



**Notice of Regular Meeting of the  
Montrose Recreation District (MRD) Board of Directors  
Thursday, April 21 at 11:30am  
Montrose Community Recreation Center  
16350 Woodgate Road  
Montrose CO 81401**

**AGENDA**

- I. Call to Order, Roll Call**
- II. Open Forum:** Call for Public Comment (limit of 3 minutes per person)
- III. Staff Recognition:**
- a. **Anniversaries:** Lisa Lopez 1 year, Amy Russell 3 years, Jessica Workman 4 years
  - b. **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. **Comprehensive Master Plan**
  - b. **ADA Self-Assessment & Transition Plan**
  - c. **Colorado Outdoors Flex Rec**
- V. Executive Director Update**
- VI. Committee Updates and Assignments**
- a. **Exec. Committee of Board** (Board: Mark, Christina. Staff: Mari, Jeremy)
  - b. **Administrative** (Board: Allison, Megan Staff: Mari, Jeremy, Lisa, Debby)
  - c. **Foundation** (Board: Amy, Kylee, Megan. Staff: Mari, Cindy, Jeremy)
  - d. **Growth** (Board: Christina, Amy. Staff: Mari, Liz, Justin, Miguel, Jeremy)
  - e. **Finance** (Board: Paul, Allison. Staff: Mari, Jeremy)
  - f. **MURA** (Mark)
- VII. Approval of BOD Meeting Minutes: 03.24.2022**
- VIII. ADJOURN**

**Next BOD Meeting  
May 26, 2022 at 11:30am  
Montrose Community Recreation Center  
16350 Woodgate Road  
Montrose CO 81401**



For a Better Quality of Life...MRD.

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

April 21, 2022



Project Leader: Jeremy Master, Recreation Manager  
[jeremy@montroserec.com](mailto:jeremy@montroserec.com)  
 970-497-8568

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

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

Four draft site assessments have been received: CRC, Holly Park, Maintenance Shop, McNeil Green House. We are still awaiting site assessments for the Field House and Ute/McNeil Fields, a Communications Report, and an ADA Self Evaluation of Programs, Policies, Practices, & Procedures. The project team reviewed the received assessments and met to discuss the information provided, trends, and outlook. We also discussed the logistics of the upcoming training and outreach schedule, which the BOD was briefed on last month, and is upcoming May 16-18 with 12 staff training sessions and 2 community outreach sessions. Partner agencies and other local Special Districts have been invited to key training sessions.

The information in the assessments is very well organized and easy to comprehend. It clearly lays out the location, issue, description, priority level, cost estimate, and code reference.

Location	Solution / Description and Recommendation	Priority	Cost Estimate
	<b>2nd Floor - Fit Zone</b> <b>Adjust door opening force</b> The opening force for the interior door is 11 lbs. Adjust the closer on the interior door to reduce the opening force to less than 5 lbs. If this is not feasible, the door should be evaluated for a new closer, lighter door, or installation of an automatic or power assisted door system. Reference: ADA 404.2.9 Photo: CRC-282 Record #: 117	Priority 1 - Critical	\$150
<b>Montrose Recreation District</b> <span style="float: right;"><b>Accessibility Assessment Conditions Report</b></span>			
Location	Solution / Description and Recommendation	Priority	Cost Estimate
	<b>Wellness Pool</b> <b>Provide accessible means of entry into swimming pool</b> The Spectrum swimming pool lift lacks the required footrest and control for independent unassisted operation from both the deck and water level. The section optional armrest is not installed. Consult with the pool lift manufacture to install replacement parts including the footrest, folding armrests, and handheld control that can clip to the armrest. The pool lift shall be located where the water level does not exceed 48 inches. In the raised position, the centerline of the seat shall be located over the deck and 16 inches minimum from the edge of the pool. The deck surface between the centerline of the seat and the pool edge shall have a slope not steeper than 2.08%. The height of the lift seat shall be designed to allow a stop at 16 inches minimum to 19 inches maximum measured from the deck to the top of the seat surface when in the raised (load) position. Clear deck space shall be provided as a minimum 36 by 48 inches. The seat shall be 16 inches wide minimum. Footrests shall be provided and shall move with the seat. If provided, the armrest positioned opposite the water shall be removable or shall fold clear of the seat when the seat is in the raised (load) position. The lift shall be capable of unassisted operation from both the deck and water levels. The lift shall be designed so that the seat will submerge to a water depth of 18 inches minimum below the stationary water level. Single person pool lifts shall have a weight capacity of 300 lbs minimum and be capable of sustaining a static load of at least one and a half times the rated load. Reference: ADA 242, 1009 Photo: CRC-129 Record #: 103	Priority 1 - Critical	\$1,000



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The full set of these will be compiled into sortable list that looks like this:

ID	Location	Planned Accessibility Improvement	Target Date	Lead	Priority	Cost Estimate
<b>Aaron Park</b>						
95	Ball Field A	Provide accessible route to team seating areas			Priority 1 - Critical	\$3,200
96	Ball Field A	Provide integrated accessible seating at spectator viewing area			Priority 1 - Critical	\$5,000
97	Ball Field B	Provide accessible route to team seating areas			Priority 1 - Critical	\$17,500
98	Ball Field B	Provide integrated accessible seating at spectator viewing area			Priority 1 - Critical	\$5,000
73	Main Parking Lot at Helveston St & Andrews St	Grade, resurface and stripe existing parking lot to include accessible parking spaces and access aisles			Priority 2 - Serious	\$5,500
74	Auxiliary Parking NE of Ballfield B off Clement St	Grade, resurface and stripe existing parking lot to include accessible parking spaces and access aisles			Priority 2 - Serious	\$3,500
91	Playground	Schedule the playground equipment and surface for replacement			Priority 2 - Serious	\$60,000
92	Open Picnic Area	Provide picnic units with mobility features			Priority 2 - Serious	\$12,000
93	Football Practice Field	Provide accessible route to team seating areas			Priority 2 - Serious	\$15,000
99	Ball Field B	Add/replace existing drinking fountain with high-low unit			Priority 2 - Serious	\$2,100
94	Basketball Court	Modify existing pathway			Priority 3 - Moderate	\$3,500

The trends we are seeing are:

1. Some simple fixes: door force reductions, raking loose fill at transitions,
2. Moderate adjustments: adjusting handrails, better placements of dispensers and fixtures
3. Larger items: Accessible routes, pool lifts, slopes in some cabanas, transitions in playgrounds and parking lots

The outcomes are not unexpected thus far, and the outlook is not surprising. We'll need to determine the overall costs, prioritize projects, and create a plan to include annual funding allocations to complete those prioritized projects. It is too early to know what that annual cost or overall cost might be, but that comes into clearer perspective with each report that comes in.

Here are the invitations to the outreach sessions that went out. Early responses to the invitations indicate that we're likely to have strong participation at the focus group and public session. YOU are invited, too!

**YOU ARE INVITED!**  
The Montrose Recreation District is conducting an ADA Assessment that will help guide our ADA Transition Plan and we want YOUR input.

**Full members and club leaders**  
See at the Post Office

The session will be held at the Community Recreation Center, 16350 Woodgate Road on Monday, May 16 from 5:30pm-6:30pm

PEOPLE WITH DISABILITIES, FAMILY MEMBERS, AND ADVOCATES ARE INVITED TO A PUBLIC MEETING TO DISCUSS ACCESS FOR PEOPLE WITH DISABILITIES AT PARKS, FACILITIES, PROGRAMS, SERVICES AND ACTIVITIES OFFERED BY THE MONTROSE RECREATION DISTRICT

PLEASE RSVP TO DEBBY ZARKIS AT: DEBBY@MONTROSEREC.COM  
Let us know if you need a disability related accommodation

**YOU ARE INVITED!**  
The Montrose Recreation District is conducting an ADA assessment that will help guide our ADA Transition plan and we want YOUR input.

THE SESSION WILL BE HELD AT THE COMMUNITY RECREATION CENTER 16350 WOODGATE ROAD ON TUESDAY, MAY 17 FROM 8 TO 9AM

PEOPLE WITH DISABILITIES, FAMILY MEMBERS, AND ADVOCATES ARE INVITED TO A PUBLIC MEETING TO DISCUSS ACCESS FOR PEOPLE WITH DISABILITIES AT OUR PARKS AND FACILITIES AS WELL AS FOR OUR SERVICES AND ACTIVITIES THAT WE OFFER

PLEASE RSVP TO DEBBY ZARKIS AT: DEBBY@MONTROSEREC.COM  
LET US KNOW IF YOU NEED A DISABILITY RELATED ACCOMMODATION



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

April 21, 2022

Project Leader: Jeremy Master, Recreation Manager

[jeremy@montroserec.com](mailto:jeremy@montroserec.com)

970-497-8568

Project Team:

Miguel Lopez, Maintenance Superintendent

Justin Mashburn, Facilities Manager

Jeremy Master, Recreation Manager

Wade Ploussard, Recreation Coordinator – Adult Activities

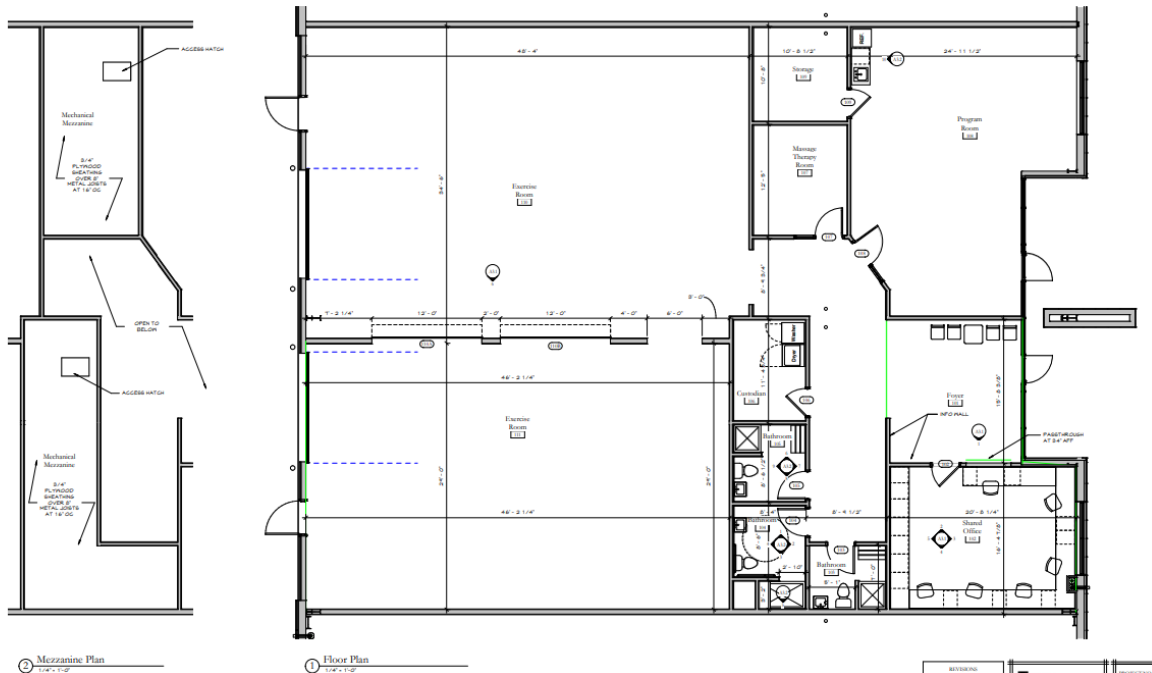
Mari Steinbach, Executive Director

John Wagner, Recreation Coordinator – Fitness and Outdoor Recreation

Debby Zarkis, Coordinator – Business Operations/Communications

Motley, the architect has provided an updated set of plans (Exhibit A), and attended our project meetings on 4/12. Jennifer Skulski, our ADA Consultant, is taking a look at the greater set of architectural plans to address compliance issues prior to construction.

Exhibit A





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The project team is meeting weekly. We are currently in the design and permitting phase, and currently on schedule for this preliminary timeline (Exhibit B). A new budget department has been created, 370/470 Flex Rec. The strong draft of a marketing plan has been composed. So, too have talking points (Exhibit C) to be continually developed to help staff and BOD communicate consistently and effectively. An RFP for the fitness equipment to anchor the facility has been drafted, and will be ready for distribution next week.

Exhibit B

Task Name	Sub task	Assigned Group	Assigned Person	Start Date	End Date
Design and Permitting		Motley	Phil Motley	3/21/22	5/6/22
Pre-Construction		Motley/Shaw	Phil/Jason	5/2/22	5/27/22
Construction		Shaw	Jason Vroman	5/30/22	8/26/22

Exhibit C

**Colorado Outdoors Flex Rec Space Talking Points:**

1. MRD's Comprehensive Master Plan process resulted in input that showed a strong community for satellite facilities.
2. About 10,000 Montrose residents live in the North part of the county and are underserved by the MRD. A new satellite center, which will be a smaller, niche space, can provide a space for residents to connect further with the MRD and its resources. can help to serve these residents.
3. Flex Rec will establish a conduit to and from the north and west end through which we can conduct more direct citizen engagement.
4. Additional staff will be hired to not only work at this satellite center, but also to do outreach to our community, form partnerships with other organizations, and expand our mission to promote a healthy community.
5. This is an easy, low-risk proposal. The capital investment is in the range of \$400,000 to fit up this leased space, the majority of this to be paid by community partners.
6. The gap in funding will come from capital reserve funds and hopefully additional grant funding.
7. Operationally it will cost around \$100,000 annually. Each MRD facility is expected to recover around 50% of their expenses and this center will be no different.
8. One of our main offerings is Functional Fitness. Our goal is to develop functional training programs. There is nothing like this in Montrose.
9. The Flex Rec space will offer direct and immediate access to the river, the Connect Trail and the abundance of natural resources while also offering a small and specialized fitness space as well as new programming opportunities/classes.
10. How much does the new location cost? Capital investment needed is around \$400,000. A good portion of that comes from the Colorado Outdoors to help fit up the space for tenant improvements. The rest is a cost share with the City of Montrose, ARP funds and MRD capital reserves funds. We are also actively pursuing grants.
11. Will my membership at the MRD carry over to the Flex Rec? The CRC has over 5,000 members. The new Flex Rec building does not have the capacity to serve 5,000 people because it is a much smaller facility. Separate memberships for the CRC/FH and the Flex Rec facility will be available.
12. Colorado Outdoors is leasing space to many local businesses including: Maslow Academy, Tratoria De Sophia restaurant, a brewery, and several others.
13. The area around Colorado Outdoors is expanding. Housing and a hotel are planned and are already in the works. A large medical center will be built in the area as well.



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## Informal Gardening/Nutrition Education Report to Board of Directors

April 21, 2022

Project Leader: Jeremy Master, Recreation Manager

[jeremy@montroserec.com](mailto:jeremy@montroserec.com)

970-497-8568

Program Budget 2022: \$3,612  
 Program Expenses 2022: \$0  
 Program Revenues 2022: \$5,710  
 Program Participants so far: 37 in 2022

The gardening and nutrition education program was kickstarted with the NRPA Nutrition Hubs Grant which sunsetted in February. The last set of MRD run programs began in January and finished in March, with 12 participants Garden to Table Cooking and Intro class and 9 in the Intro to Gardening class. I completed the final grant report and we were awarded the \$5,000 completion stipend. The funds are continuing to cover a good portion of After School Enrichment program supplies through the end of the school year.

A burgeoning partnership with the Library District is bringing a 4-part workshop series to the FH Garden taught by CSU Master Gardeners. The first of these classes occurred on April 5<sup>th</sup> with 12 participants. These are running free of charge, with no direct costs to MRD, only indirect costs to permit Summit Room access and to water the 2 garden beds they will be cultivating as part of their class series. The flyer for the workshop series is below.

A new agency, Arial Clinical Services, is entering into an agreement with MRD to use 3 garden beds as a venue for weekly programs. Arial Clinical Services provides day programs for developmentally disabled adults, and will work onsite 2-3x/week on gardening projects and craft projects, as well as nutrition education and other wellness activities. They are leading the coordination of watering duties with us and the Library District, and are happy to invite the public into their programs once developed further. The agreement with ACS is in development, to be completed by month's end. Expected costs are low, perhaps a small tool shed for them to store their tools on site, and the watering costs. All class materials and gardening materials they have procured through donations or their own program budgets.

Continuing our partnership with Valley Food Partnership, Local PharmacyRx, is beginning a similar cooking series at the FH. The first class was April 14, with 4 participants. MRD's own Enrichment Program is taking the last two beds. VFP provided Tyler with a garden plan, and the After School kids began their seed starts for planting in May, to be continued by the Summer Adventures program in June.

**Green Thumb Gardening**

The Library, CSU Tri-River Area Extension, and the Montrose Recreation District are happy to announce the second installment of the Green Thumb Gardening series! This spring CSU's Master Gardeners will present the following events:

- Seed Starting
  - Presented by Betty Hall on Tuesday, April 5 at 5pm
- Insecticides & Herbicides
  - Presented by Linda McIntosh on Tuesday, May 3 at 5pm
- Troubleshooting in the Garden
  - Presented by Sarah Ekelder on Tuesday, June 14 at 5pm
- Seed Varieties
  - Presented by John Valentine on Wednesday, July 13 at 5pm

Each of those events will take place at the Montrose Recreation District's Field House. Email Taylor at [tevars@montroselibrary.org](mailto:tevars@montroselibrary.org) for more information or to register for those events.

TRIVIER AREA  
COLORADO STATE UNIVERSITY  
EXTENSION

MONTROSE  
RECREATION  
DISTRICT

MONTROSE REGIONAL  
LIBRARY DISTRICT



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## **FORMAL REPORT to Board of Directors: Cost Recovery Project**

April 14, 2022

Project Leader: Wade Ploussard, Adult Recreation Coordinator

[Wade@montroserec.com](mailto:Wade@montroserec.com)

970-497-8570

Project Team:

Jeremy Master, Recreation Manager

Mari Steinbach, Executive Director

Wade Ploussard, Adult Recreation Coordinator

We are working with Amilia, specifically Eric Perowne, to compile the program data and financials from fiscal year 2021. The previous data was from 2019, so programs and financials have changed since. The 2021 data will give us a clearer picture of where we are post pandemic. We have met weekly with Eric, since February 1, to incorporate all necessary costs and revenues into the Data Import Spreadsheet (DIS). We are currently working on the accuracy of the data and making adjustments. The DIS should be complete within the next month.

With the help of staff and board we have our service categories set on the continuum from those with the greatest "community benefit" being subsidized more than those of greater "individual benefit". The DIS will be uploaded into the Amilia software and tell us how each program is doing in regards to subsidization level on the continuum. This will guide us in making fee adjustments and changes in programs to better align with their service category.

At the conclusion of this process we will be working with Jamie Sabbach, President 110%, and Farrell Buller, Principal Consultant 110% on Part 2 of the Smart Approach to Financial Sustainability. This process will take approximately 30-45 days and we will be working 1 on 1 with them to design a strategy for moving forward. This process will include fee recommendations and changes, staff education and trainings, a step-by-step action plan, and a financial sustainability work session with board. This will help us establish a top down and bottom-up culture focused on the financial sustainability of MRD for the sake of our community.

## EXECUTIVE DIRECTOR'S REPORT, April, 2022

### Finance

Sales and Use Tax is up over 2021 January and February by 16.5%, with \$363,672 collected the first two months as compared to \$312,279 collected the first two months of 2021.

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### 1 Human Resources

One full time/core active recruitments is under way this month (Recreation Coordinator – Outreach), as are several additional part time recruitments to fill program vacancies.

### Special Projects

We'll have an update on the **ADA Transition Plan, Comprehensive Master & Strategic Plan, and Flex Rec** at the meeting. A report on the cost of services project is in the meeting packet. Work is ongoing on the irrigation project, which has encountered some delays due to supply chain, and staff is working diligently to navigate and problem-solve those.

Maintenance staff is working hard to compile the requests to accomplish **small-moderate lifecycle repairs** on the facilities that were previously not addressed, not due, or deferred. An executive team including Mari, Jeremy, Justin and Miguel met to decide the project parameters that allows **spending from the annual plant cost funding**. Spending must be proposed and reviewed against the parameters to ensure conservative use of that funding.

The **tree service contract** looks as though it will accommodate at least a few items that we had planned to draw out into future years. Pricing returned favorably to allow us to make quicker progress on the tree plan.

The HR platform project is moving along, with contracting and scheduling looking to align for a **July changeover** to the upgraded system.

We hope to / intend to have a final draft of the new **Annual Report** for the Board to review at the meeting.

### Administrative Operations

There is a new Federal mandate coming to offer paid family leave for child birth, with an intentional opt-out for government. Look for details forthcoming in the June Board packet, as it looks as the Board will need to take formal action on this mandate.

Staff is in midst of **performance appraisals**, and are having a lot of fun and experiencing personal growth, setting new targets and developing SMART goals!

We have been making progress toward more robust and intentional **safety and risk management actions and plans**, and continue to shore up policies and standardizing practices in general.

### Grants Review

New activity in April:

Think Sharp! Has pursued a few grants for Flex Rec. with no tangible results yet. The District will participate in the upcoming (June) Rural Philanthropy Days and will develop (a) presentation(s) for successful participation.

We were advised that outdoor park at CO Outdoors is appealing for grant funding, so Think Sharp!, the Recreation District, City of Montrose and CO Outdoors will collaborate to put together a grant proposal. We hope to have a package to present to the Board in May – hopefully. Deadline to submit is June 15.



**Recreation and Community Activities/ Metrics :**

First Quarter (thru March 31) program totals

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<b>2022 Program &amp; Class Stats</b>							
<b>1st Quarter</b>	<b>2022 Participants</b>	<b>2021 Participants</b>	<b>2020 Participants</b>	<b>Change from '21</b>	<b>Contacts Per Program</b>	<b>Total Contacts</b>	<b>Percent Change from previous year</b>
Youth Programs	475	251	368	110	NA	7	180%
Enrichment Programs	56	20	25	36		1,666	180%
Aquatics Programs	2010	1326	287	684		NA	52%
Fitness Programs	5588	1497	2,382	4091		1497	273%
50+ Programs	415	192	284	223		0	116%
Adult Programs	479	234	0	245		0	105%
<b>1st Quarter Totals</b>	<b>9023</b>	<b>3520</b>	<b>3,346</b>	<b>5389</b>		<b>3,170</b>	<b>156%</b>

Overall program participation increases over 2021 first quarter is 156%. The most substantial increase over 2021 participation came from among the Youth, Enrichment and Fitness programs. After the first quarter (25% of the year) we are 41% of the way toward meeting program participation totals on the entire year 2021.

**CRC** – By week 13, March 27, we are holding consistent between 84 – 93% of PreCovid weekly visit averages which means between 5,665 to 6,151 participants.

Weekly admissions revenue at the CRC has now climbed into the \$7,500 range, surpassing the 5-year average by as much as \$3,000.

People per hour of operation shows an increase of 5% over hourly participation in 2019. This is SIMPLY an efficiency, as the CRC is typically open 17 fewer hours per week this year. We plan to hold these hours for quite some time.

Total paid daily visits since January 27, 2017 = 1,273,790.

FH – We continue to generally lag behind the 5-year average visits, although it appears we have work to do on collecting accurate and consistent data so that we can report that better.

Across the board: locker rentals, certified climbers, child watch annual passes and punch passes, and FH turf rentals indicate a consistent and marked increase each month so far this year.

Reminder that Debby needs Board RSVPs by early May for the Staff and Board annual appreciation banquet on June 14.

END



# Montrose Recreation District Annual Report 2021



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# Director's Message

The MRD continues in its mission to serve with steadfast focus on YOU – our community! We are pleased to present you with a quick look at what you helped us to achieve in 2021. It comes as no surprise to our staff and board that we are shining, in so many ways, as an integral part of the high quality life here on the Western Slope. Thank you for your continued help and support as we reflect on the past year, and look boldly to the future!

*Mari Steinbach, CPRP Executive Director*



*Mari leads discussion at a staff meeting*



*The new playground at Holly Park*

## About the MRD

The Montrose Recreation District is a Title 32 Special District, a political subdivision of the State of Colorado, formed as a quasi-municipal corporation to provide the necessary public parks and recreation services for both the City and County of Montrose. It serves approximately 33,762 residents (2020) within a boundary of approximately 500 square miles.

## Mission, Vision, Values

### Our Mission:

The Montrose Recreation District's purpose is to provide, manage, and maintain equality recreational facilities, programs, and services, which will enhance the learning, leisure, and recreation opportunities that promote a healthy community.

In 2021, through its work on the update to the Comprehensive Master and Strategic Plan, Board and staff reviewed the Mission, Vision, and Values. That work will continue refinement in 2022 so stay tuned for more on these new guiding statements!



*The Dog Days of Summer at the outdoor pool*

# Who is MRD?

Full Time staff: 20

Part-Time, temporary staff: 434

Volunteers: 328

## Parks and Recreation Leadership:

Mari Steinbach, CPRP Executive Director

Jeremy Master, CPRP Recreation Manager

Justin Mashburn, Facilities Manager

Miguel Lopez, Maintenance Superintendent

## Award winners:

Employee of the year: Justin Mashburn, Facilities Manager

Volunteer of the year: Amy Warthen, MRD and Foundation Board member



*Mari Steinbach, Executive Director and her best pal Bandit hiking Porphyry Basin*



*Jeremy Master, Recreation Manager, hiking in Denali State Park*



*Justin Mashburn, Facilities Manager, speaking at the Power Players Luncheon*



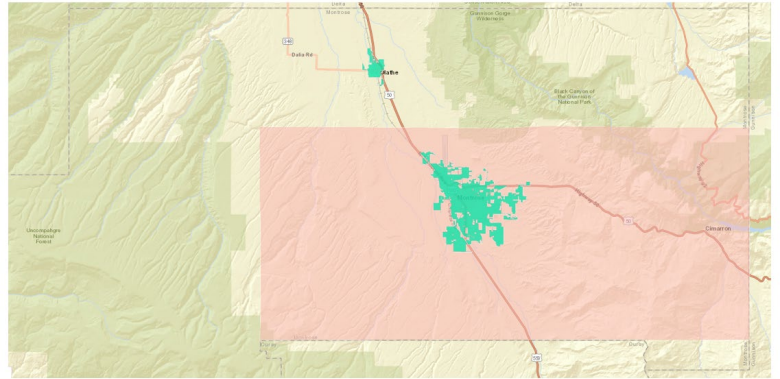
*Miguel Lopez, Maintenance Superintendent, grilling at a staff celebration*

# Who does MRD serve?

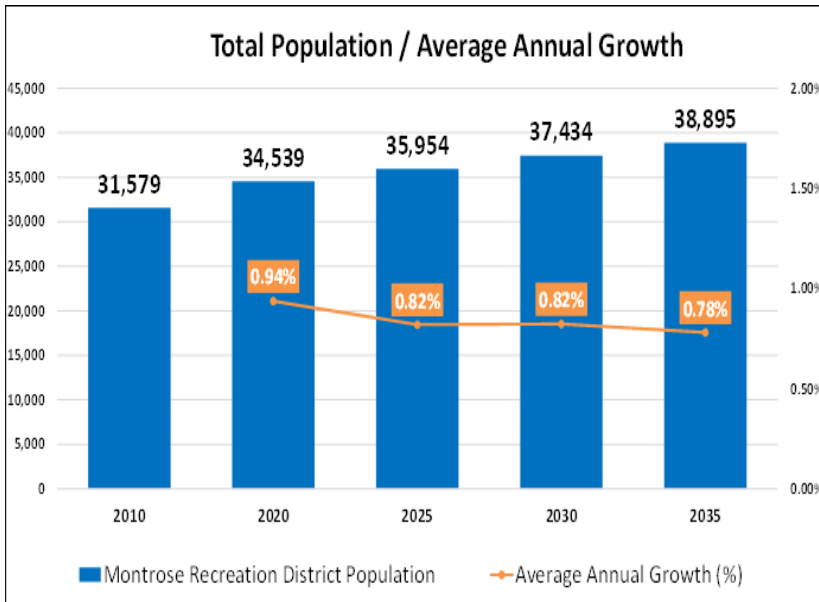


Board and staff celebrate and gather public input with Colorado Lottery official at FUNC Fest 2021

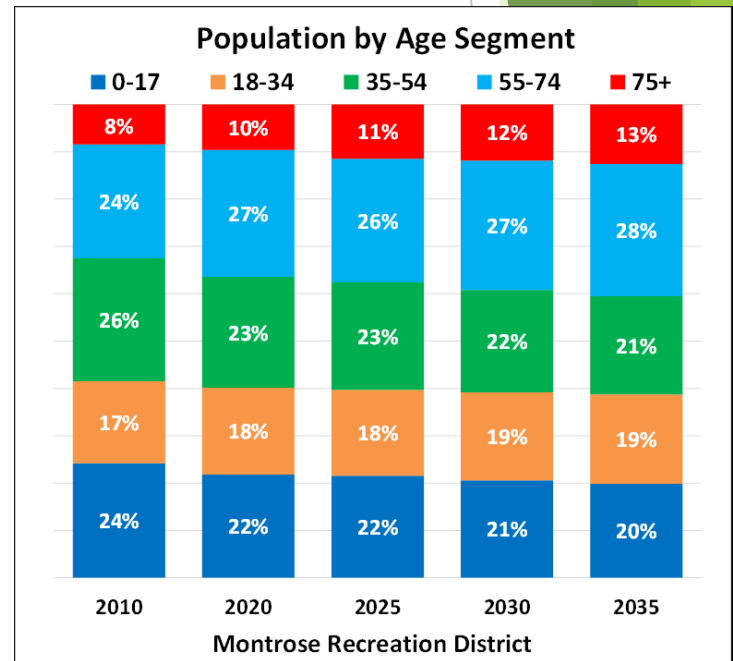
Montrose Recreation District Boundaries



The District covers a large land area of approximately 500 square miles. The boundaries are roughly south to the county line, east to the county line, north about one-half way up Menoken Hill, and west extending approximately 12 miles from the Montrose City limits onto the Uncompahgre Plateau.



MRD's population is growing



## Also:

- 33,762 people live in the District
- 20% of that population is Hispanic
- Households make below average income compared to nationwide income
- High participation levels in organized sports, and walking, general fitness, and swimming
- Residents report an outdoor lifestyle, participating in fishing, canoeing, archery, hiking and mountain biking among many other activities



A Black Canyon Triathlon participant heads out on the bike segment

# MRD and MRF

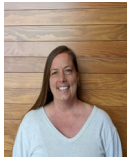
## Montrose Recreation District Board of Directors

The Montrose Recreation District Board is composed of 7 District residents. These individuals of the Montrose community are representatives of multiple generations and backgrounds, and career experiences. They advocate for the needs of the community, approve the MRD budget, and oversee the growth and future of the MRD.



Mark Plantz, Chair

Christina Files, Vice Chair



Amy Warthen, Secretary



Allison Howe



Kylee Smith

Paul Wiesner

Megan Maddy



Some of the important work completed by the Board in 2021 included approving: An historic 2022 budget to include forward-thinking capital improvement planning, expanded programming, staff recruitment and retention, employee incentives and improved compensation rates, and improving the employee benefits and performance evaluation process; championing the Master, Strategic, and ADA Transition Plans; and ensuring a balanced 2021 budget. The Board also adopted a new cost of service analysis and level of investment/cost recovery philosophy and policy, and new sponsorships and scholarship policies.

## Montrose Recreation Foundation

The Montrose Recreation Foundation (MRF) is a board made up of Montrose citizens interested in supporting the mission of the Montrose Recreation District (MRD) to promote a healthy community through recreation. The MRF has done an excellent job of fundraising not only for the construction of the Community Recreation Center and Holly Park; it continues to fundraise to provide scholarships for those who need financial assistance to participate in programs and memberships. The MRF support of the MRD is crucial to our success and greatly benefits the community as a whole.

### Scholarships

Funds raised jointly by the MRF and the MRD staff are used to assist individuals in need pay for activities and memberships. In 2021 over \$10,000 was raised for youth scholarships, \$1,000 for senior and \$4,200 specifically for aquatics programs. The MRD awarded scholarships to 298 individuals covering 32 different programs in 2021.

### Montrose Recreation Foundation Board members include:

Amy Warthen, Chair

Valerie Harper

Megan Maddy, Vice Chair

Terri Simon

Jen Suchon, Secretary

Lori Sharp

Kylee Smith

Russ Tomlin

Kevin Davis

Patty Voorhis



Ice Cream Social hosted by the MRF

# FINANCE

**GENERAL FUND** The General Fund accounts for revenues and expenditures to carry out basic governmental functions, and includes each of the District's seven (7) budget departments: Administration, Recreation Programs, Community Recreation Center, Field House, Maintenance, Marketing, and Concessions. Property taxes are the District's largest revenue source, comprising 54.7% of all General Fund revenues. The tax levy is determined by market value, assessment ratio and millage rate. The property tax revenue estimate for 2021 was \$2.38 million. Including sales tax, the taxes collected in 2021 totaled \$4.94 million, 13.8% above the prior year collections of \$4.34 million. Sales tax, collected through agreement with the City of Montrose, is used directly to retire the certificates of participation used to construct the CRC and renovate the Field House in 2017. Those revenues also remain available, if appropriated by the Board of Directors, to continue improvements to facilities as a whole.

## 2021 Year End Financial Highlights

### REVENUE

- Operating revenue up 29.4%
  - Program revenue doubled (99.9%)
  - CRC revenue increased 56.5%
- Sales Tax proceeds increased 16.4 %
- Conservation Trust Fund (CO Lottery) receipts increased 8.8%

### EXPENSES

- Operation expenses increased 27.3 %.
  - Program expenses increased 35.6%
  - CRC expenses increased 12%
- \$442,000 in capital projects completed

*\* All changes related to year end 2020*

## 2021 General Fund Performance

General Fund	Admin	CRC	Concessions	Rec Programs	Field House	Parks Maintenance	Marketing	Total
Revenues	2,834,060	1,136,672	28,418	235,027	192,755	-	-	4,426,932
Expenses	1,748,597	1,446,655	21,050	141,796	252,743	217,670	53,332	3,881,843
Subsidy or Earnings	\$1,085,463	(\$309,983)	\$7,368	\$93,231	(\$59,988)	(\$217,670)	(\$53,332)	545,089
Cost Recovery	162%	78%	135%	165%	76%	0%	0%	114%



# Awards and Achievements

The MRD received the **2021 Montrose Economic Development Council (MEDC) Economic Development Award**.

- The MRD receives an average of \$7M annually from all income sources which include grants, taxes, and program fees. That equates to a total economic impact of over \$10M into the local economy every year. MRD employed 348 individuals throughout the year to run the various programs and to maintain the Recreation Center and the Field House. MRD facilities and services are important to attracting and retaining local businesses as they provide amenities that businesses look for in relocating to a new community, indirectly creating 140 additional jobs in the community.

The MRD received a **Starburst Award** for excellence in use of Colorado Lottery Funds for the Connect Trail.

- The Connect Trail combined the efforts of the MRD and the City of Montrose to make a positive impact on the social, recreational, economic and health of our community. The Connect Trail, funded in part with \$2 million from the Colorado Lottery through GOCO, fulfilled a vision for providing Montrose residents with safe pedestrian and bicycle access to recreational amenities and natural resources within the city.

The National Parks and Recreation Association (NRPA) awarded a **“Parks as Community Nutrition Hubs”** grant of \$80,000 to the MRD.

- The grant served to increase access to healthy foods in low income areas and to build capacity to expand access to federally funded nutrition programs. Further, it evolved into accessible and intentional nutrition hubs that break down systemic barriers to food access and connect communities to additional sources of healthy food. NRPA then awarded the MRD an additional \$10,000 to further support this program through the **“Supporting Communities through Food Access Grant”**, which allowed MRD to sponsor vouchers to the Montrose Farmers Market and donations to the local food bank, helping to serve those in need and support the local food system.

The MRD received the **“Best Health Club” in the Montrose Daily Press “Best of the Valley”** annual reader poll in 2021, garnering the MRD its third consecutive win in this category.



# The Economic Impact of your Local Recreation District

Local public park and recreation agencies in the US generated more than \$166 billion in economic activity and supported more than 1.1 million jobs, boosting labor income by nearly \$51 billion and their operations and capital spending (2017). In Colorado, those metrics were \$4,359 billion, 34,000 jobs, and \$1.385 billion. \*

\*Sources: MPLAN and Center for Regional Analysis – George Mason University for the NRPA, US Census Bureau.

## Here are some benefits provided by the MRD and what it means locally for Montrose:

- A robust parks and recreation system attracts new visitors to the area and people looking to move to Montrose
- Increased property values: Homes with park experiences increase in value.
- Employment for 454 people who live and spend locally
- The MRD gives local purchasing preferences for supplies, equipment, and professional services supporting Montrose businesses
- And, it gives support to local school and sports organizations through sponsorships and fundraising



*Parks Maintenance team at Holly Park*



*MRD indoor Triathlon participants finishing their treadmill runs*

# Projects:

## Comprehensive Master & Strategic Plan

The highest priority on the 2021 capital improvement plan was the update to the Comprehensive Master Plan. (The last plan was completed in 2014.) Supplemented by collaborative City funding and partnership, the MRD contracted with PROS Consulting to conduct the plan, and will include project management, public process, community surveys, demographic and trends analysis, parks and recreation level of service analyses and equity mapping, and reviews of recreation programs, fees and services, operations and maintenance, and capital planning. Resulting reports will recommend goals, objectives and strategies – including forming a District strategic plan - to chart the District’s continued involvement and growth as one of the Western Slope premier parks and recreation agencies.

The District held stakeholder focus groups in May, in which 115 community leaders, representing 44 different groups, actively advised the District in its growth potential. Statistically valid surveys were mailed to and returned from selected households, and people engaged online, too – through virtual public meetings and online surveys and crowd sourcing that have contributed more than 1,500 opinions and suggestions.

The planning will continue into 2022 and is to result in adoption of the plan within the first half of the year.



Master planning activities



## Americans With Disabilities Act (ADA) Assessment & Transition Plan

The District contracted with Skulski Consulting to conduct an ADA assessment and transition plan to improve planning, policies and practices toward a more inclusive future.

This process is ongoing; the initial assessment was completed, and ADA staff training scheduled for May, 2022, as well as community engagement sessions. Outcomes will include a full ADA Transition Plan to effectively map ways to enhance policies, procedures, planning, facilities maintenance, and employee growth and development and enable modifications as needed.

# Results of the Comprehensive Master Planning Process

## ► What are MRD's Strengths?

- Administration and staff are knowledgeable, passionate, and experienced
- Effective collaborative partnerships
- First rate, quality Community Recreation Center and Field House comprising 106,000 sq. ft. of indoor activity space
- Wide variety of programming and activities
- The MRD has a truly collaborative and friendly partnership with the City of Montrose to best service Parks and Recreation needs in the community
- The MRD, in collaboration with the City of Montrose, continues to grow a quality town trail system
- Service to a wide variety of age groups and demographics
- Forward and future thinking: Flex Rec, a 5700s.f. satellite facility at Colorado Outdoors, to open in 2022



*PROS Consulting project team and MRD staff at the rim of the Black Canyon National Park*

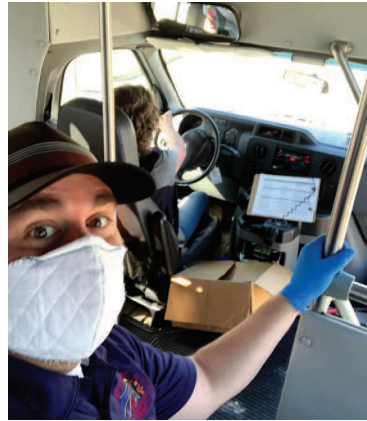


*Volleyball league champs*



*View of Ute & McNeil Fields from above the river*

# Parks and Rec Heroes



What is a hero? The Colorado Parks and Recreation Association cast a call for local heroes – someone who went above and beyond every day, behind the scenes, in the field, and doing so without giving it a second thought. From the MRD, **Recreation Coordinator Wade Ploussard** was our 2021 Parks Hero for his work coordinating and leading the meal delivery program to families not able to pick up meals from the school district during the Covid 19 initial school closure. When the pandemic hit, the MRD asked “who and what needs our help?” and when the local school district announced that, in light of school closures, they would provide school meals to only a handful of pick up sites, the City of Montrose called upon the MRD to help. Wade jumped at the chance to take on the leadership of this important task, efficiently coordinating meal delivery routes and staff, and mobilizing additional local business sponsorships. Using MRD vehicles and repurposed staff, we delivered lunches to households in need all throughout Montrose County, into June. Wade led our crew, motivating them and organizing them so that by the time deliveries ended the team had driven over 6,000 miles and delivered nearly 10,500 meals! **Wade Ploussard is the Montrose Recreation District’s “Parks Hero”!**



COVID created many challenges for patrons and staff alike. The MRD made a concerted effort to be the “Safest Place to Play” and took many steps to ensure that was the case. Ionizing fans were placed all through the two facilities, equipment and handrails were wiped down by staff regularly, and our custodial crew upped their game by cleaning all surfaces several times a day to try and create a germ free environment. Equipment was placed at least 6 feet apart and Masks were required and enforced. The staff that maintained these new procedures were diligent and hard working, and continued to offer the best services possible during a very difficult time. These staff members are certainly heroes!

# GRANT FUNDING AND OUTCOMES



- ▶ National Recreation and Park Association Community Nutrition Hub
  - ▶ Gardening Program \$90,000
    - ▶ Objectives: to increase access to healthy foods within our youth enrichment program, develop new nutrition education opportunities and construct a community garden to serve as a living classroom.
    - ▶ Outcomes: 17,301 healthy meals and snacks were distributed to 1,301 different youth. 48 hours of intergenerational nutrition education courses were held. The garden produced vegetables and herbs that were used in the classes, taken home by participants and donated to the food bank.
- ▶ The MRD secured Coronavirus Relief funding through the State of Colorado Department of Local Affairs, in the amount of \$290,000, over the course of 2020 and 2021. This enabled the District to provide many safety measures during the height of COVID 19 and as it resumed full-time operations. Examples of the spending this funding enabled include:
  - ▶ Technology enhancements so that full-time staff could work effectively from home and for enabling virtual program distribution
  - ▶ Public health and PPE that protected employees, program participants and public, and included disinfectant and other cleaning supplies, masks, gloves, face shields and eye protection, spacial barriers between fitness equipment, and more
  - ▶ Surface and air active technology (e.g. ionizing fans and non-ionizing purifiers)
  - ▶ Paying COVID sick leave to employees
  - ▶ Enabling the wildly successful school lunch delivery program
  - ▶ Mobile handwashing stations in parks
  - ▶ Temporarily diverting / reassigning personnel to alternative services to minimize hour reductions and maximize service levels ... and much more.



# By the Numbers:

January 1, 2021 - December 31, 2021

Acres of land owned, number of parks: 76.6 acres, 6 parks

Number of youth and adult sports fields: 14

Miles of trail: 1.86 miles

Number of centers – 2, the Field House and the Community Recreation Center with a total of 106,200 square feet

Number of tennis + pickleball courts: 10

Annual budget: \$7.6 million

Annual operating cost per citizen to run the MRD: \$117.81

Total paid visits to the CRC and FH: 199,293

Total Program Participants: 23,620

Total MRD Contact Days (programs and visits): 291,917

Total Daily Non Resident Visitors to the CRC: 5,514 for \$39,210 in revenue

Total visits to date at the CRC since opening in January 2017: 1,230,853 paid visits

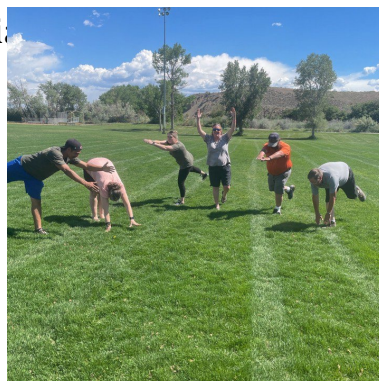
Annual memberships held in 2021: 4,959 members

Number of programs and classes offered: 325

Total number of employees (FTEs): 80.4

Total number of hours worked: 167,200

Number of followers on social media: Facebook 1,234,567, Instagram 423,000





**Notice of Regular Meeting of the  
Montrose Recreation District (MRD) Board of Directors  
Thursday, March 24 at 11:30am  
Montrose Community Recreation Center  
16350 Woodgate Road  
Montrose CO 81401**

**MINUTES**

**I. Call to Order, Roll Call – Called to order at 11:33am.**

- a. **Present:** Amy Warthen, Christina Files, Allison Howe, Mari Steinbach, Mark Plantz, Megan Maddy, Paul Wiesner Jeremy Master, Debby Harrison-Zarkis

**II. Open Forum:** Call for Public Comment (limit of 3 minutes per person) – no public comments

**III. Staff Recognition:** Mari introduced new Fitness Leader, Holly Tripp.

- a. **Anniversaries:** Miguel Lopez, 13 years; Gabe Baca, 2 years; Debby Harrison-Zarkis, 1 year.  
b. **Awards:** February Core Staff Service Award was presented to HR Generalist, Liza Lopez.

**IV. MRD Board appointments to the Montrose Recreation Foundation** – Changes were made to the MRF roster since the last meeting to update for accuracy. The Roster was presented to the Board. Amy Warthen stated that she is no longer the president of the Foundation, Sara Slusarski is the new Board Chair. A motion was made to approve the MRD Board appointment to the MRF as presented, motioned by Director Amy, seconded by Director Christina. A vote was called, the motion carried unanimously.

**V. Approvals from Administrative Committee**

- a. **Employee handbook revision proposal – PTO changes:**

Maximum accrual limit of 280 hours of PTO. This is effective 1.1.2023.

Full-time employees are required to take at least 80 hours of PTO each year

Core employees are required to take at least 56 hours of PTO each year

No more than a total of 960 hours of PTO, including accrued and donated, may be used within a one (1)-year period. To provide options to employees, MRD offers the choice to employees whether to take an advance cash out of their PTO. Cash outs will only be available during the last pay period in June and the last pay period in December. Employees are eligible for cash outs under the following conditions:

They have used 80 PTO (56 for Core) in the calendar year beginning January 1<sup>st</sup>.

They leave a minimum of 140 PTO hours in their bank.

Cash outs are at 100%.

- b. Director Allison stated that some core staff accumulates a large number of Comp hours and this is one reason the changes were made. A new law came out in Colorado that an earned benefit cannot be taken away from staff members at the end of the year. When an employee leaves employment, PTO is paid out. Director Files asked if staff have been educated about the new policy. Lisa stated that it was discussed at an All Staff meeting. The board was asked to approve these handbook changes. Director Amy made a motion to approve the changes to the Employee handbook, the motion was seconded by Director Paul. The vote was unanimous and the motion was carried.



## **VI. Capital Projects and Purchases**

### **a. Comprehensive Master Plan –**

- i. The Growth Committee reviewed several reports at their meeting yesterday.
  1. The Demographics and Trends report included Montrose survey comparisons of the Statistically Valid Survey as well as the online surveys. There was great alignment between the two in the survey results.
  2. Another report that was reviewed was the Level of Service Inventory (LOS) which takes into consideration all parks and facilities in the Montrose area. This is compared to the national average and points to gaps in these areas. The equity mapping, which will be coming from PROS Consulting soon, is mapping that shows what areas of town are served by this inventory and what areas are not served.
  3. The next report is the Park System Assessment. These parks were assessed on a 3 point scale. The Field house and Ute Field scored lower than other parks and facilities, these areas are shown to need more attention.
  4. Another report was the Recreation Program Assessment. There was a great list of recommendations that came from this report.
  5. The operations review report was the last report reviewed. This report reviewed MRD operations and made several valuable suggestions.
- ii. The next topic discussed was the staff visioning session which mirrored the session held with the Board a few months ago. This staff visioning session took place March 14. Staff provided great input and ideas to help the MRD build strategies. The core values that the staff developed were very much in alignment with the board-defined values. The next step is to compile these values and chose the final 5. The mission and vision were developed by staff. There is still some work to be done on these to finalize them.
- iii. The City of Montrose conducted a Master Plan 3 years ago. The MRD would like to compare and contrast our findings and theirs, to ensure there is alignment. The MRD also wants to engage City management and citizens to address what the future of the MRD is in Montrose.
- iv. The next Growth Committee meeting is April 6 at 11:30am.

### **b. ADA Self-Assessment & Transition Plan –**

- i. Jeremy, Project Manager for the ADA Assessment, presented. He stated that dates for contractor to do trainings for staff have been set for May 16-18. A community forum will be held during that time as well. Invitations will be sent out to key stakeholders to participate. The Board will be invited to these meetings as well. A couple of preliminary reports from the contractor, Skulski Consulting, have been provided to the MRD. Once these reports are finalized, the MRD will be able to move forward on a plan. Director Christina suggested that the stakeholders, when attending the community forum, are also given an update on the Master Plan.

### **c. Colorado Outdoors Flex Rec**

- i. Jeremy Master has been named the Project Manager for this new site. The MRD's first formal project meeting took place yesterday. Workgroups were determined and tasks were assigned. Key communications for crucial personnel and organizations have been established. An agreement will be signed today with the City of Montrose, who will be contributing funding to this project. A list of talking points will be put together for staff and board as community questions come up. Director Files asked about a partnership with Weekawken which was mentioned in the report. Jeremy stated that there is a possibility that they could run a program in the Flex Rec space. They could also potentially assist in running early childhood programs.

## **VII. Committee Updates and Assignments**

- a. **Exec. Committee of Board** (Board: Mark, Christina. Staff: Mari, Jeremy) – Mari and Christina met to approved the agenda.
- b. **Administrative** (Board: Allison, Megan Staff: Mari, Jeremy, Lisa, Debby) - the Admin Committee met to discuss changes to PTO and Comp accumulation in employee handbook.
- c. **Foundation** (Board: Amy, Kylee, Megan. Staff: Mari, Cindy, Jeremy) – the foundation met March 8. Amy Warthen stated that she resigned as Board chair, Sara Slusarske has graciously taken over this position. Several MRF members participated in parent-teacher conferences at schools last week to advertise the scholarship program as well as other programs and activities of the MRD.
- d. **Growth** (Board: Christina, Amy. Staff: Mari, Liz, Justin, Miguel, Jeremy) – The Growth Committee met March 23. Mari gave an update in the agenda item VI. Above.

- e. **Finance** (Board: Paul, Allison. Staff: Mari, Jeremy) – Paul and Mari met. Finances are recovering from the challenges of 2020 and 2021. The MRD is back to 90% of 2019 (pre COVID) levels. Revenues are up and Expenses are down. Staff is finding efficiencies in many areas and Worker’s comp expenses are also down.
- f. **MURA** (Mark) – Mark stated that timelines for new businesses moving into the area are being reviewed and the hotel plans are moving forward. More and more leases for this area are being signed.

**VIII. Executive Director Update**

- a. Mountain View Therapy sent a letter of commendation. Lifeguard staff respond quickly when needed.
- b. HR – introduction of new Fitness Leader, Holly happened at the beginning of the Board meeting. Congratulations to David Morris who was promoted within the maintenance department. The recreation Leader in Aquatics position has been filled. Additional recruitment, Rec Coordinator in charge of Outreach will happen this month and recruitment for the Data Analyst and Grant Specialist will begin next month. Lifeguards are always needed.
- c. Wayfinder magazine published a feature article on the MRD. A copy of the magazine was presented to all Board members. The newly redesigned activity guide will be released in early April. The new look is more professional, cleaner and more succinct.
- d. Submitting an Annual Report is a new requirement by DOLA. This report is in process. It will also be shared with the public on the website.
- e. The MRD has contracted with a local grant writer to find the additional funds for the Flex Rec facility.
- f. Usage: Participation and annual pass sales have increased, we are at the same level that we were in March of 2019. The number of visits hit 90% of pre COVID numbers this month. . Weekly admissions are almost back to that same level as well.
- g. Wall of honor proposal was presented to the Board. The design was created by Ken Holyfield at a local company, Go Big Banners. The Board liked the design.

**IX. Approval of BOD Meeting Minutes: 02.24.22**

- a. Paul moved to approve the minutes as presented, Christina seconded the motion. The vote was unanimous and the motion passed.

**X. ADJOURN - at 12:58pm**

**Next BOD Meeting**  
**April 21, 2022 at 11:30am**  
**Montrose Community Recreation Center**  
**16350 Woodgate Road**  
**Montrose CO 81401**