



Meeting minutes
Montrose Recreation District (MRD) Board of Directors
Thursday, December 15, at 11:30am
Montrose Community Recreation Center
16350 Woodgate Road
Montrose CO 81401

I. Call to Order, Roll Call; the meeting was called to order at 11:33

- a. **In attendance:** Amy Warthen, Ken Otto, Barb Sharrow, and Paul Wiesner (arrived at 11:35am). On Google Meets: Allison Howe and Christina Files. Megan joined the meeting in person at 12:10pm.

II. Open Forum: Call for Public Comment (limit of 3 minutes per person)

- a. There was no public comment

III. Staff Recognition:

- a. **Introductions:** Recreation Leader – Youth. Miller Bowles was hired as Recreation Leader in charge of Youth Programs and was introduced to the Board.
- b. **Anniversaries:** None
- c. **Employee Awards:** Core Staff of the Month was presented to Amy Russell for December. The September employee of the month, Julie Laube, was awarded as well as she missed that meeting.

IV. MRD Budget – 2022 Amended and 2023

- a. Introduction / Overview – ED Mari stated she mistakenly sent to the Board the second draft of the budget rather than the final draft. The final draft was presented at the board meeting.
- b. Public Hearing – Amy opened the floor to any comments from the public. There were no comments. Amy subsequently closed the public hearing.
- c. MRD Board Resolution 2022-6, Amending the Budget Fiscal Year 2022
- i. Director Paul made a motion to approve MRD board resolution 2022-6, approving amended budget fiscal year 2022 as presented. Director Allison seconded the motion. The motion passed unanimously.
- d. MRD Board Resolution 2022-7, Approving the Budget Fiscal Year 2023
- i. Director Paul made a motion to approve MRD resolution 2022-7, approving the budget fiscal year 2023 as presented. Director Allison Seconded the motion. The motion passed unanimously.
- e. MRD Board Resolution 2022-8 Setting the Mill Levy Fiscal Year 2023
- i. Director Paul made a motion to approve board resolution 2022-8 setting mill levy fiscal year 2023 as presented. Director Allison seconded the motion. The motion passed unanimously.
- f. MRD Board Resolution 2022-9, Appropriating the Budget Fiscal Year 2023
- i. Director Paul made a motion to approve MRD board resolution 2022-9, appropriating the budget fiscal year 2023 as presented. Director Allison seconded the motion. The motion passed unanimously.
- g. Lease-Purchase Supplemental Schedule to the Adopted Budget 2023 / Form of Lease Renewal
- i. Director Paul made a motion to approve the lease purchase supplemental schedule to the 2023 adopted budget as presented. Director Allison seconded the motion. The motion passed unanimously.
- ii. Director Paul made a motion to approve the signing of the form of lease renewal for fiscal year 2023 as presented. Director Allison seconded the motion. The motion passed unanimously.

V. **Administration Committee Information and Recommendations (2023)**

- a. Staff Handbook Revisions – Proposed changes include:
 - i. Mission, Vision and Values were recreated in the Master Plan in 2022.
 - ii. Work week from Friday through Thursday to Saturday to Friday.
 - iii. Breaks employees are entitled to was previously not in the handbook so it has been added.
 - iv. Worker’s compensation: an incident must be reported within 10 days, this regulation has changed and is now reflected in the handbook.
 - v. Employee assistance program: the handbook now states that there is a program in place.
 - vi. Social Media policy is being developed and will be included in handbook once it is approved by the administration. It was suggested by Director Paul that the board be included in this policy.
 - vii. Holiday compensation. This addressed compensation for employees who work on holidays. Prior to this policy, holiday work was compensated at regular rate, it is now at time and a half.
 - viii. Core Employees are required to take a minimum of 60 hours of PTO per year.
 - ix. Full time and Core employees and their families receive an annual family pass to the CRC, FH and an individual pass to Flex Rec. Flex Rec was added as a facility. This benefit was added to all retired full time employees as well.
- b. Director Paul made a motion to approve the employee handbook revisions as presented, and as recommended by the Administrative Committee. Director Ken seconded the motion. The motion passed unanimously.
- c. Employee and Volunteer Recognition
 - i. The Administration Committee met previously and discussed core employee and volunteer awards for the year 2022. Director Paul made a motion to approve the award winners as recommended by the Administration Committee. The motion was seconded by Director Megan. The motion passed unanimously.

VI. **Intergovernmental Agreement between the City of Montrose and MRD Regarding Shared Services**

- a. This agreement is updated annually. There were minor changes made to the IGA including: should we utilize legal services through the City, we will execute a letter of engagement. Crack sealing services are being completed at the Field House, last year they were at the CRC. Cost of this service has increased. MRD will provide pass rates to City employees as part of their corporate membership by November 1; there was previously no date listed. Cost of trash and recycling services have increased. MRD signees of this document are reflected to the updated president and vice president. Director Megan made a motion to approve the IGA between the City of Montrose and the MRD as written. Director Paul seconded the motion. The motion passed unanimously.

VII. **Staff Reports**

- a. Flex Rec and Flex Park
 - i. Construction is nearing its’ end. Temp occupancy should be received December 22. Walls are up and painted, flooring was installed, and the fitness rig was delivered. Once staff are able to occupy the building, sale of memberships will begin and marketing will continue on site. The aerial arts platform has been installed. Three instructors have been hired to teach 8 classes per week. We will also offer virtual fitness classes. A keyless access system is being installed. Staff will be trained on site in early January. Soft opening dates have been set and we will move forward with those as long as internet is installed in time. Membership fees have been finalized and were presented to the board. It has been advertised on social media to the public. Flex Rec policies were also presented. Flex Park has no updates, we are waiting to hear on the grant.
- b. Accessibility Management
 - i. The ADA access plan has transitioned to the project team - the accessibility management team (AMT). We have received our final deliverables and it came \$2,000 under budget. The team is currently defining priorities. The AMT will meet next week and this will be our third meeting in a month. Will meet monthly as of January. More updates to come.

VIII. **Committee Updates and Assignments**

- a. **Exec. Committee of Board** (Board: Christina, Amy. Staff: Mari, Jeremy)
 - i. **Did not meet but reviewed agenda by email**

- b. **Administrative** (Board: Alli, Barb. Staff Mari, Jeremy, Debby, Lisa)
 - i. **Met last week, the agenda items above were presented as a result of this meeting**
- c. **Foundation** (Board: Amy, Megan. Staff: Mari, Cindy)
 - i. Met this week. Working on getting board members who need to be approved by the MRD board. Looking to add fundraisers for the MRF. A Zumba dance party will be held at the CRC as a fundraiser. Scholarship report for 2022 will be presented. In June the MRF will host an adventure race. \$7500 grant was awarded from Anschutz toward youth scholarships.
- d. **Growth** (Board: Christina, Ken. Staff: Mari, Liz, Justin, Miguel)
 - i. **Did not meet**
- e. **Finance** (Board: Paul, Alli. Staff: Mari, Jeremy)
 - i. **Met and discussed finances, waiting on Septembers numbers. Paul stated the finances look good.**
- f. **MURA** (Board: Alli)
 - i. **No meeting has been held in the past two months.**

IX. Executive Director's Update

- a. Webtrac (the registration program on the website) update has gone online. It continues to be refined. It is more user friendly now. CRC use stats are in the ED Update report. We are just below pre-COVID weekly averages. Revenues continue to rebound. The CRC is getting more certified climbers. 220 more people were served every day this month compared to last year. Fitness classes are back up to capacity compared to COVID time capacity. MDP article on youth and nature connection was included in the packet, with the MRD named as a partner.

X. Approval of BOD Meeting Minutes

- a. Regular Meeting of the Board 11.17.22
 - i. Director Paul moved to approve the meeting minutes from 11.17.22. Director Barb seconded the motion. The motion passed unanimously.
 - ii. It was suggested that the next meeting be held at the Flex Rec facility. This will be changed on the website.

XI. Adjourn

Next BOD Regular Meeting
January 26th at 11:30am
Flex Rec 1309 Mayfly Dr., Unit F-103
Montrose, CO 81401