



**Notice of Regular Meeting of the
Montrose Recreation District (MRD) Board of Directors
Thursday, July 28, at 11:30am
Montrose Community Recreation Center
16350 Woodgate Road
Montrose CO 81401**

- I. Call to Order, Roll Call**
- II. Open Forum:** Call for Public Comment (limit of 3 minutes per person)
- III. Staff Recognition:**
- a. **Anniversaries:** Gene Stollsteimer – 1st, Abby Glaysher – 1st
 - b. **New Employee Introduction/Announcement:** Recreation Coordinator – Adult Programs (Matt Imus), Interim Recreation Coordinator – Youth Programs (Abby Glaysher)
 - c. **Employee Awards:** Core Staff of the Month, PT Staff of the Quarter, Patron of the Quarter, Volunteer of the Quarter
- IV. Capital Projects and Purchases**
- a. **Resolution 2022-5** 2022 Comprehensive Master & Strategic Plan
www.MakeMyMontrose.com
 - b. ADA Self Evaluation and Transition Plan
 - c. Flex Rec
- V. Committee Updates and Assignments**
- a. **Exec. Committee of Board** (Board: Christina, Amy. Staff: Mari, Jeremy)
 - b. **Administrative** (Board: Alli, Barb. Staff: Mari, Jeremy, Debby, Lisa)
 - c. **Foundation** (Board: Amy, Megan. Staff: Mari, Cindy)
 - d. **Growth** (Board: Christina, Ken. Staff: Mari, Liz, Justin, Miguel)
 - e. **Finance** (Board: Paul, Alli. Staff: Mari, Jeremy)
- VI. Executive Director's Update**
- VII. Approval of BOD Meeting Minutes**
- a. **06.30.2022 Regular Meeting of the Board**
- VIII. Adjourn**

**Next BOD Regular Meeting
August 25, 2022 at 11:30am
CRC 16350 Woodgate Road
Montrose CO 81401**

**MONTROSE RECREATION DISTRICT
BOARD OF DIRECTORS RESOLUTION 2022-5**

WHEREAS, it is the mission of the Montrose Recreation District (the “District”) to provide, manage, and maintain quality recreational facilities, programs, and services which will enhance the learning, leisure, and recreation opportunities that promote a healthy community; and

WHEREAS, the District is a Colorado Special District, which districts are granted the authority to serve a public use, to promote health, safety, prosperity, security, and general welfare of the inhabitants of such districts and of the people of the state of Colorado; and

WHEREAS, in 2021 the Board of Directors approved of the contract with PROS Consulting, LLC to conduct the long-awaited update of the Comprehensive Master and Strategic Master Plan; and

WHEREAS, throughout the past 18 months the MRD staff and PROS team have conducted all of the scoped and specified activities contained within the PROS contract; and

WHEREAS, over the past 18 months the MRD staff, Board and PROS team have made available for public review the preliminary findings and reviews of the Montrose parks and recreation system; and

WHEREAS, the 2022 edition of the Montrose Recreation District Master Plan will serve as an update to all previous versions of master planning efforts, including the latest version in 2005; and

WHEREAS, upon approval the 2022 Comprehensive Master and Strategic Plan will complement the City of Montrose Envision 2040 Comprehensive Plan in regards to parks and recreation services; and

WHEREAS, the 2022 Comprehensive Master and Strategic Plan will provide for a comprehensive view of the system of parkland, recreation facilities and programming, and services to support the growth and development within the Montrose Recreation District boundaries; and

WHEREAS, in effort to promote its mission, vision and values, and its “big moves”, as well as to support the health, safety and welfare of its members, staff, visitors, guests and patrons, the District, by and through its Board of Directors, adopts this Resolution authorizing the adoption of the 2022 Montrose Recreation District Comprehensive Master and Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTROSE RECREATION DISTRICT, COLORADO:

ADOPTION:

The Board of Directors of the Montrose Recreation District held a meeting open to the public at the District’s Community Recreation Center, 16350 Woodgate Road, Montrose, Colorado 81401 on the 28th day of July 2022, at the hour of 11:30 am.

Thereupon, Director _____ introduced and moved the adoption of the following Resolution:

RESOLVED: The Montrose Recreation District shall approve and adopt the 2022 Comprehensive Master & Strategic Plan.

The motion to adopt the foregoing Resolution was duly seconded by Director _____, put to a vote and carried upon.

Thereupon the Chair declared the motion carried and the Resolution (passed/failed)
ADOPTED AND APPROVED this 28th day of July 2022.

MONTROSE RECREATION DISTRICT

Attest: _____ Attest: _____

Christina Files, Board President

Allison Howe, Board Secretary



For a Better Quality of Life...MRD.

FORMAL REPORT to Board of Directors: ADA Access Audit and Transition Plan

July 21, 2022

Project Leader: Jeremy Master, Recreation Manager
jeremy@montroserec.com
970-497-8568

Project Team:

Gabe Baca, Facility Leader
Lisa Lopez, HR Generalist
Cindy Marino, Recreation Coordinator – 50+ Activities
Jeremy Master, Recreation Manager
Mari Steinbach, Executive Director
Debby Zarkis, Coordinator – Business Operations/Communications

Project Budget: \$50,000
Expenses to date: \$12,000

Jennifer Skulski of Skulski Consulting, LLC traveled to Montrose this week, and conducted the staff training and community outreach portions of the work MRD contracted her to do as part of the Access Audit and Transition Plan. She taught 12 sessions totaling 16.75 hours of instruction. The audience of each session was selected based on session content. Informal feedback of the sessions was overwhelmingly positive. Community outreach consisted of 2 sessions, each 1 hour, and totaling 15 participants representing professional and personal interests. The input and level of engagement was very constructive, supportive, and mostly positive. Some of the main takeaways from the training include:

1. Development of a staff Accessibility Management Team, focused on increasing inclusivity throughout our facilities and programs.
2. Increase community awareness of existing accessibility features/programs through more and focused marketing efforts.
3. Update our registration materials to gather better information useful for programmers to meet special needs, but also to increase overall inclusivity.
4. The need to prepare and perform screenings and evaluations of all programs and program spaces to identify accessibility gaps and improve overall inclusivity.

Jennifer has provided drafts of all formal assessments, and will be delivering final versions within two weeks. Based on the drafts, the numbers bear out that MRD facilities have 274 deficiencies that will cost an estimated total of \$413,425 to address. Of this total, 89% (\$367,510) are listed as serious or critically non-compliant. This is a result not altogether unsurprising or outrageous, given the age of numerous MRD facilities, particularly the Field House and the Ute/McNeil park complex. This data and the recommendations contained within



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the final report will go hand in hand with that of the Comprehensive Master Plan as the staff and Growth Committee begin their work crafting the Strategic Plan and budgets this fall. The timing could not be more right for all of this information to be synthesized into fully informed and actionable plans.

DRAFT



For a Better Quality of Life...MRD.

FORMAL REPORT to Board of Directors: Flex Rec at Colorado Outdoors

July 21, 2022

Project Leader: Jeremy Master, Recreation Manager

jeremy@montroserec.com

970-497-8568

Project Team:

Miguel Lopez, Maintenance Superintendent

Justin Mashburn, Facilities Manager

Jeremy Master, Recreation Manager

Wade Ploussard, Recreation Coordinator – Outreach and Community Engagement

Mari Steinbach, Executive Director

John Wagner, Recreation Coordinator – Fitness and Outdoor Recreation

Debby Zarkis, Coordinator – Business Operations/Communications

Construction estimates are being honed and finalized to include close to \$45,000 in value engineering. The contract is soon to be complete, upon inclusion of final figures and edits and subsequent review by both parties. The permitting process has begun, concurrent with contracting, and should allow for construction to begin the first week of August. Current and confident estimates have the project as a 3 month build.

Purchase of the fitness equipment for Flex Rec is through Design 2 B Fit. Flooring will be through Advanced Exercise, which was the supplier of CRC's equipment and with whom we have a strong relationship.

A preliminary operational budget is nearing completion. This facility will operate within current MRD cost recovery policies, which means that community subsidy of the facility is planned to be around 40%. Plans for staffing, programming, and operations are continuously coming into clearer focus.

The parcel west of Flex Rec, between the facility and the river, is being collaboratively and professionally designed as a multi-functional park space to attract funders, most specifically the Colorado Health Foundation. All involved are confident that the list of potential funders will grow.

EXECUTIVE DIRECTOR’S REPORT, July, 2022

Human Resources

Staff Training – here is the schedule of training for the ADA Transition Plan that our team experienced this month, summing to about 17 hours of training. Training topics were assigned or taken according to role within the organization, and/or interest area. Most of the ADA Access Team (Jeremy, Debby, Gabe, Lisa, Cindy, Mari) attended the majority of sessions. Jennifer Skulski, the contractor / instructor, commented multiple times about how engaged, inquisitive, eager and positive our team has been throughout the process!

Monday, July 18	Tuesday, July 19	Wednesday, July 20
8 to 9:45 am Title II & the Program Access Standard <i>Administrators, managers, supervisors, coordinators, specialists, planners</i>	8 to 9 am Community Engagement Session	8 to 9 am Best Practices in Accessibility Management & ADA Compliance
10 to 11 am The ADA & Effective Communication for People with Disabilities <i>Program directors, coordinators, marketing, communications, customer service, IT specialists</i>	9:30 to 10:15 am Principles of Universal Design <i>Planners, architects, landscape architects, facility supervisors, program directors</i>	9:15 to 10:30 am Where do we go from here? Facilitated discussion for ADA Action Planning <i>Accessibility Management Team</i>
11:15 to Noon ADA Evaluation: Presentation of Findings & Recommendations <i>Accessibility Management Team, Department Heads</i>	10:30 to Noon Access to Picnic Areas, Trails, and Shared Use Paths <i>Planners, architects, landscape architects, facility supervisors, maintenance supervisors, crew leaders</i>	
1 to 3 pm Accessibility Standards: Introduction to the Building Blocks for Accessible Design <i>Planners, architects, landscape architects, facility supervisors, maintenance supervisors, crew leaders</i>	1:15 to 2:15 pm Title I – Employment <i>Supervisors</i>	
3:15 to 4:30 pm Common Errors in New Construction & Alterations <i>Planners, architects, landscape architects, facility supervisors, maintenance supervisors, crew leaders</i>	2:30 to 3:30 pm Program Access & Customer Service <i>Program directors, coordinators</i>	
5:30 to 6:30 pm Community Engagement Session	3:45 to 4:45 pm Access to Special Events <i>Special events coordinators, marketing specialists, logistics specialists</i>	

Recruitments

Two full time/core active recruitments are under way this month (Recreation Coordinator – Youth Programs, Data Analyst/Grants Specialist). Abby Glaysher has been promoted to Interim Recreation Coordinator – Youth Programs until the position is filled permanently.

140 Employees are currently on payroll.

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2 Special Projects

The HR platform project is moving along, with contracting and scheduling looking to align for an August 6th **changeover** to the upgraded system. Lisa has been working hard on this to ensure all goes smoothly, and has spent much dedicated time in preparation. While there is A LOT going on behind the scenes, our expectation is a unified system in which all the various elements (applicant tracking, onboarding, time tracking, employee IS) all integrate. One of the first obvious changes is to the MRD's pay period, which will now run Saturday – Friday rather than the many years of Friday – Thursday. This allows improved clarity in scheduling, among other things.

Flex Rec planning continues, with the City having formally been asked for an additional \$100,000 investment to help fit up the space. The full report is included in the packet.

Administrative Operations

The combined 5 year CRC / FH anniversary / July is Park and Recreation Month on JULY 14TH, was excellent fun, with about 500 folks enjoying a lovely evening on the CRC lawn with booths, vendors, food music and games. **Thanks to all the Board members** who took the time to stop by and bring their friends and family, or who worked our booths and worked the crowd – it was so worthwhile and you did a great job representing us!

Grants Review

New activity in June:

We received the DOLA / OEDIT for a \$25,000 Pools Special Initiative 2022 for local governments to support the operations of public swimming pools across the state for the 2022 summer season. The one-time grant program is intended to provide incentives to attract and retain public pool employees to help ensure adequate staffing levels that will allow swimming pools to reopen or open for additional hours this summer. Staff has worked hard to develop the criteria and structure of our spending to ensure full accountability and reimbursements, and are happy to have a bit of breathing room to help with recruitment and retention of the aquatics staff!

We are working with the City of Montrose and CO Outdoors toward pursuing \$750,000 grant request from the Colorado Health Foundation to develop the outdoor park at CO Outdoors. Deadline to submit is now October 15th, to allow enough time to assemble the materials. We may need to supplement more of the development for this grant, as the City has lost both the parks supervisor and the grants team. HEADS UP that if we are successful in this grant project, the intent will be for CO Outdoors to donate the property to the City of Montrose, and upon completion will want to transfer ownership of the park to the Recreation District. Staff is in favor of this so that we may best maintain and schedule this park, and ensure open access as a spectacular space along the Connect Trail. **UPDATE: City has hired Design Concepts as the Landscape Architect/Engineer, which will coordinate the stakeholder design concept engagement and produce the plans and pricing for the park.**

Recreation and Community Activities/ Metrics :

Upcoming:

Continued reminder that

Free All Points fares for youth begin June 1 and go through summer.

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3 **\$9,094** in fee assistance scholarships has been awarded so far in 2022.

CRC –

By week 26 through June 30, we held consistent to 94% PreCovid weekly visit averages which means 6,146, up again from May and consistently highest month of this year. The biggest surge of the year remains the **first week of JUNE** took us up to 6,300 weekly visits, 109% of pre-Covid average. We appreciate the heat of July as attendance numbers continue rising with the temperatures.

Weekly admissions revenue at the CRC also increased in June, averaging 119% of pre-Covid revenues with a high of \$10,110 per week.

People per hour of operation for all of June averaged 66, and 108% of 2019, with a surge the 2nd week of the month taking us to 127% of 2019.

Childwatch visits in June continued huge surging, up to 425 on the month. Certified climber visits were also up to 130 ...reflecting a steady increase each month of the year so far.

Total paid daily visits since January 27, 2017 = 1,347,990.

FH – June numbers have not yet been compiled and reported.

END



**Notice of Regular Meeting of the
Montrose Recreation District (MRD) Board of Directors
Thursday, June 30, at 11:30am
Montrose Community Recreation Center
16350 Woodgate Road
Montrose CO 81401**

- I.** **Call to Order, at 11:37am.**
 - a. **Roll Call;**
 - b. **Amy Warthen, Christina Files, Paul Wiesner, Kenneth Otto, Barbara Sharrow, Allison Howe, Megan Maddy.**
- II.** **Open Forum:** Call for Public Comment (limit of 3 minutes per person). Director Amy Warthen thanked Mari and staff for the tour of the facilities and parks that took place two weeks ago. She said the amount of work that staff accomplish is tremendous. Director Paul Wiesner suggested that the Board does a tour every year.
- III.** **Staff Recognition:**
 - a. **Anniversaries:** Matt Imus, 4 yrs FT; Julie Laube 4 yrs Core; Greg Trujillo 3 yrs FT
 - b. **New Employee Introduction/Announcement:** Wade Ploussard was introduced as the new MRD Outreach Coordinator, to be officed at Flex Rec.
 - c. **Employee Awards:** Gene Stollsteimer.
- IV.** **Oaths of Office for Elected Board Member**

Ken Otto
Legal representative, Bo Nerlin, swore in Ken Otto as a new Board member.
- V.** **Board Member Election of Officers, Term 2022 – 2023 President, Vice President, Secretary.**
 - a. President: Christina Files nominated herself
 - b. Vice President: Amy Warthen nominated herself
 - c. Secretary: Allison Howe nominated herself
 - d. Director Paul Wiesner motioned to accept the nominations, it was seconded by Director Megan Maddy. This motion passed unanimously.
- VI.** **Committee Board Assignments, Term 2022-2023**
 - a. Director Allison – will remain on Finance and Administration Committees, she will also be on the Executive Committee as Secretary of the Board
 - b. Director Ken – will be on the Growth Committee
 - c. Director Barb – will be on the Administration Committee
 - d. Director Paul – will be on the Finance Committee
 - e. Director Amy – will be on the Executive Committee as well as remain on the Montrose Recreation Foundation
 - f. Director Megan – will remain on the Montrose Recreation Foundation
 - g. Director Christina – will remain on the Growth Committee and will join the Executive Committee

VII. Resolution 2022-4 Proclaiming July as Park and Recreation Month in the Montrose Recreation District

- a. Christina Files read the Resolution, proclaiming July 2022 as Park and Recreation Month – A motion was made by Amy Warthen, seconded by Paul Wiesner to approve the proclamation. The entire Board voted and the vote was unanimously in favor of passing the proclamation.

VIII. Capital Projects and Purchases

- a. **Resolution 2022-5** 2022 Comprehensive Master & Strategic Plan

www.MakeMyMontrose.com

- i. ED Mari Steinbach presented a short summary of the Comprehensive Master & Strategic Plan (MP) and presented the proposed Resolution. She then entertained questions. Director Christina asked what passing this resolution does. ED Mari stated it enables the MRD to move forward on the Master Plan, and to allow the MRD to start discussions of the Master Plan outcomes with the City and other partners. She also stated that we will be having a discussion with attendees at the 5-year anniversary celebration about what actions they prefer us to take. Director Allison asked what staff's plan is to use the Master Plan from a practical standpoint. ED Mari stated that the Master Plan will inform the annual work plan. It will be posted and it will be embraced by Board and staff. Director Amy stated there were many grammatical and spelling errors on the document. She also addressed content questions; 3.2.2 foundation partnership is missing. The wording on the foundation will be looked at as it says it is "not reliable" and that the board is "sensitive" to raising fees, she suggested changing the word to "cognizant". She also stated that the dog park appears to be under MRD supervision. Board members agreed that the content and direction of the MP was accurate overall. Allison suggested an Executive summary be posted also for the public so it is easier to read, using abundant photos. Input on the document also included: Section 1.4.4, "the park board" was referred to and needs to be changed to the "MRD Board". Director Ken said there was a section where "public comment" was mentioned but no public comment was given on that particular topic. Director Paul stated that statistics from around the country were stated and that was helpful, as was the equity mapping. Director Amy asked if CAPRA looks at unmet needs when it comes to credentialing. ED Mari responded that the important piece is that there is an actual plan for future action. Director Megan asked about why the Gold Medal award for Excellence in Parks and Recreation is important. ED Mari responded that along with accreditation it shows the MRD has met certain levels of standards and is among the top agencies in the country. It was also mentioned that accreditation is helpful in writing grants, showing potential grantors that the District has met those standards.
- ii. Recommendations from Director Christina: correct the errors. She also asked Board members re-read and submit an errors they have found to Mari. The Board will review a new, improved document in July for approval. The errors are to submitted to Mari by this Sunday, July 3. It was suggested that a separate motion be made for section 6.1.2. which is the Capital Improvement Plan (CIP). When reviewing the CIP under the field house, demolition of the pool was listed twice. It was agreed by the Board that staff can move forward on implementing the MP. Director Christina asked if the board approved moving forward with the CIP as a draft. Christina stated the Flex Rec estimated budget needs to be

added to the CIP. Options were given regarding the MP: To wholly reject the presentation of the resolution or to approve the concept of the master plan as a whole and bring back the documents with refinements in July. Legal consult Bo Nerlin felt like this was a very healthy discussion. It was asked of him if this is seen as an advisory document. He stated that the document can be approved in concept so the MRD can move forward with action on the plan. Director Allison made a motion to approve the concepts of the master plan with the intent to finalize improvement in July. Director Megan seconded the motion. The Board voted, and was unanimously in favor.

- iii. It was suggested that a PDF rather than a Word document be posted to Google Docs.
 - iv. ED Mari asked for formal approval of the Comprehensive Master & Strategic
- b. Flex Rec – Mari and Staff presented an update on the Flex Rec project.
- i. Jeremy Master is the Project Manager. Weekly project team meetings are taking place and began March 23.
 - ii. Updates on Facilities and Maintenance include working on a custodial budget, RFP is progressing for supplies and equipment. Policies and Procedures, and operating manual are also in process.
 - iii. Programming committee update was delivered by Justin, fitness classes and schedules are being developed. Functional training is the focus. A fee schedule is being developed. The goals include 60 annual memberships and 8 drop ins per day. There will most likely be a program agreement with Weehawken. It was stated that Flex Rec is a value-added facility for a specific athlete/fitness enthusiast. It was mentioned that to pay for the facility, the MRD needs to charge a certain fee for programs and memberships. Director Paul suggested that the MRD do programming for La Raza Park as well.
 - iv. Marketing update was presented by Debby. The Flex Rec logo and colors have been decided. A rack card promoting Flex Rec was given to all Board members. Talking point were also presented in order to help Board members address community questions. A marketing plan has been written and is being followed.
 - v. Admin committee update was presented. Debby and committee are assisting the other committees as needed in ordering safety equipment, furniture etc.
 - vi. Construction update. ED Mari stated that the construction estimates came in more costly than first estimated. Final estimates are \$130.43 square feet. This increase in cost is due to inflation, increased materials cost, and supply chain. At this point, an additional \$245,000 is needed to build out Flex Rec. ED Mari stated that the MRD estimate came in under other estimates that were given for Colorado Outdoors facility build outs, as additional finishes and needs were conservative and minimal. Value engineering is been done. Between additional asks and grants, much of that should be covered as well as additional contribution from the MRD. In presenting the financial analysis, the MRD is at 66% earned revenues to date for the year. This provides an excess of \$800,000 at end of year if we continue this performance. Any excess in budget will go into the reserve. Those funds will be reappropriated as the board sees fit. The City of Montrose has contributed ARPA funds to assist with the cost of Flex Rec. Colorado Outdoors has also contributed to the costs of Flex Rec. Director Amy asked how pulling funds for Flex Rec will affect future CIP projects. Director Paul said that Flex Rec is one of our new future projects.
 - vii. Director Christina noted that there seem to be three options on the table: back out of the Flex Rec project; delay the project and continue to solicit construction bids; or approve the project as presented. ED Mari stated that if the MRD backs

out of the project, risks include: damaging relationships with grantors, general PR damage, and jeopardizing the future development of the trail side park. It was requested by the ED that the Board approve the additional fit up cost of \$200,000 as well as approval to allow her to move forward to contract signing with Shaw Construction. Director Paul stated that his son's estimate in building a house came in double of what it was initially quoted so he is not surprised by the increase in cost. He said we should continue to move forward with the project. Director Paul made a motion to continue on Flex Rec to sign contract with the \$200,000 additional costs. The motion was seconded by Director Barbara. All in favor were 4 Directors: Paul, Christina, Barb and Allison. None opposed. Abstained by Ken. Director Paul made a second motion to approve the MRD construction contract. Second motion was voted on, motioned by Paul, seconded by Director Barbara. Directors that voted in favor were: Alli, Barbara, Paul and Christina. Opposed none. Abstained by Ken. Director Amy did not vote.

IX. Committee Updates and Assignments

- a. **Exec. Committee of Board** (Board: Christina, Amy. Staff: Mari, Jeremy)
 - i. Did not meet
- b. **Administrative** (Board: Megan, Alli. Staff: Mari, Jeremy, Debby, Lisa)
 - i. Did not meet
- c. **Foundation** (Board: Amy, Megan. Staff: Mari, Cindy)
 - i. Did not meet
- d. **Growth** (Board: Christina, Amy. Staff: Mari, Liz, Justin, Miguel)
 - i. Did not meet
- e. **Finance** (Board: Paul, Alli. Staff: Mari, Jeremy)
 - i. Met this week, Allie stated nothing further about budget, that was already discussed in the Flex Rec conversation.

X. Executive Director's Update

- a. DOLA pools grant initiative of \$25,000 was approved. This funding will be used for recruiting and hiring bonuses as well as other expenses related to hiring lifeguards.
- b. 5-year anniversary celebration on July 14. Would love to have Board participation.
- c. CRC and FH participation and revenues are very high. 6300 weekly visits, recently, is a record high. Today marks the highest attendance day since COVID at 1200 people between the CRC and FH. Wade stated that at 62 teams, this is the highest number of adult softball teams ever. Director Christina asked about extended hours, ED Mari said it was not financially efficient.
- d. Staff newsletter for June was presented.

XI. Approval of BOD Meeting Minutes

- a. 05.26.22 Regular Meeting of the Board
 - i. Director Paul motioned to approved minutes, Director Alli seconded. Vote; approved, all but Amy and Ken who abstained as they were not present for this meeting.
- b. 06.15.2022 Special Meeting of the Board
 - i. Paul motioned to approved minutes, Amy seconded. Vote, all in favor except Alli, who abstained as she was not present.

XII. Adjourn at 2:35pm.

Next BOD Regular Meeting
July 28, 2022 at 11:30am
CRC 16350 Woodgate Road
Montrose CO 81401