



“Creating a Community Legacy through Parks and Recreation”
Zoom Meeting- April 22, 2020

Board Members Present: Tim Power Smith, Kirk Schneider, Robert Hubbell, Bonnie Scott, Jenn Riffle

Staff Present: Becky Wagner, Nate Grinzinger

Public Present: none

- 6:00 **Meeting called to order at 6:05**
- 6:02 **Motion to approve the agenda. Second from Kirk. All in favor.**
- 6:05 **Bonnie motions to approve the March 11, 2020 Minutes. Kirk seconds. Robert approves. Tim approves.
Jen abstains as she was not present.**
- 6:10 **Approval of March Payables**
Jen questioned where the funds came from for the air bag.
Nate elaborated that the cost of the air bag is taken care of through sponsorship and we will build the logo space for the air bag into the sponsor deck as a revenue generator.
Bonnie motions to approve. Kirk seconds. All in favor.
- 6:15 **Marchetti & Weaver Presentation on Audit**

Todd Beckstead completed the audit with no concerns.
Jon commented that the audit was clean and efficient.
Kirk asked about people being delayed on paying property taxes.
Jon replied that Gov Polis waved interest on property tax payments through April 30th.
Eagle County is also waving interest on property tax charges as long as they are paid by October 31st.
The main impact of COVID-19 for Crown will be a timing issue when property taxes are paid. We will be delayed in collecting taxes.
Kirk moves to accept the 2019 audit. Robert seconds. All in favor.
- 6:25 **Presentation of Financial Statements**
Jon wanted to point out that Pitkin County property taxes have come in faster than they did last year. Eagle County was on pace. We intend that taxes will drag out from here till the fall. Crown is at 40% collection through March.
We forecast to have effectively zero programming at the park and decreased expenses from programming. Becky mentioned we are fortunate that sponsors from Summerfest

stayed on board this year and transferred their money to the Bike Park, therefore the district will not be effected by a decrease in programming revenue. We have reduced travel and training by \$5000. With these forecasted changes we end up with a net change of about \$2400 in the General Fund. The park financials are healthy and prepared to move forward.

Jen asked about the new bike park manager position and if we still need it. Nate commented that this person will be key in building features and maintaining the Bike Park. Our programming this summer was going to be run through AVSC. As more data comes in with COVID we will know more on whether that programming will happen.

Jon commented that we added a \$135,000 expense in the park storage addition. Our ending fund balance will be \$440,000.

Approval of Financial Reserve Policy-Resolution 4-2020

Jon and Becky created a target amount of money for Crown to have in it's fund balance and reserve. The district carries its reserve as General Fund, Debt Service Fund, Capitol Project Fund. Debt service will be paid off in 2022. This policy establishes target levels for each balance. Colorado law requires 3% in your reserves.

Capitol Replacement Reserves don't have a minimum dollar amount because we take any excess revenues and put them into the Capitol Reserves. The goal there is to be able to address any unforeseen issues at the park.

Jenn suggests the operating reserve stay between 45-50%

Jen suggests the Fund Balance Reserve does not drop below 30%.

Jen requested to have an extrapolated capital improvement plan presented to the board each September.

Jen motions to approve policy with the edits. All in favor.

Crown Election May 5

We are proceeding forward with the election for May 5th. There are no provisions with state statute to change or delay election schedules. We ordered a significant number of absentee ballots and are encouraging people to vote with absentee ballots. We are just over 100 requests for absentee ballots to date. We ran an article in the Aspen Times April 15th. We are prepared with masks, sanitizer and gloves for the election volunteers on May 5 from 7:00am to 7:00pm. There will be a drop box for ballots inside Eagle County Building. The last day to request absentee is April 28th.

Tim asked if all the information and parameters are on the website.

Becky responded that all information is on the website as well as bios for everyone running for a seat.

Directors Report

Employee Handbook

We changed the sick leave policy so staff can roll over more sick leave hours in the future. Becky recommends following the Town of Basalt and Mountain Recreation's policies on sick leave.

We also added sick leave for our seasonal/part time staff.

Tim would like to make sure the sick leave has a limited accrument amount.

Jenn will be sending over a couple errors she noticed in the handbook to be corrected.

Robert motions to approve the employee handbook with amendments that have been discussed. Kirk seconds. All in favor.

COVID-19 Updates

We are in the process of completing a phased opening for Rec departments from Vail to Aspen. As of now we have broken down individual vs group and high touch vs low touch programming, fitness, etc. We will be in Phase I soon with a limit of 10 people per group, honoring social distancing. Becky and Nate are focused on what the park can do to help mental and physical health with the community. Jenn commented that staff should be very diligent about wearing buffs or face covers while working at Crown.

Lease Agreement with Eagle County

We have adjusted priorities to dive deeper into maintenance and care of the park due to the current COVID changes.

The BID's for asbestos mitigation, new metal roof, electrical upgrade, hazardous waste cleaning, 7 garage doors, exterior painting, total upgrades would be \$135,000. We would need to update the lease boundaries with Eagle County to get the ball rolling on this project. In the current state of the economy, we can get this work done at a discounted rate, we may want to consider heating and bathroom remodel this year too. Jenn would like to see future maintenance costs associated with taking this building over. Jon commented that utilities would be the biggest cost moving forward. Insurance will be minimal with our pool insurance.

Tim asked if the concrete floors need any repair? Becky replied they are in great shape. Robert motions to approve the expenditure of funds to get the storage facility up and running and move forward on the lease agreement. Kirk seconds. Bonnie approves. Tim approves. Jen does not approve. Motion passes 4-1.

Robert motions to adjourn. Bonnie seconds. All in favor.

7:00

Meeting Adjourned at 7:49pm