

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

**REGULAR BOARD MEETING MINUTES
April 12, 2022**

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 board meeting room located at 575 Ash Street.

ROLL CALL

Board Members:

Present: Jim Johnson
Mike Sallie
Nick Sartori
Greg DiRito * *arrived via Zoom during call to the public*
Brett James

Staff: Kyle Horne Executive Director
Dawn Green Finance Director

Attorney: Dan Slater

Guests: Tony Adamic
Melissa Smeins
Margene Martin
Elene Cook

ACCEPTANCE OF CONSENT AGENDA

Board member Mike Sallie made a motion, seconded by board member Brett James to accept the consent agenda as written on the April 12, 2022 regular meeting agenda. Motion carried unanimously, all present voting aye.

CALL TO THE PUBLIC

- Several members of the public attended the meeting to bring to the board's attention issues they see at the dog park. A handout was distributed, and Margene

Martin was the first to speak. Expressing appreciation for the dog park, she highlighted the following: Water is needed for the dogs; more waste barrels are needed with regular maintenance; treat the goat heads; plant grass and get rid of the weeds; fill the holes; close off and address the soggy area in the back of the park; place more benches; remove potholes in the parking lot; and erect a wind break. Another speaker used a diagram of the dog park to point out the soggy area which allows mosquitos to breed and the training area which needs repairs. She spoke of a no-mow grass seed. Elene Cook stated it would be beneficial to get people to come in and be part of the solution, perhaps by setting up a table on Earth Day or during the City's birthday celebration in July. She also spoke of possible grant opportunities for funding assistance.

Board member Jim Johnson replied that all the suggestions are good but require maintenance. The District's parks staff is busy and short-staffed. He encouraged volunteers to come forward and donations sought to help with some of the items listed. He suggested the dog park be listed on the agenda next month.

Kyle Horne addressed a couple of items on the handout. The only water in the park is in the garden and comes from a well. Extending it to the dog park would require a pump system. The weeds in the park are sprayed annually but require the park to be shut down during those times. And in the budget, parks are listed as a whole, individual parks are not specified.

The group was thanked for bringing their concerns to the board's attention.

ORAL AND WRITTEN COMMUNICATIONS

- None

DISTRICT ADMINISTRATION REPORTS

Executive Director – Kyle Horne reported:

- The District's request to Fremont County for funding assistance with the Rouse Park Improvement project was granted. The District will receive \$300,000 in ARPA funds for the infrastructure upgrades. Along with the amount budgeted by the District, additional funding is being sought from Black Hills (in-kind), The Canon City Lions and a possible grant through El Pomar. The full project is estimated to be over \$500,000, not including repaving the parking lot.
- The District is dealing with homeless issues in the Schepp Open Space area again. The individuals at four camps located near the Riverwalk on Ash were asked to leave, and they complied.
- The District implemented a new user interface for Active Network which should improve customer experience. Other registration software systems are still being evaluated, but there is both a monetary and staff time cost to switching registration platforms. The Programs Staff would like to add the software called Team Sideline to aid with league management. The District may be staying with Active Network.
- District staff has been invited to a committee to develop a trail usage master plan, which would include a set of rules for trails and parks throughout the area and their use for

events and by for-profit entities. Representatives from the County, City and BLM would be included.

- Kyle stated that the District has received no complaints on the fees for pavilion rentals. The District has received over \$500 in fees so far this year. The fee to rent a pavilion at one of the District's parks for 2 hours is \$25. Kyle shared the information with Rex Brady with the City of Canon City.
- The District is looking at options for its IT work as Toby Dorries' full-time job limits his availability. Two options being explored are Second61 and Steve Roman.

Dan Slater:

- Dan Slater had no report.

UNFINISHED BUSINESS

- Kyle Logan from Logan & Associates presented the 2021 audit. A member of his firm was here the last week of January for the onsite work. Analytical procedures comparing 2020 to 2021 were completed. The independent auditor's report format has changed. The opinion is now the very first paragraph. The District received an unmodified opinion- it is the best that can be received from an independent auditor.

Mr. Logan went through the audit page by page and pointed out the following:

The MD&A (Management Discussion and Analysis) highlights the differences from 2020 to 2021 and provides a narrative summary.

The net position is a snapshot of the assets and liabilities of the District on December 31, 2021, breaking out the governmental funds (those operating close to a cash basis) and the business-type activities (which report like a business). Cash increased, and liabilities decreased due to the timing of paying for the playground renovation. Tax revenues also increased.

The next pages (2 and 3) summarize the expenses and show how much property tax revenue subsidizes the operations of the District. Program revenue increased due to higher program participation levels from 2020.

The following pages deal with the proprietary funds. The swimming pool was closed in 2020, but the figures for 2021 show how much it costs to operate the pool. Prior to interfund transfers, there was an operating loss of approximately \$53,000.

The program activities fund was helped by a COVID related grant and showed a profit of \$106,000. This year the financial statements for this fund were adjusted for early registrations- placing them in deferred revenue- as the expenses for the programs occur the following year. This allows for the matching of income and expenses for those activities.

Starting on page 9, the notes to the financial statements detail some of the required information, such as the amount of equity restricted due to the Tabor Amendment and the District's investments in capital assets.

Mr. Logan also spoke about the accompanying management letter. He called it kind of boring, which is good for the District's board as there are good financial policies and procedures in place.

Board member Mike Sallie made a motion, seconded by board member Nick Sartori to accept the 2021 financial audit report. The motion was adopted with all members present voting aye.

- The parks crew is over at the pool now, draining and cleaning it. Due to its fiberglass liner, water must be left in the pool during its seasonal closure. The deadline to get the pool up and running is May 9th as lifeguard training is scheduled to begin on that date. Instructor Lydia Bright is bringing the training in-house which will reduce the cost of the class from previous years to \$141. The District has hired a full-time parks crew member who will be receiving CPO (Certified Pool Operator) training. Parks Supervisor Devin Everhart is also recertifying. The pool is fully staffed with lifeguards and one of last year's assistant manager's is returning as manager. District staff still expect the pool operations to be subsidized approximately \$50,000. The mechanical systems will be turned on the first week of May, which will determine whether the pool can operate this summer.
- Kyle has met with two IT consultants. One has more government experience than the other, but both are local and have significant IT experience.
- Board member Nick Sartori made a motion to move into executive session under C.R.S. Section 24-6-402(4)(e) regarding negotiations, seconded by board member Mike Sallie. Motion carried unanimously, all present voting aye.

The executive session started at 8:13 p.m. and ended at 8:36 p.m. The board then returned to the regular meeting.

ADJOURNMENT

There being no further business to conduct, Board Chairman Jim Johnson adjourned the meeting at 8:37 p.m.

Submitted by:

/s/ Dawn Green

Dawn Green, Finance Director

Approved as written or amended:

/s/ Nick Sartori

Nick Sartori, Meeting Chair

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**EXECUTIVE SESSION MINUTES
April 12, 2022**

Executive Session was called at 8:13 p.m.

The substance of discussion during executive session was negotiations under C.R.S. section 24-6-402(4)(e), regarding property issues for a trail connection.

The executive session adjourned at 8:36 p.m.

Submitted by:

/s/ Dawn Green
Dawn Green, Finance Director

Approved as written or amended:

/s/ Nick Sartori
Nick Sartori, Chairperson