



# BYERS PARK AND RECREATION DISTRICT BOARD OF DIRECTORS MEETING

**Wednesday, February 7, 2024**

**Regular Board Meeting, 7:00pm - 9:00pm  
In Person Meeting Location: Quint Valley Building  
601 Highway 36 North, Byers, Colorado**

## Board Action

Action  
Action  
Action  
Action

## Activities

- I. Opening Activities
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call

## Roll Call

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

## Action/Motion

## II. Review and Approval of Agenda

### Motion to approve

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

### Second Motion

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

### Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

### Not Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

Motion to approve Minutes Minutes from Work Session January 3rd, 2024

- JaLee Kitzman
- ~~Kagen Kitzman~~
- Wendy Hise
- Janet Herman
- Willie Elliot

Second Motion

- JaLee Kitzman
- Kagen Kitzman
- ~~Wendy Hise~~
- Janet Herman
- Willie Elliot

Approved

- ~~JaLee Kitzman~~
- ~~Kagen Kitzman~~
- ~~Wendy Hise~~
- ~~Janet Herman~~
- ~~Willie Elliot~~

Not Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

To Complete the meeting minutes for January 3rd, 2024 meeting we attached rental fees in from the handbook with the minutes.

Motion to approve Minutes Minutes from Work Session January 24, 2024

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- ~~Willie Elliot~~

Second Motion

- JaLee Kitzman
- ~~Kagen Kitzman~~
- Wendy Hise
- Janet Herman
- Willie Elliot

Approved

- ~~JaLee Kitzman~~
- ~~Kagen Kitzman~~
- ~~Wendy Hise~~
- ~~Janet Herman~~
- ~~Willie Elliot~~

Not Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

Guests in Attendance:

Kathy Smiley - I-70 Scout

Mr. Chris and Mrs. Kris Rino - Community Member

Amanda Meyer - Community Member

Arapahoe County Community Sub-Plan Representatives

Gretchen Ricehill AICP and Loretta Daniel

Project Specialist/Long Range Planning Division

Guest Speakers:

Amand Meyer - Amanda had a couple of questions regarding the rodeo arena. She wants to do updates to help with the arena. She would love to help. She goes to Arapahoe county fairgrounds. It is \$5.00 to use their facility. We currently do not have a rental fee for individual riders; it is open to the public. We recommend individuals getting onto the website to notify us when they are coming out to have individual riding time.

Amanda mentioned seniors used to have a pancake breakfast on the fourth of July. She has found volunteers to help with breakfast this year. She would like to use the legion hall, all proceeds would go to veterans groups and the BPRD Christmas decorations. Willie said the pancake breakfast was run by the women's auxiliary. Janet mentioned that she had gone to Knights of Columbus Jerry Moss and Jim Vonfeld and they filled in with breakfast burritos. Amand said she would like to take the lead in organizing the pancake breakfast. She would like to publicize the breakfast.

Chris Rino - Asked about the Rodeo and loss of money over the past three years. Wendy explained Miller rodeo was making the money off entry fees. He asked if we were competitive with Deer Trail Rodeo We are charging \$5 a person. Chris mentioned that the draw was the ropers and the riders. He would like to help support the rodeo. Wendy stated that the last two years we have had more contestants than any other rodeo. Chris and his friends were wondering what is missing from the 4th of July Celebrations they would like the fireworks back. Deer trail has 3 contractors and Miller Rodeo. The families just don't seem to come to the Byers rodeo anymore without more things to do for family activities. He wants to get it back up and running and get people to come for the weekend and open it up to more of the community. The fireworks are a big draw especially for the kids. Rino's 303-929-7614 is his number to help with the rodeo.

A. Arapahoe County Community Sub-Plan  
Gretchen Ricehill AICP and Loretta Daniel  
Project Specialist/Long Range Planning Division

Loretta Daniel is in the planning division Arapahoe county and she gave an overview of her department. They have planners and point people who oversee development, transportation, engineering, traffic operations, building departments, accessory dwelling units, building permits. They also have specialists and surveys.

As planners they oversee the future planning over 10-20 years. The last plan was adopted in 2018. They combine all the plans to create a comprehensive plan. There are subarea plans for several areas including Byers. The Byers subarea plan from 2003 there was a lot of excitement about the growth coming into the I-70 area. There is a future land use map. Back when the plan was developed by the community. Today it is time to update the plan because a lot of the plan ideas from 2003 are out of date and we have not seen as much growth. Back in November they did a survey and a presentation and the number one topic the community wanted focused on keeping a small town community. They are meeting with individuals throughout the community to get stakeholder feedback. They would like any other members to participate who would like to. They presented the plan at an open house. They also interviewed students at the school and spanish speaking populations of our community.

The students expressed wanting trails and recreation type of activities for students to take part in. They are still collecting information and will have an advisory committee. They will have another open house to present a future land mass map. The plan houses up to 5000 people and the feedback they got was the community didn't want the growth. The land map is important because it leads the county in what they can approve when developers come in. One of the things they heard was concerns about the main street and Hwy 36 because it has been communicated as an unsafe intersection. Arapahoe county is going to apply for a grant with the department of transportation to address the safety at the intersection.

The colleagues at the county are doing a study this summer and looking at the trails that can go into the creeks and assess the flood areas. The BPRD trails could be incorporated into their plan. Gretchen mentioned how we can collaborate on updates and they want to help us with grants and support our future development plan to expand.

#### B. Attorney's Report

Storage Container Agreement - Cheerleaders/BPRD was completed and they signed it over after clarifying a few questions. The cheer leaders receive the authorization of certificate for the storage container.

Mr. Tibbles sent a report that we made some modifications on the budget. One of the changes was a transfer from Conservation funds. He reduced the grant from \$10,000 to \$2,000. The budget is balanced and has a slight positive balance. Mill Levies and budget were properly certified through 2024. The next thing we need to consider is the audit for exemption. Our treasure Wendy Hise needs to work with accountant Mr. Grothe. This is an audit for DOLA and is due on March 31st. Wendy sheared that she has an appointment on Tuesday February 13, 2024.

A gentleman contacted Mr. Tibbles again to send him some writing and proposal for what they are wanting to do regarding purchasing and trading land. The gentleman was very vague with what he was wanting to do so Mr. Tibbles has recommended he submit information in writing.

B. Treasurer's Report  
Approval of Bills, Financial Statement

Treasure Wendy Hise has pulled all of the tax distributions from January and February. We are tight on funds for a couple of months due to when the state releases the taxes. Wendy also gave the balance of accounts. Taxes usually fund accounts starting in March and April and late summer. We did get DOLA payment for the CTF fund.

We are tax exempt so we need to create accounts with businesses that we are going to be using like Home Depot for renovations.

We need to provide a list of names of board members to the businesses to verify them to purchase items through our accounts.

Wendy should create an accounts list and approved vendors and accounts that BPRD members use.

JaLee will update the Sam's Club account and Home Depot with current information.

Motion to approve payment of bills

- ~~JaLee Kitzman~~
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

Second Motion

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- ~~Willie Elliot~~

Approved

- ~~JaLee Kitzman~~
- ~~Kagen Kitzman~~
- ~~Wendy Hise~~
- ~~Janet Herman~~
- ~~Willie Elliot~~

Not Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

D. Operations Report  
Building Maintenance, Grounds, Calendar

Justina was ill and not in attendance. However, she had met with JaLee and the oil burning heater will have it's 6th month check up from the maintenance on Monday, Feb. 12th.

Information/Discussion/Motion  
Discussion/Action

VI. Old Business

A. Facilities Updates

Kitchen Budget Estimates/Quotes

Stove

Baseball Fields

Electrical

Natural Gas

Quonset Kitchen Remodel Updates:

Willie presented the information on the stove; it is only 7 years old. But it is clear that we need a different stove that shuts off the propane flame due to the current stove being a fire hazard. Wille found a professional 6 burner stove through Sam's Club. The first one is natural gas and the oven is convection and electric. \$1795.00 we would have to adjust the burners from natural gas to propane.

They also have \$3175.00 for a propane he is going to try and get the stove a little lower. This stove is completely gas both oven and range. Janet asked what it would take to make the first stove a propane burning stove. We would need to update the electrical and 40 amps of 220 plug to Janet is suggesting that if we have the electric already located then. Wendy Janet and JaLee agree that the \$1795.00 stove would work efficiently. We do have a 220 outlet and a 60 amp voltage. Then we would need to have it converted from natural gas to propane. Kagen mentioned that they can switch out the fuel jets pretty easily to purchase the stove.

Motion to approve the purchase of a new safer stove for the Quonset Kitchen:

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

Second Motion

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

Approved

- ~~JaLee Kitzman~~
- ~~Kagen Kitzman~~
- ~~Wendy Hise~~
- ~~Janet Herman~~
- ~~Willie Elliot~~

Not Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

### Counter Tops and Cabinets:

Kagen has been researching ideas for stainless steel counters/tables that we can seal up against the wall. These would be more efficient and cost effective for the kitchen verses purchasing and installing cabinets and countertops. He is looking into businesses that have used stainless steel from restaurants that are upgrading. We could get used supplies from these stores. The other part is Kagen uses facebook marketplace to find a lot of good deals. He wants to be able to have a dollar range that he can spent to purchase building/renovation supplies for the kitchen. To do the entire kitchen may run around \$1000 to \$5000. If we need to do a fast meeting then we would do an emergency meeting to approve items but when we have to make a fast purchase it would be more convenient to approve now rather than hold an emergency meeting. We will need to contact Wendy to check the budget and that funds are available to purchase other Kitchen items and funds are in correct accounts for purchase. It was recommended that we have a set amount for purchase of Kitchen renovation items quickly.

Motion to approve a set amount of \$4500.00 for building materials for the Quonset Kitchen Renovation.

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- ~~Willie Elliot~~

### Second Motion

- ~~JaLee Kitzman~~
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

### Approved

- ~~JaLee Kitzman~~
- ~~Kagen Kitzman~~
- ~~Wendy Hise~~
- ~~Janet Herman~~
- ~~Willie Elliot~~

### Not Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

We need to pull together quotes for the cost of a contractor to complete the work in the Kitchen. Kagen has completed several construction jobs in his field of work but would like to get paid for the work. Mr. Tibbles will get a letter together to submit to the state for approval of conflict of interest to pay a board member for work completed.

Wendy asked about permits but we will only need building permits if it is a structural change within the building. We are only changing paint, sink, cabinets and wall/floor covering. Renovations like this do not require a permit.

### Clean Up day Report:

Total expenses to complete our clean up day of the quonset was \$1185.98. We purchased a vacume/mop and a wet dry vac with cleaning materials. We needed to create tax exempt accounts for the stores we purchased items from . We should have used tax exempt forms for all purchases.



Sponsor Sign Advertising:

Wendy presented the quote to weld the sign holder to install pipes in the ground to hold the merry christmas sign and the advertising signs. It would hold up to 20 signs we could update and change out fairly easily. We have one day sponsors that wouldn't need to be placed in the holder. The sign would be ten feet long. This would be a more permanent structure to hold the signs for many years to display advertising for our 4th of July sponsors. Wendy and her husband will weld the sign, purchase the materials and complete the installation project.

Motion to approve a sponsors sign/advertising display at the corner of main street and colfax.

- JaLee Kitzman
- ~~Kagen Kitzman~~
- Wendy Hise
- Janet Herman
- Willie Elliot

Second Motion

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- ~~Janet Herman~~
- Willie Elliot

Approved

- ~~JaLee Kitzman~~
- ~~Kagen Kitzman~~
- ~~Wendy Hise~~
- ~~Janet Herman~~
- ~~Willie Elliot~~

Not Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

Arapahoe County Phase 2 Grant update:

JaLee presented notes from a meeting with grant representatives from Arapahoe County:

**Arapahoe County Open Space Grant  
February 6, 2024 - 1pm - 3pm  
Meeting Notes**

*Present at the meeting: JaLee Kitzman, Michele Frishman and Sandy Bottoms.*

*I met with Sandy Bottoms and Michele Frishman the Grants and Acquisitions Administrators for Arapahoe County Open space Grants.*

*Their recommendation would be for Byers Park and Recreation District to close the current phase 2 grant awarded in 2020 due to the following reasons:*

- *Lack of funding \$119,229.00 (Grant\$357,686.00) Total Project Cost \$476,915.00*
- *Inflation on building supplies and construction bids increased and no longer match proposed budget.*
- *Original grant proposal had a 2 year limit for completing the project and we were granted a one year extension.*

*They explained the phase two was a separate grant that they awarded due to the limited parks in the area and they wanted to help out. Normally they do not award grants to entities who do not have funding ready when the grant is applied/proposed.*

*Steps moving forward:*

- *They recommend writing a letter explaining the situation and close out/relinquish the phase 2 grant.*

- They recommended applying for a new grant January - March 2025 - Awarded July-August 2025 (Then we would have two years to build 2025-2026 and 2026-2027). The grant would conclude July of 2027. (Prep time would be March-December 2024).
- Reevaluate if we want to do all three finishing projects: Bathrooms, Covered Picnic area, Basketball courts. We could choose to only complete the basketball courts or any combination.
- We can change the plan or proposal if wanted.

We could apply for a smaller grant resulting in lower matching funds:

Standart Grant: \$100,000 - \$500,000 - requiring a minimum of 25% total project cost.

Smaller Grant: \$1000 - \$100,000 - requiring a minimum of 10% of the total project cost. (\$10,000.00 maximum amount of matching funds)

They recommended contacting foundations that make donations to Park and Recreation Districts to secure funding:

Colorado Health Foundation  
Great Outdoors GOCO Grants  
Gates Family foundation

In the next grant/ budget proposal they are recommending adding a percentage to cover the cost of inflation. Several entities have had a difficult time completing projects due to the continued rise of inflation. They are cutting projects from their grants.

They also recommended having a community ballot question in November to take away the "opt out" of taxes for our park and rec district. They heard we have several people who have opted out of the park and rec district. This would help increase our yearly income and stabilize our numbers.

They also mentioned that they are working with Kipp from REAP to align projects in the area. They will be traveling 15 miles south of Byers on Thursday to look at a possibility of a new open space land acquisition.

#### Motion to approve closing out Phase 2 of Arapahoe County Grant for the Byers Centennial Park:

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- ~~Willie Elliot~~

#### Second Motion

- JaLee Kitzman
- ~~Kagen Kitzman~~
- Wendy Hise
- Janet Herman
- Willie Elliot

#### Approved

- ~~JaLee Kitzman~~
- ~~Kagen Kitzman~~
- ~~Wendy Hise~~
- ~~Janet Herman~~
- ~~Willie Elliot~~

#### Not Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

JaLee will write a letter to notify Arapahoe County of our intent to close out Phase 2 of the grant and reapply for another grant when we have matching funds secured.

JaLee mentioned that Arapahoe County mentioned that agricultural zoned areas in our district can opt out of paying taxed to the Byers Park and Recreation District. They recommended that we look into a possible change in a ballot for voters to change this to make everyone in our district pay park and recreation taxes.

Mr. Tibbles expanded on the situation as he has worked with both counties over the past several years. He shared that ballot issues are very expensive. It costs \$2.50 - \$3.00 per ballot, a Tabor notice mailed out costs, \$1.50 per person. Overall, the cost of preparing a ballot is very expensive and would fall on the park and rec district to fund.

We have until July to decide. Tax increase ballots are always very difficult to get passed. Mr. Tibbles did clarify that if someone buys new property they can't opt out of the BPRD taxes or if they change land zoning from agricultural to something else like residential then they are changed into the category to pay taxes to BPRD. When the district was created they put in the agreement that agricultural land could opt out due to the large amount of agricultural land in our district.

Willie asked if there is a place to find out who has opted out. The county's provide a change in use from agricultural to residential when changes are made then the residents become voters. Like the new developments would pay taxes. Willie asked about the Bradburry addition because it was originally agriculturally zoned. A specific change of use would have been filed and they are now residential. We would have to do an analysis to determine money and how much everyone pays. We could see Arapahoe map. We need a copy from the assessors office to give us notice when land is in a change of use. Adams county sends notices to Tibbles so we know when they change use of land. Mr. Tibbles is still working with Arapahoe County in aligning notifications of zone changes.

4th of July Updates:

We would like to coordinate efforts with the fire department to get donations to help pay for a fireworks show this year.

The 4th of July is on a Thursday so we need to decide how we would like to set up the celebration as a one day or two day event. We will host the annual parade, rodeo and add back in a fireworks show this year. Justina is going to book the food trucks early - to secure them they go to the bigger events.

JaLee discussed the options for a carnival and currently carnivals book areas that have a large number of guaranteed attendee's upwards of 5000 - 25,000 people. The BPRD does have some carnival games and a dunk tank to use at our event. We would need to be able to pay upfront and book a carnival company a year or two in advance and guarantee a specific number of people in attendance. This is something that we could do as we continue to grow and our event develops.

The food trucks have a base pay last year and then maybe have a percentage of the costs. The BPRD used to do all our own concessions. Previously Janet said they worked the concessions but it wasn't very profitable once all the food was paid. Concessions are difficult to make money on due to the cost. Kagen recommended that we make hot dogs and hamburgers at the rodeo to help with food for the guests even if we only make a little money.

We decided to make our 4th of July event one day event and we will just focus on filling the one day with events. Fun Run in the morning, pancake breakfast, parade, street fair, rodeo, carnival games/activities and rodeo. It was mentioned visiting with the Mexican food restaurant and Shooters to have them come down to Quint Valley to provide liquor and food at the event.

JaLee is in contact with Firework companies to secure a fireworks show and will report back at the next meeting.

Wendy provided a picture of a door that she found that would be nice to add to the east side of the Quonset when we update the door.

HVAC update - Kagan said he was going to meet with Wide Open Heating and Electrical to begin quotes for a new HVAC system. Wendy also mentioned US mechanical has always provided services so we could also contact them for quotes.

Discussion / Information  
Discussion/Information

VII.. Closing Activities

A. The next Regular Board Meeting will meet Wednesday,  
March 6, 2024 at 7:00pm. Location: Quint Valley Building 601  
Highway 36 North, Byers, Colorado

Motion

B. Adjournment

The Board will briefly confer as a group following the  
regular meeting for purposes of debriefing and self-evaluation.  
No Board business will be conducted during this session.

Motion to Adjourn the meeting was at 9:10pm:

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

Second Motion

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot

Not Approved

- JaLee Kitzman
- Kagen Kitzman
- Wendy Hise
- Janet Herman
- Willie Elliot