**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**MEETING MINUTES**

May 21, 2024 - 7:00 pm

Meeting to be held at:

Casey Jones Pavilion – Casey Jones Park

4189 State Highway 86, Elizabeth, CO 80107

I Call to Order / Roll Call / Pledge of Allegiance

Kelly called the meeting to order at 7:09pm and led the pledge of allegiance. Other Board Members present included Kurt Prinslow, Dondi Connelley, and Doug Severinsen. Staff members present included Mike Barney and Ryan Staley. Aleta Jeffress and Bill Mott, district residents, were also present.

II Approval of Minutes – Regular Meeting on April 16, 2024

 Kelly made a motion to approve the minutes from the meeting on April 16, 2024. Doug 2nd and all approved.

III Approval of Agenda

 Kurt made a motion to approve the agenda and Kelly 2nd. 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)

Aleta Jeffress introduced herself as a local resident of the Wild Pointe neighborhood and shared that she is interested in learning more about the District and potentially seeking a position on the Board of Directors. Kelly welcomed her to the meeting and thanked her for her interest. He invited her to schedule a time to talk with him further about the District and the expectations for Board Members. Mike also extended an invitation for Aleta to contact him if she has any questions about the District.

Bill Mott shared that he had recently attended a meeting with local realtor, Marjorie Engel to learn about some efforts to coordinate recreation programming and services for seniors within the Elizabeth Community. He thanked the Board and staff for supporting this effort and expressed the strong need for expanded senior programming in the county. The board thanked Bill in return for his commitment to service and his volunteerism.

V Continued Business

- Pickleball and Artificial Turf Ballfield Project Update

Mike shared that the project is progressing very well at this time and that things are on schedule to open the new amenities to the public in mid-August. The post-tension concrete pad for the pickleball courts was poured last Friday. Mike shared that he did have to approve a change order to have the contractor install a concrete apron where the new entry road meets County Road 17 as this was missed when the road surfacing was changed from asphalt to gravel. The apron is needed to prevent erosion at the entry way. He also stated that the first invoice of $441K had just been paid to FNF from the financing escrow account.

- Security Camera Proposal

Mike asked if the Board wanted to have any continued discussion on the proposed camera / security system for the parks. Doug suggested that the Board revisit the issue later in the year as annual budget expenditures become clearer and it can be determined if funding is available. He stated that if we see increasing vandalism however, we should consider allocating funds for the new system. Kelly expressed that he feels we do need the new system, though he is willing to also wait a bit to determine funding availability. The other Board Members concurred.

VI New Business

 - Discuss EC West Development and District Impacts

The Board discussed the EC West development and the impacts that the new homes will have on the District budget, operations, and planning. There was consensus amongst the Board that the real need for park and recreation improvements within the development is a larger regional type park similar to Evans Park, which offers a variety of amenities such as athletic fields, playground, picnic shelters, parking, and other relative amenities. Mike commented that a bike park or skatepark could also be a good feature for such a new park. The Board also discussed the appropriate amount for a “per lot fee” that can be assessed to help the District fund general maintenance as well as capital improvements to serve the incoming new residents. Kurt shared that the Town of Elizabeth assesses an impact fee of $1280 for all new residential units. He stated that until our master planning process is complete, we do not have a calculated cost for a per lot fee. Mike suggested that he calculate the current District expense per household and that this figure be used as a baseline from which to identify the cost of the impact to the District when a new home is built. Kurt commented that we also need to account for needed capital improvements, not just current operational costs. Mike stated that he will do some more analysis and get back to the Board with a proposed fee to be assessed per home. The Board also discussed the potential ownership and / or maintenance of park spaces and amenities within the EC West development. The Board was in agreement that the District could seek ownership and maintenance of spaces / amenities of which it is allowed to have design input. The Board expressly stated that the District should not take on the ownership and / or maintenance of park spaces and amenities of which it does not have design input, particularly the typical pocket park. Mike asked the Board how it would like to proceed in negotiating the consent of district overlap with the developer. Kelly expressed that as advised by legal counsel, the Board would like for Mike to work with counsel and begin to discuss the Board’s desires for such a large development with the developer. Mike stated that he would complete and share the analysis discussed earlier, get feedback from the Board, and reach out to the developer to plan for formal discussion. He shared that he will provide updates to the Board as things progress and that ultimately a resolution with an agreement will be drawn up for the Board to review and vote upon.

VII Legislative Matters

VIII Report of Administrator and Staff

 - Budget Report

Mike reviewed the budget report with the Board. He shared that GF revenues through April total just over $700K with another $700K remaining to be collected through the end of the year. GF expenses are tracking as expected through April. Mike stated that EF Fund revenues are just over $183K and that he projects to collect an additional $250K through the end of the year. He reported EF expenses are tracking well and that he did not have any budget concerns at this time. He stated that the District currently has just over $2.7M in its accounts, will incur an additional $2.8M in expenses through the end of the year, and projects the 2025 starting cash balance to be $743K. He confirmed that these numbers include the pickleball / artificial turf field project expenses and project financing. Mike commented that the District is in good financial health. Kelly commented how the total District budget was around $650K when he and Dondi started on the Board in 2016 and it was amazing that it is now over $1.5M. The Board discussed some of the community benefits of the budget growth, which occurred with no increase in the mill levy. The mentioned benefits included improved and new park amenities, increased service levels, expanded program offerings, the creation of about one FT local job per year, and the improved appearance / upkeep of the parks.

 - Maintenance Report

Ryan presented the maintenance report to the Board and shared the following tasks that had been completed since the last meeting: re-seeded areas of the disc-golf course for erosion control, prepped splashpad for opening, aerated and fertilized turf areas, repaired building lighting, loosened up compacted playground surfacing, repaired bleachers at Evans Park, installed traffic signage to improve safety, installed additional parking blocks in Casey Jones Park to keep vehicles off natural areas, repaired skatepark half-pipe, and removed some cactus from the dog park. Projects for next month will include: preparation for the Stampede event, weed spraying, assemble shelter near disc-golf course first tee, continued field aeration, and grading / leveling of dirt infields. Doug and Kelly commented that the athletic fields look great and the other Board members concurred and thanked Ryan and the maintenance team for their commitment and effort.

 - Recreation Programs and Special Events Report

Mike shared the Programs and Special Events report prepared by Rebecca. He read that spring soccer had come to a close and that 3 game days had to be cancelled due to weather, though most games were able to be made up. He shared some parent comments from the program survey, and reported that the overall satisfaction score was 8.2 out of 10. Mike shared that youth volleyball recently ended and that we had 59 girls participate this first season, which was a huge success. In baseball, Mike shared that we have 140 youth currently participating this season. He said that he did not see any significant impact to the District programs due to the Wranglers expanding their offerings. He commented that he did not know if this was due to more youth playing baseball, which would be contrary to national trends, or because of more families moving into the area. The MCT Theatre camp has 43 youth registered, which is the largest enrollment we have had to date for this program. In adult sports, registration is currently open for kickball and outdoor volleyball. Slow pitch softball has 10 teams registered and play will begin June 14. Yoga is being held again in the pavilion on Wednesday mornings, and we are seeing 10-15 people attend each class.

 - Childcare Programs Report

Mike provided the Board with the Childcare Programs Report prepared by Tina. He shared that Tina has been facilitating the after-school program at Singing Hills while planning for the upcoming summer day camp program. He also shared that Tina has submitted the District’s childcare license application and is working with the licensing agent to complete our review. We expect to have the license issued this summer and will begin operating our license with the start of the 2024-2025 school year. Mike explained that Tina has also been recruiting and hiring staff, preparing for training week, inventorying and organizing equipment and supplies, and creating the program schedules for this summer. He shared that registration numbers for the summer day camp are fairly low at 12-16 youth per day presently, though he was hopeful there would be some additional registrations. He commented that the District had a very late start in coordinating and promoting the program, and it is likely many families sought alternative care with the uncertainty of the program at Singing Hills through the transition period. He stated that the budget will be tight due to the low registration and while the program will cover its direct expenses at 14 youth / day, there will likely not be much profit from the program this summer. The Board acknowledged that childcare service is needed in the community and that a cost recovery of less than the 150% target for programs is acceptable as these programs get started. Mike stated that cost recovery will grow as participation grows due to the economy of scale, so we will focus on providing high quality experiences for youth and promote the program as best we can. Mike then shared that the District will begin management of the after-school and summer day camp programs at Running Creek beginning in January of 2025. The program model being developed by Tina at Singing Hills will be replicated at Running Creek, with Tina coordinating programming at both sites.

IX Other Matters

 No other matters were discussed.

X Adjournment

 Dondi made a motion to adjourn the meeting at 8:21pm. Doug 2nd and all approved.