Fremont County Manager, spoke to the board regarding the planned community building at Pathfinder Regional Park. The County was successful in obtaining grant funding to help with construction, conditioned on the building being LEED certified. Three phase power is needed for the certification. In speaking with representatives of Black Hills Energy, the closest available is at Brewster which is .9 miles away from the project. The estimated cost of bringing overhead power lines to the site is \$234,000. The County is requesting a 15' easement for the utility on the District's portion of the park. (A map was displayed.) The estimated cost of taking the power underground is \$350,000-\$470,000. Kyle has done some research on the park. The master plan was done in 2005 and according to the design firm DHM and District employees who were working at that time, the intent was to have the power underground. The existing overhead power line that bisects the park was present prior to the land being acquired for the park and does not have the capacity. Kyle

stated that the Fremont Sanitation District wanted to create a utility highway in a single easement for water, electricity and sewer as the park was being developed. Prior to this meeting, Kyle had asked Sunny Bryant for a joint meeting between the District and the County as the agencies are joint partners in the Park.

Board member Jim Johnson stated concern about deviating from the master plan, and the added costs to take the power underground at a future date as the park develops. He stated it is better to do it right the first time.

As the discussion continued, Alex Ewers stated an alternate option to going along the parking area would be to go down Brewster and Highway 115 along the front of the park.

Sunny Bryant said that the cost of electric for the project is over budget. There is a desire to place it underground, but the County may have to look at other options. They need an answer from the Recreation District as soon as possible. Board member Greg DiRito remarked that he would hate to lose the possibility of three phase power and suggested looking at a cost sharing option to place it underground. Sunny Bryant stated that the County's goal has been to have the county fairgrounds there and through the award of a DOLA grant and accumulating conservation trust funds the project is primed for construction. Board member Nick Sartori suggested the idea of placing the power partially overhead and partially underground. The County expects to have a firmer estimate on the cost of placing it underground in two weeks. Greg DiRito said the District needs to see hard numbers on the cost.

- The District needs to update the personnel policy manuals for both full and part-time employees to comply with new Colorado sick leave regulations.

RESOLUTION NO. 2021-3

A RESOLUTION AMENDING THE “PERSONNEL POLICY MANUAL FOR FULL-TIME EMPLOYEES” RELATING TO SICK LEAVE

Board member Nick Sartori made a motion, seconded by board member Greg DiRito to adopt Resolution 2021-3. Motion carried unanimously, all present voting aye.

RESOLUTION NO. 2021-4

A RESOLUTION AMENDING THE “PERSONNEL POLICY MANUAL FOR PART-TIME EMPLOYEES” RELATING TO SICK LEAVE

Board member Jim Johnson made a motion, seconded by board member Nick Sartori to adopt Resolution 2021-4. Motion carried unanimously, all present voting aye.

- Kyle Horne requested that the board change the date of the next monthly regular meeting from April 13th as it conflicts with the parent/senior night for the Canon

City High School Soccer team which he would like to attend. After reviewing schedules-

Board member Brett James made a motion, seconded by board member Jim Johnson to move the monthly board meeting to April 12, 2021. Motion carried unanimously, all present voting aye.

UNFINISHED BUSINESS

- Prior to evaluating the proposals the District received for a digital sign in response to the RFP, Kyle contacted Billie Debecker of 3rd Dimension Signs to learn more about signs. Some recommendations from that conversation include making sure it is wind rated AB; suitable for high desert climates; replacing the pole; using a Colorado company if possible due to potentially needing warranty work; and providing a cost range of \$35,000-\$40,000. Kyle also sought information about LED manufacturers Daktronics and Vanguard and spoke to Territory Electric regarding power and sign installation.

Using the promethean board, Kyle showed the board members the sign options the District received. Each option would have a wet-stamped engineered drawing. The District does not need a permit but will follow the Canon City code for signs. Maintenance crews will be cutting back some of the trees and foliage for better visibility.

The board members looked at the options and discussed. They recommended narrowing down the proposals to include the following characteristics: a mix of acrylic and LED, a 3' x 8' LED minimum size, LED quality (looking at 16 mm); and a cost under \$40,000.

ADJOURNMENT

There being no further business to conduct, Board Chairman Jim Johnson adjourned the meeting at 8:46 p.m.

Submitted by:

/s/ Dawn Green

Dawn Green, Finance Director

Approved as written or amended:

/s/ J. Johnson

Jim Johnson, Meeting Chair