

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

**SPECIAL BOARD MEETING MINUTES  
November 14, 2023**

**CALL TO ORDER** The Canon City Area Metropolitan Recreation and Park District Board meeting was called to order at 5:26 p.m. by Board President, Nick Sartori in the board meeting room located at 575 Ash Street.

**ROLL CALL**

Board Members:

Present:                   Nick Sartori  
                                  Cooper Trahern (via Teams)  
                                  Joel Dudley  
                                  Melissa Smeins

Staff:                     Kyle Horne                 Executive Director  
                                  Dawn Green                Finance Director

Attorney:                 Dan Slater

- A budget workshop was the focus of this meeting. A list of proposed line-item changes to the 2024 draft budget which was presented to the board at the October regular meeting was included in the board packets. Proposition HH which was on the Colorado November ballot did not pass, but the Governor called a special session on November 17<sup>th</sup> to discuss property taxes. At this point, the District is moving forward using the property tax revenue estimate calculated with HH not passing (which is a higher amount than if it had). Kyle reviewed the salary schedule for full-time employees which was discussed at a previous meeting. The updated salary schedule includes a 4% COLA. Budgeted wages for 2024 also include a 2% step. The District received a preliminary invoice for the property and liability insurance and the amount budgeted was increased to \$32,500. The line for computers and software was increased as District staff recommend switching the District’s website platform from SIPA to Streamline. The SIPA hosted website was recently updated to a Drupal 10 platform which did not correct the website’s ADA compliance issues. Kyle informed the board that based on conversations with SIPA representatives at the SDA Conference, SIPA is “wanting to break up with us”. Streamline emphasizes ADA compliance.

The rental house maintenance line needs to be increased as repairs need to be made to the house prior to finding a new renter. Items include venting the bathroom, replacing the carpet and laminate flooring, and possibly replacing appliance(s).

The machinery line includes an amount for a Toro mower. Kyle stated that at some point the District will need to purchase an additional one.

With Proposition HH failing, the District's property tax revenues will increase, and potential uses for these funds were discussed.

Kyle spoke about possibly replacing the van. It is a 2010 but has low mileage. In reviewing other vans for sale, anything used has more miles. There was discussion about potentially increasing the amount for vehicle expense by \$3,000 to \$5,000 for repairs to the van's interior.

The board reviewed the ADA item list compiled by Kyle. Some items have been completed. One of the priorities is to address the grade on the riverwalk trail at the Raynolds trailhead. Switchbacks may need to be added and trees removed to fix the trail. Another item is creating a van accessible/handicapped parking space at Harrison Park. This may be difficult due to the location of the irrigation pipe. At Pathfinder Park concrete work is needed for a parking space on the west end to access the pavilion. Also requested were three ramps off the sidewalk to transition to the grass fields. At the fishing pond the concrete around the vault toilet needs to be expanded. District crews are now working on adding crusher fine paths to the pavilions at Rouse Park. There was discussion about these items and the possibility of increasing the budget line for ADA projects. Kyle recommended increasing it to \$30,000 due to the concrete work. The board discussed possibly bundling the projects for cost savings, reducing the amount to budget for this purpose and the need to go out to bid.

The ropes course was a topic of board discussion when reviewing the Capital Projects Fund. Board member Nick Sartori wants to see progress on the project and would like the course removed. It has not been utilized.

No changes were recommended for the Pool Fund.

In the Programs Activity Fund a line was increased for expanded background checks. It was pointed out that Kids Klub is budgeted to finish "in the red" due to increases in wages, travel meetings and trainings, contracted services and Active Net fees. For the Aftermath event, revenue lines were reduced based on the event's performance this year. Also, the partners want to reinvest in the house. They would like that expense line item increased to \$12,000 to shore up some walls and add more lighting and sound effects to improve the experience for event participants. There was discussion, and board member Nick Sartori stated that he thinks it is worth reinvesting in the event. The revenue projection for camps increased based on the success and number of camps held this year. Wage lines for soccer and track and field were increased. Within the Programs Activities Fund, the purchase of a turf tank to line fields was included.

**ADJOURNMENT**

There being no further business to conduct, President Nick Sartori adjourned the meeting at 6:59 p.m.

Submitted by:

*/s/ Dawn Green*  
Dawn Green, Finance Director

Approved as written or amended:

*/s/ Nick Sartori*  
Nick Sartori, Meeting Chair