**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**MEETING MINUTES**

July 15, 2025 - 7:00 pm

Meeting to be held at:

Casey Jones Pavilion – Casey Jones Park

4189 Highway 86, Elizabeth, CO 80107

I Call to Order / Roll Call / Pledge of Allegiance

Kelly Moffatt led the pledge of allegiance and called the meeting to order at 7:01pm. Other Board Members in attendance included Kurt Prinslow, Dondi Connelley, Aleta Jeffress, and Zac Craig. Staff members present included Mike Barney and Ryan Staley. Casey Westbrooke was in attendance with Jeremy, a project consultant. Reice and Zach were present representing Iconic Contractors, and Bill Mock was present from the public.

II Approval of Minutes –Regular Meeting on June 17, 2025

 Kurt motioned to approve the minutes from the June 17, 2025 meeting. Kelly 2nd the motion and all approved.

III Approval of Agenda

Dondi requested that an update on the upcoming Celtic festival be added under other matters to the agenda. Aleta then motioned to approve the agenda with the addition of the Celtic Festival under other matters. Dondi 2nd and all approved.

IV Communications to the Board

- Citizen Comment (citizens may address the Board on any topic for up to 2-minutes – additional time may be granted at the discretion of the Board President)

 - Casey Westbrooke with Colorado Parks and Wildlife – Deer Management Program

Casey Westbrooke with Colorado Parks and Wildlife addressed the Board regarding the deer management program. He introduced Jeremy, a consultant that will be helping to coordinate the program this year. Casey shared that no deer were culled from the park / town properties this past season and that the program has faced some challenges over the last couple years. He stated that individuals feeding the deer has disturbed some of their patterns, and that there were also some communication issues that need to be addressed which contributed to the lack of success. Jeremy explained that he will be implementing some tech tools to improve coordination between the hunters and Parks and Wildlife and Casey shared that he is taking measures to address the illegal feeding of deer in the area. Casey then shared that incidences of chronic wasting disease are on the rise in recent years and that this correlates with the observed population growth. He stated that they have increased the number of licenses that are being issued to help increase population control. Kelly asked what were the biggest obstacles to the hunters culling more deer through the program. Casey commented that the hunters just struggled with sighting deer this year, likely due to the feeding but also impacted by the increasing usage of the parks, particularly the disc golf area. He noted again that poor internal program communications also negatively impacted the results of the program this past year. He also noted that the number of hunters has decreased a bit over time and that finding archers that can successfully pass the qualifications test is challenging. Dondi suggested that local hunters that have applied for hunting licenses be contacted to see if they may have interest. Casey stated that he could look into that. Kelly then asked if the hunters notify Parks and Wildlife when in the park, and / or when they take a deer, and Casey stated that the procedures do call for that type of communication. He said that the system improvements that Jeremy is implementing will assist in improving the coordination and communication efforts however. Kelly then stated that he supports the District’s continued participation in the program and asked the other Board Members their thoughts. All other board members expressed support for the District to continue participating in the program.

V Continued Business

 - PROST Master Plan Update and Next Steps

Mike shared that the consultant team is waiting for the Town Trustees to give the final approval on the master plan report and that it should be officially published within the next two weeks. Kurt requested that the Board take action at its August meeting to officially adopt the master plan and asked that Mike include this item on the agenda. He shared that he has spoken with Town staff about their plans to pursue action items within he plan and that they shared the town’s focus will be on completing Running Creek Park and beginning to construct concrete walkways in the proposed linear park south of Elizabeth High School. He said he will be meeting with Town Planner and Manager soon to discuss the master plan and assess opportunities for the coordination of maintenance and programming within the 4 town parks. He shared that he believes the District could take actions to activate these spaces and increase the usage of these parks by residents.

 - Capital Projects Planning

Mike introduced Reice and Zac from Iconic and shared that he had recently met with them to assess how the project cost for the pedestrian crosswalk could potentially be reduced. He said that Tim from Capital AE and Rick from IMEG also were a part of the discussion. He shared that Iconic was able to reduce its bid from $326K to just under $300K based on clarifying some aspects of the project through the meeting. Reice addressed the board and shared the source of some of the savings which included reduced concrete thickness on sidewalks, obtaining fill material on site rather than having it brought in, and the potential to utilize some subcontractors which he has not worked with previously, but had provided lower cost estimates for aspects of the project. Aleta expressed some frustration with the project cost that was initially provided by the engineering / design team, and noted that we had paid them $14,000 for their expertise and design work, and yet their cost projection was way short. Mike stated that it certainly seems that we should begin doubling the cost provided by the design team when planning for construction based on recent projects. Reice commented that this is not too uncommon as he has found that construction estimates always seem to be much higher than engineer / design projections in his experience. He noted that on site conditions often vary from the ideal environment in which projects are designed and that this impacts costs. Mike stated that the Board can certainly assess whether the IMEG team’s performance is meeting the Board’s expectations and whether they want to continue to work with them on future projects or develop a relationship with a new firm. Kurt then asked Reice if he thought the project costs would increase significantly if the District waits until 2026 to pursue construction. Reice responded that costs going up if it were to be pursued in 2026 rather than 2025 is likely, just due to material costs alone which seem to automatically increase each year by a small percentage regardless of market conditions. Kurt asked if we could use any of the road base material that was left over from the roadway improvement project in Casey Jones Park. Reice explained that it could be used provided that it still contains sufficient fines material which tends to degrade when material is stored. He said it would require materials testing to confirm its condition. Kurt then asked about the irrigation system and the amount of funds that are allocated for repairs / replacement within the project proposal. He asked Ryan if the maintenance team could perform the irrigation system work. Ryan reported that the team could do it if the Board decides that this is the route they want to go. Reice explained that he included $2000 for irrigation system repairs as stipulated in the request for proposals.

Mike then reviewed the capital budget and expenditures to date for the year and shared that a surplus of about $135K is projected based on scheduled projects / purchases remaining. He said that this would require an additional allocation of about $165K to complete the pedestrian crosswalk. He expressed that the additional allocation would drop the projected year-end cash balance to just under $361K, which still meets the Board’s cash reserve policy of 3 months of operating expenses. He stated that this clearly tightens District finances a bit, but that the project could be funded if it is still a priority for the Board at the projected cost. Mike added that he and staff can also assess potential savings within the 2025 budget as well as assess opportunities to generate additional revenues which could help in funding the project. He stated that in order to keep the project on schedule should the Board decide to proceed this year, they would need to let Iconic know by early August. Reice confirmed that he would need to know in early August to order materials and begin mobilization efforts.

The Board began some discussion, and Mike asked if the Board would like him to schedule a special meeting for next week to focus in on making a decision. The Board responded favorably and assessed their availability before directing Mike to schedule a special meeting for Monday, July 21 at 5pm.

The Board then had some general discussion about other identified capital projects and projected costs. Aleta suggested that the District look at hiring a consultant grant writer and ramping up efforts to assess the availability of grant funding and prepare / submit grant applications for the District. She explained that with the completion of the master plan, there will be projects in the cue for the foreseeable future and grant funding could help get a lot more completed. Mike stated that he would look into options for grant writing assistance and report back to the Board.

Ryan then shared that he had received a revised quote for regrading the trail in Evans Park with the material that we already have on site from the roadway project in Casey Jones Park. He stated that the bid total cost was just under $20K. He stated that he also received a bid to grind the asphalt on the park entrance north of the church and then use the recycled asphalt to regrade the roadway. He shared that the total cost was just under $15K. The Board expressed that they would consider these potential projects as they decide how to allocate remaining capital funds through the rest of 2025.

VI New Business

 - Review PROST Work Session with County Commissioners

Mike shared that he and Kurt joined Critter Thompson of the consultant team to present the master plan to the County Commissioners earlier in the day and that he felt things went very well. He stated that the commissioners appeared supportive overall and that in some instances they encouraged the District take immediate steps to begin identifying how aspects of the plan can get rolling and how they can be of support. Mike stated that they shared the concept plan for the 151-acre proposed park south of Spring Valley and requested that the Commissioners let him know by early August if they are willing to provide the property for park development. He stated that Commissioner Schroder expressed that they should be able to respond by that time. Mike also commented that the Commissioners shared the belief that the developers of Independence and Spring Valley should be solicited to help support proposed park and recreation projects in that area of the County and offered assistance in facilitating discussions.

VII Report of Administrator and Staff

 - Budget Report

Mike reviewed the budget report with the Board. He stated that revenues and expenditures are generally tracking as projected and that he has no real concerns at this time. He said that campground revenues are down from last year by about $39K through June though EF revenues altogether are up significantly as a result of the Kids Club programming. Zac commented that the covid camping boom may be wearing off and less people are camping resulting in the lower campground revenues. Mike shared that the District projects to have about $525K in its cash accounts at year-end, or $365K if the board decides to make an additional allocation to complete the crosswalk project.

 - Maintenance Report

Ryan presented the maintenance report which included the following tasks / projects that had been completed over the last month: spraying invasive weeds, adjusted and repaired sprinkler heads, mowed the native area around the pavilion for the Celtic festival, recut the outfield lines on CJ ballfields, repaired a broken main waterline, aerated and over-seeded sport fields, set up fields for soccer camp, repaired fencing near the snack shack, and completed some equipment repairs / maintenance.

 - Programs Report

Mike reviewed the Programs Report and shared the following: Fall youth sports has one more week of registration with 122 registered for soccer and 66 for flag football. Numbers are currently down from last year by about 70 for soccer and 12 for flag football though we hope we have some additional registrations over the next week. The seasons begin on August 18th and continue through October 11. Little Dudes Soccer for youth under 4 remains immensely popular with two classes completely filled with waiting lists in August. The adult softball program wraps up July 26th with their tournament. Registration is open for pickleball tournament on August 9 and 10. Lastly, the children’s theatre is July 21-26 and we have 30 youth participating this year. Mike mentioned that MCT raised their rates this year and reminded the Board that the MCT program is subsidized by the District by about $2400 as registration fees do not cover the total program expense. He suggested that fees be increased next year to reduce the subsidy level.

 - Childcare Programs Report

Mike stated that the summer day camp program continues to do well with Running Creek being full most days at 26 youth and Singing Hills averaging about the same numbers. He shared that there were some challenges due to a waterline break at Singing Hills which required the cancellation of camp for a few days.

VIII Other Matters

 Dondi asked how preparation for the Celtic festival was going and if they had expressed any concerns about permit fees this year. Mike shared that they had paid their fees in advance of the event this year and did not express any concerns about the fees. Ryan shared that he has met with their team on site to discuss any needs from our maintenance crew, and that there has been no real issues or concerns with their requests.

IX Adjournment

There being no other business, Kurt motioned to adjourn the meeting at 8:58pm and Aleta 2nd the motion. All Board Members approved.