



**CROWN MOUNTAIN**  
PARK & RECREATION DISTRICT

**“Creating community legacy through parks and recreation”**  
**October 2, 2019**

**Board Members Present:** Tim Power Smith, Robert Hubble, Kirk Schneider, Jen Riffle, Bonnie Scott.

**Staff Present:** Becky Wagner, Nate Grinzinger, Jon Erickson

**Public Present:** None

**Call to Order:**

Meeting called to order at 6:01

**Public Comment:**

None

**Motion to approve 09-2019 payables**

Tim motions to approve payables. Kirk seconds. All in favor.

Jen: We have two payments of \$49.34, one to Amazon and one to Nate Grinzinger.

Becky: Nate accidentally selected his personal credit card on the amazon purchase. This is a refund.

**Approval of September 2019 Regular Board Meeting Minutes**

Kirk approves the minutes. Bonnie seconds. All in favor

Jon Erickson: We are still collecting on property taxes. Counties will auction off delinquent taxes and full amounts will be collected. We have made adjustment on forecast for higher interest income.

Rates are higher than expected

Robert: Why are revenues down for Park Reservations?

Becky: The rentals at the pavilion were consuming too much of our time. We decided to sub-out bounce house parties this year (Aspen House of Bounce) and spend our staff time on projects at the park.

Jen: Does the interest income comes from CD's?

Jon: ColoTrust is a specialized bank specifically designed for local governments. It generally pays a higher interest rate than a standard bank account. Tax money from Eagle County is deposited into Colo Trust.

Jen: Is that something for us to consider, increasing amount of money in CD's?

Jon: We can look at that as we finish up the year.

Jen: What is the conservation trust?

Jon: The state divvies out proceeds. Based on population estimates as well as home estimates.

They are restricted to be spent on park and rec things. Then you file a report on what you spent money on.

Jen: Is there a way to ask for more funds?

Jon: No, because it's done by population estimates.

Jen: Is it based on census.

Jon: Yes, the state recalibrates their divisions after each census. In intervening years, the state makes an estimate based upon home and population changes.

#### Page 3B:

Jon we did make some changes to the format of the financial statements regarding the bike park. In the past all money came out of the bike park line item under capital improvements. With the new Bike Park addition and programming. Becky & I have decided to make a variety of line items that separate programming, maintenance, capitol projects, and merchandise at the Bike Park.

#### Page 3C

##### Maintenance

We have increased the forecast for hourly part-time staff, due to the fact our new employee didn't start full-time with us until March. This saved us \$19,000 in the full-time employee line item. It exceeded \$15,000 in the part-time employee line item.

Overall the District will be left with net fund balance of \$528,471.

Jen: We have a contingency in the budget. What other reserves are there?

Jon: The state requires Crown to reserve an amount equal to 3% of fiscal year spending.

This is the required amount under Tabor. This required amount is included in the General Fund balance. The board can set a policy to require either a percentage or a fixed amount as a target for fund balance.

Only certain developer districts are at 3%. It can vary widely. Districts that are consistent, tend to carry small fund balances. The movement to the Capitol Project Fund is that those funds are not legally limited. We could add any amount of money to a capitol fund for a variety of specific goals. Right now things are healthy for both of Crown's Funds. Things are looking to be healthier in the future.

Jen: Looking at our future, I think we should take 10% or less and put it into various interest accounts. I am talking about roughly \$40,000 that ends up going into CD's.

Jon: We are anticipating a drop-in rates moving forward. Even without setting a policy, we will evaluate the funds and take available cash and reinvest. We can look at where we are coming in this year with taxes, and see what is coming in for projects so we can lock in another \$200,000 or so and keep an eye on CD's that are maturing.

Becky: Is it worth looking into more CD's?

Jon: The rates we have been getting currently have the same or better percentages so there hasn't been a reason to invest more into CD's as of now.

#### 4A Debt Service Fund

Jen: Are the payoffs increasing or decreasing with the bonds.

Jon: The bonds are pretty flat. Interest will go down. Principle will go up. The bond will be paid off in 2022.

### 5A Capitol Projects Fund

Jen: Can you clarify what the Capital Project Fund is...

Jon: It's an accounting fund. It allows us to keep track of general operation and capitol improvements.

Jen: How do you feel the district is doing looking at the capital fund and turning over infrastructure.

Jon: It seems to me that we are handling those items appropriately. It seems management is handling those issues well.

### Page 2A: 2020 Budget

Overall picture as we look at the combined ending fund balance. \$1.2 million.

Jen: One thing I requested at the last meeting was percentages of annual changes year to year.

Jon: I can go ahead and adjust that and resend it out tomorrow.

### Page 3B

Jon mentions 3% salary increases for staff is standard right now.

Jen: Is that 3% broken down into merit and cost of living.

Jon: We don't have it broken out as merit at all. Most Districts we see are tending to go with 3% for cost of living for 2020.

Robert: I would like to look at Arcgis. It is a membership platform for \$550 annually. Its about \$750 to get up and running. It interfaces all of the mapping of the park. This will map all sprinkler heads, pipes, sewer, water, main lines on electrical, etc.

Tim: I think it's an excellent decision.

Jen: Looking at consulting. Tell us why that is increasing \$15,000.

Becky: We are looking at a few things. A parking plan B. The buildings behind us that are abandoned might fall into our lease lines, this may be another opportunity we want to look at as a district. There are a variety of grants we are considering.

Jen: Can you be specific on all of the consulting spending?

Bonnie: This feels like micro managing.

Tim: I feel like this is micromanaging of park staff. I don't want to get into every minutia of all the things park staff does. Consulting is bringing in experts to find out the best way to execute things.

### Page 4A

#### Debt Service Fund

Jen: We have separate Mill Levy's? How many Mill Levy's are there?

Jon: 2 separate Mill Levy's. 2.95 mills is for general operating of the park the other levy is for debt service. The debt service of the park is money the district doesn't see. This bond expiring doesn't affect the bottom line of the district.

### 5A Capitol Project Fund

Robert: Why did we go from \$25,000 to \$0 in Park Amenities.

Becky: Those were a combination of small amenities that will not need to be replaced next year.

Robert: Can we budget for a rebound wall for soccer?

Tim: Parking lot asphalt seems low if we are going to have a bike park we will need to contemplate parking.

Becky: We are in talks with DHM to look at a parking plan for the back of the park. We don't know what will happen with the lease space behind the staff offices. We are in talks with Eagle County.

Bonnie: Do we have a pitching machine for our batting cages?

Becky: We do, but not a permanent one. We don't have electric to our baseball fields.

Kirk: What are your thoughts on a new website?

Becky: Strip it down, make it user friendly. We talked about a digital map from Prezi to show people the vision of the park in the future.

Bonnie: This item looks high and might be overkill.

Tim: What is the end result and what is the budget line item? What do we feel is appropriate? My personal experience on this is that you hire someone in a budgeted way, 120 hrs later, you realize it's a lot more work than you thought.

Bonnie: We should look closer at Prezi. \$20,000 seems too high. I think we could get a new website done for \$5000-\$10,000 for sure.

JON

We published this meeting as official budget hearing.

Jen moves to open the 2020 Budget Hearing. Robert seconds. All in favor.

There was no public comment related to the 2020 budget.

The Board continues the budget hearing until November 13, 2019.

Becky: We need to consider a resolution for the GOCO grant.

Jen: Who drafted the grant?

Becky: Mary Kenyon

Becky: If we don't get the GOCO grant are you ok moving forward with phase I?

Bonnie: Yes

Tim: Absolutely

Kirk: Yes.

Jen: I would like to see a 5 year plan.

Bonnie: I would like to see a maintenance breakdown of costs.

Tim: I think there is a comprehensive plan on the maintenance.

Robert: When would we build if we do not get the GOCO grant?

Becky: We could break ground in November.

Becky: we have shown our maintenance plan to 3 different Track Directors in Denver.

Bonnie motions to sign the bike park GOCO resolution Kirk seconds. Jen abstains.

Strategic Plan

Jen: I think some of our goals are tactical more than an action item. I want to have a guiding document that details where we are going and how we will get there. Can we also marry the 5 year CIP with the Strategic Plan. I will send out examples that I feel have been done correctly.

Becky: We will add the strategic plan to next meeting?

Jen: What was decided on the community meetings with BRS?

Becky: The board decided to table community meetings for now.

**Motion to adjourn by**

**Chairman Signature** \_\_\_\_\_

