**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**Minutes**

March 18, 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

Kurt Prinslow called the meeting to order at 7:01pm and led the pledge of allegiance. Other members present included Aleta Jeffress, and Doug Severinsen by phone. Mike Barney was present from staff. Residents Zac and Alyssa Craig were in attendance as well as Kevin Whitacre and other members of the Elizabeth Stampede Board.

II Approval of Minutes –Regular Meeting on February 18, 2025

Aleta made a motion to approve the minutes from the meeting on February 18 and Doug 2nd. All approved.

III Approval of Agenda

Mike shared that he cancelled the PROST master plan update from the project consultants for the meeting due to Kelly and Dondi being absent. He expressed that he felt it was better for them to present when all board members were in attendance. Doug then made a motion to approve the meeting agenda and Aleta 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)

- Elizabeth Stampede Updates

Kevin shared some event updates including the concert line-up and said planning was going well. He reported that 700 concert tickets have been sold to date. He said that he recently met with PRCA representatives and received a lot of praise and support for the Stampede. He shared that the event will be carried live on the Cowboy Channel ap this year. Kevin then asked if the Board was ready to execute the MOU between the Stampede and the District. Mike stated that the document had been edited as requested, and that he believed it is ready to be executed. All three board members present expressed support for signing the MOU and the document was then signed by Kurt and Kevin. Aleta requested that the MOU be revisited in the fall each year, be updated and edited as needed, and be signed annually by both groups. Kevin then asked the board to consider a second agreement / document that will provide the Stampede group a long-term assurance that the rodeo arena will continue to be a part of Casey Jones Park. He shared that as they continue to make larger investments to improve the grounds, they are hoping to get a commitment from the district that the park will host the Elizabeth Stampede well into the future. He acknowledged that Boards change and that this agreement is intended to ensure the long-term use of the arena for the event and secure the investments that will be made in coming years. Mike expressed that although the rodeo arena and proposed future improvements are already included within the master plan, he understands the request and supports a long-term commitment being made through a document / agreement. He stated that the Stampede’s investments in improving the space will benefit both parties and the larger community and help everyone feel secure that funding improvements will provide long-term benefits. The board expressed support for a long-term agreement to provide the Stampede group a sense of security and Kurt directed Mike to work with Kevin and legal counsel to draft such an agreement for them to review.

Aleta shared that she had recently purchased concert tickets and that she did not believe there was much value for the VIP package based on her experience last year. The Stampede group shared that they have implemented some changes for the VIP experience this year including private restrooms and bar, and have also lowered the cost, which they hope will provide more value.

Kevin shared that they were hoping to relocate the beer tent and dance floor this year to the southeast corner of the rodeo grounds and had proposed this change to Mike. Mike stated that he and Ryan reviewed the request and looked at the area to be used and that they did not have any concerns with the request. The Board was in agreement to approve the request. There being no other discussion, the Stampede representatives thanked the Board and exited the meeting.

V Continued Business

- PROST Master Plan Update with Project Consultants

Kurt shared that there is a community workshop scheduled for April 16th at the high school and encouraged other board members to attend. He then said that the consultants had developed a preliminary concept design for the 151-acre property south of Spring Valley and shared the design with Aleta. He commented that Mike had informed the consultants that water is not available on this property and that some proposed amenities may not be suitable for the site based on this, so the design will need to be reworked a bit. He noted that without water, this site could not support a recreation center. There was some discussion about a proposed 23-acre equestrian park identified in the design and its location at the northwest corner of the property. Kurt shared that there is no vehicle access to this corner of the property and that the proposed road being shown passes through a neighborhood and does not seem a viable route for horse trailers. He suggested that all vehicular access should likely occur from the south end of the property. The board members expressed agreement that equestrian activity could be welcome on the proposed park trails, though there did not seem to be a need for an equestrian center with the arena at Casey Jones Park being available for public use. The Board was supportive of the proposed ball fields and stated they are in high need for the District. Mike stated that he felt this property was ideal for a bike park due to its topography and requested to include that feature in the conceptual design. The Board was in general agreement that a bike park would be a good feature for this park. Kurt shared that the goal is to present a conceptual design to the County Commissioners and get their support in developing a regional park.

- EC West Park and Recreation Planning

Mike shared that he had recently met with the EC West development team to discuss the park and recreation elements within the plans. He said that they are working with a firm called Redlands to complete the design for the spaces and that the District will have the ability to specify which park elements are selected based on the master plan findings. Kurt suggested that Mike connect Jena (the master plan project consultant) with Redlands so she can work with them on identifying the park elements to be included. Mike stated that he would do so. Mike said that whereas Redlands is taking the lead on the conceptual design for these spaces within EC West, there was no need for the project consultants to design these parks as a part of the master plan project. He shared that once the Board is satisfied with the proposed / designed park spaces, they can begin to define the terms of the overlap consent agreement to be executed. He said they will have an estimate of cost at that time and can assess who will be responsible for those costs, who will be responsible for ownership / management of these spaces, and other terms as desired including the amount to be paid for District impact fees per lot. Kurt asked Mike to find out when the county will send out a review request for comments and to ensure the District has an opportunity to submit comments. He asked that Mike also look into whether there will be an opportunity to review and comment on the proposed service plans for the metro districts being formed for the development. Mike said that he would follow-up with the Board on these items after talking with county planning staff.

- Review Casey Jones Park Signage Proposal

Mike reviewed a revised sign proposal based on feedback received from the Board at the prior meeting. The proposal showed a larger sign which incorporates the directional text within the sign body rather than the previous design which included directional text attached to the bottom of the sign. The Board collectively approved the new design for the signs and moving forward with the project. Mike then presented some sample materials and the Board opted to use 6mm diabond for the sign material. Kurt asked about the sign for Cimarron and Mike said that he is moving forward with that sign as well and will use the same style as the Casey Jones Park signs. He said this sign will not be a part of the capital expenditure though and that he intends to purchase it from the general fund budget.

- Capital Projects Planning

Mike reviewed the 2025 capital project list and provided updates on each project. He shared that his projection for the cost of rubber surfacing for the Evans Park playground at $35,000 was grossly underestimated and that quotes have come in at $125K. Based on this cost, he recommended shelving this project indefinitely and expressed that he did not feel the benefits were worth the cost at this time. The Board was in agreement. Mike then shared that the bids received for the paving of the new park entryway for Casey Jones Park came in between $127-$135K and that he had budgeted $160K. He stated that if the Board wants to proceed with this project, the District should try and get it done prior to the Stampede. The Board collectively approved proceeding with the project and agreed that it should be completed prior to the Stampede. Mike then shared that he was informed by a well service contractor that we should not pursue the well alarm at this time and should wait until the pump is next replaced to install the alarm sensor. He then suggested deleting this project from the capital project list, which the board approved doing. Mike shared that crosswalk-engineering / design was wrapping up and that the cost would be closer to $23K than the $15K initially allocated. He shared that the zero-turn mower has been purchased for just under $11K and that the leaf vac unit will be ordered later this summer. He shared that the security camera systems at Evans Park and the Casey Jones Pavilion are now up and running and that he is still working on getting cameras on the pickleball courts and artificial turf field. Expenses to date for this project total $4395 and he expects an additional cost of $1000 for the remaining work. He then shared that the cost for Casey Jones Park signage will be closer to $11,000 rather than the $6500 initially allocated. He said that no bids have been solicited yet for the restoration of the trail in Evans Park and that this could be revisited later in the year as capital fund spending is better understood, and the Board can assess whether they want to proceed with the project this year. He reported that the Evans Park concrete replacement work is underway and includes landscaping of the area west of the splashpad where trees were removed, mudjacking of several slabs including around the office building, and then replacement of cracked sidewalk slabs as the budget allows. He said that he intends to do as much work as the allocated budget will support this year. The last project he updated was the net installation around the artificial turf field. He said that they had allocated $24,000 for the project and that the selected bid was for $25,500. He said this work is currently being scheduled and that he expects for it to be completed in early summer. He said that based on these updates, the capital fund for this year has a projected surplus of about $114K. He shared that the Board can decide to use some of these funds for the trail restoration at Evans Park, use them for the pedestrian crosswalk project, identify another project to pursue, or choose not to expend the funds. He said that no other decisions are needed today by the Board and that he will continue to provide updates throughout the year.

VI New Business

- Review Draft 2024 Annual Report

Mike reviewed the draft annual report with the Board. He shared that Kelly had agreed to write an introduction for the report when he returns from vacation. Aleta suggested that a section be added to recognize partnering agencies and sponsors. Mike said that he should have the final draft ready for the Board to review at the April meeting.

VII Report of Administrator and Staff

- Budget Report

Mike presented the budget report. He noted that revenues and expenditures are tracking as expected to date. He shared that the District currently has just over $864K in its accounts, projects to collect an additional $1.46M in revenue and projects $1.73M in additional expenses this year to leave a balance of $587,882 at year end.

- Maintenance Report

Mike presented the maintenance report. He shared that over the last month staff have begun laying out fields for spring soccer, burned slash piles, rebuilt picnic tables, rebuilt the flower box in Evans Park, removed the sign from Cimarron Park which was damaged by a vehicle, installed heaters in the campground restroom building, and completed several other tasks as listed. He said that the crew will charge the irrigation system over the next month, repair heads as needed, and apply spring fertilizer. They will also prep baseball fields and begin mudjacking of concrete around the office building.

- Programs Report

Mike shared the programs report. He noted that spring soccer starts this coming Saturday and that we have 221 youth enrolled, which is about 80 less than the previous year. He shared that Rebecca believes the decrease could be partly attributable to more youth choosing to play baseball through the Elbert County Wranglers program which runs concurrently with the soccer season. Youth baseball registration continues and we currently have 147 youth enrolled. T-ball and Coach pitch leagues will start May 3rd and Minors / Majors will begin in mid-April. Youth volleyball will start next week and we have 52 girls registered. In adult sports, Mike shared that though the weather did cooperate, we did not have enough teams register for the adult flag football tournament on 3/15 so it was cancelled. He shared that there are currently 3 teams enrolled for kickball and that 4th team is needed for the league to go. He reported that pickleball programming continues to be popular and that there are a number of classes, leagues and clinics coming up. Lastly, he shared that the District’s Easter egg hunt will be at held in Evans Park on April 19th at 2pm and invited the Board members to stop by the event. The report stated that local scouting groups have volunteered to help facilitate the event.

- Childcare Programs Report

Mike shared that enrollment continues to edge up at Running Creek for after school programming and that Kids Club programming is now covering all costs and recording a small net gain each payroll period. He said that spring break camps are being held this week at both Singing Hills and Running Creek though registration is lower than anticipated. Aleta asked Mike his thoughts on whether the District should fill the vacant Childcare Programs Coordinator position. Mike shared that he feels comfortable at this time with continuing to manage the administrative functions himself and that the two site supervisors are doing a great job of managing all on-site aspects of the programs. He said that the budget savings from keeping the position vacant are substantial, so unless things change and he cannot give the childcare programs enough attention, he prefers to keep the position vacant.

VIII Other Matters

IX Adjournment

Aleta motioned to adjourn the meeting at 8:46pm and Kurt 2nd. All approved.