**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**MEETING MINUTES**

February 18, 2025 - 7:00 pm

Meeting to be held at:

Park Office – Evans Park

34201 County Road 17, Elizabeth, CO 80107

I Call to Order / Roll Call / Pledge of Allegiance

Kelly called the meeting to order at 7:05pm and led the pledge of allegiance. Other members in attendance were Kurt Prinslow, Dondi Connelley, Aleta Jeffress, and Doug Severinsen by phone. Mike Barney was present from staff. Zac Craig and Ken Bettis from the public were also present.

II Approval of Minutes –Regular Meeting on January 14, 2025

 Aleta made a motion to approve the minutes from January 14. Kurt 2nd and all approved.

III Approval of Agenda

 Dondi made a motion to approve the meeting agenda. Kurt 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)

No public comment was offered.

V Continued Business

 - PROST Master Plan Update

Mike provided the Board an update on the PROST Master Plan project. He shared that the public survey would be open through the end of February and that survey results would be presented shortly thereafter. He commented that about 400 surveys had been submitted and that he hoped to see a lot more come in. He stated that he was attending the senior lunch at the American legion on Friday and would bring paper copies for seniors to complete. He said the District will send the survey out again on facebook and nextdoor and encouraged board members to share with their networks as well and encourage participation. Mike said the project team is also identifying the 9 sites for which conceptual site plans will be developed. He stated that he is meeting with the County Commissioners tomorrow for a work session and hopes to receive their support for including a couple county owned parcels on the list of conceptual site plans to be developed. These include a large property south of Spring Valley and parcels east and west of Cimarron Park. He then shared that the project consultants will be at the March meeting to provide the Board another project update.

 - EC West Park and Recreation Planning

Mike shared that he did not have any additional updates on EC West at this time. He said that he is coordinating a next meeting with Jim Yates of Craft Companies to gather more information on the park space(s) that the District will be providing input on. He shared that the master plan project team will then develop a conceptual site plan from which the Board can then negotiate terms and conditions for approving the district overlap.

 - Discount Request from School District Employees for Kids Club

Mike shared his analysis on the cost of care per child that was requested by the Board at the last meeting. He reported that determining an actual cost per child was very difficult because the cost was variable based on the number of attendees, which differs day to day and program to program, as well as from site to site. He shared that from the period February 3-14, the District netted $650 from the before and after school programs at both sites. He shared that at present, the Singing Hills site is however subsidizing the Running Creek site, which by itself is operating at a loss. He said that they are still making some adjustments at Running Creek with staff scheduling from past practices since acquiring the program and that he also expects enrollment to grow as the District continues to improve the program and rebuild parent trust in the culture of care being provided. Mike shared that he suggests offering school district staff a 25 % discount for camp days. Kelly asked how many school district staff currently have children that are enrolled in Kids Club programming, and Mike shared that he is aware of two staff members that would currently receive the discount. Kelly then suggested that the District provide a 25% discount for all Kids Club programs for school district staff. All other Board members were in agreement. Mike was directed to initiate the discount. The Board did acknowledge that the discount policy could be revisited if it shows to be financially unsustainable as the District does need to cover its expenses for these programs.

VI New Business

- Review Annexation Process for Future Recreation Center Site

Mike shared that he met with Town of Elizabeth Manager Patrick Davidson and Mayor Ternus on separate occasions over the last two weeks and that both expressed continued support for potential annexation of parts of Casey Jones Park for the development of a recreation center. He shared that the Town Manager indicated that the water and sewer connections could help improve the town’s systems as it allows for the elimination of “dead-ends” and allows for complete loop systems. He indicated that Mayor Ternus expressed personal support but that she was not able to speak for all Town Trustees. He shared that the Mayor encouraged the Board to think about water conservation measures and to be conscious of water concerns that many residents have expressed if they do pursue the project again. Mike shared that neither the Town Manager nor the Mayor stated that a Town well would be needed in the park to support the Town’s water system, though that will need to be confirmed if discussions continue. Ken Bettis asked to comment and shared that the Town may not need a well in the park, though they may want water rights instead. The Board acknowledged that could be a possibility.

- Discuss Proposed Miller Ranch Development

Mike shared that this agenda item was for the Board to discuss the proposed development and any comments that they would like to provide to the County planning team. He referenced the draft feedback Kurt had previously shared and asked Kurt if he would like to lead the discussion. Kurt commented that he reviewed the planning documents made available to the District with a focus on park and recreation elements. He then reviewed his comments which included: lack of clarity in the development guide about which entity would be responsible for managing and maintaining parks and recreation elements, objection to including stormwater drainage facilities such as ponds, overflow structures, conveyance ditches, and utility easements within the category of parks / open space, inconsistencies between the Land Use Matrix and the development guide in the description of minimum acreage for park types, a need for an explanation of or removal of the term “equivalents” when describing desired park infrastructure, a request for the developer to meet with District Board to align the development of park and recreation elements with the developing District master plan, and recommendations for trail surfacing and widths. The Board supported Kurt’s comments and Mike was directed to provide the comments to the County planning team.

- Review Casey Jones Signage Proposal

The Board reviewed the designs for Casey Jones Park signs to be installed at the three park entrances. Kurt asked about the ability to base the design of the new signage off of the campground sign that was purchased a couple years ago in order to have a consistent look throughout the park. Mike said that he understands the request, though his concern was that the campground sign was purchased as a single element to help identify the entrance to the campground and that he felt that the look was not right for the entire park. He said he would prefer that the Board come up with their preferred look for all park signage and that when the campground sign is next replaced, it could possibly be made to match the look of other park signage. He stated that he believed it is beneficial for the campground sign to be different however as the campground is separated from the rest of the park and that it may be beneficial for the entrance to have a different look so as to keep park patrons from entering. Kelly expressed concern that the proposed signs seemed too small and proposed that they be made larger. After some discussion, the Board agreed that the goal should be to have the letters in “Casey Jones Park” be the same size as the campground sign. Aleta asked if the signs would be reflective or if a light could be positioned on top to provide visibility at nighttime. Zac asked to comment and suggested that a white sign should not be reflective and that a light is a better option for visibility purposes. There was some discussion about the smaller directional signs shown to hang below the main sign and how they should be attached. Mike shared that while he initially proposed they hang on chains, the sign contractor expressed concerns with wind and suggested a more permanent and sturdy attachment that they would design. The Board also expressed a desire to see and touch an example of the sign type to assess its construction, look, and durability. Mike stated that he would follow up on all of their comments / feedback and have the signage on the agenda again for further discussion at the next meeting.

VII Executive Session pursuant to Sections 24-6-402(4)(a), C.R.S concerning the purchase, acquisition, lease, transfer, or sale of the following .67-acre real property at 34560 Cimarron Trail, Elizabeth, CO 80107

 Kurt made a motion for the Board to enter executive session pursuant to Sections 24-6-402(4)(a), C.R.S concerning the purchase, acquisition, lease, transfer, or sale of the following .67-acre real property at 34560 Cimarron Trail, Elizabeth, CO 80107. Kelly 2nd the motion and all approved. The Board entered the Executive session at 8:07pm.

 Dondi motioned to come out of Executive Session pursuant to Sections 24-6-402(4)(a), C.R.S concerning the purchase, acquisition, lease, transfer, or sale of the following .67-acre real property at 34560 Cimarron Trail, Elizabeth, CO 80107. Aleta 2nd the motion and all approved. The Board ended the executive session at 8:32pm.

VIII Report of Administrator and Staff

 - Budget Report

Mike presented the budget report. He noted that many of the expenses that occurred in January were attributed to December 2024. He said there were no concerns with anything at this time early in the year and invited board members to let him know if they had any questions about anything. He shared that the District currently has $573,408 in its accounts, that it projects to collect an additional $2,052,106 in revenues this year, and expend an additional $2,039,131.

 - Maintenance Report

Mike reviewed the maintenance report. Kelly asked about the maintenance crew having to attend to frozen hydrants in the campground and the causes. Mike explained that hydrants are designed to drain and be protected from freezing, though the extreme cold temperatures we experienced combined with some human errors were the main causes. He said freezing mostly occurs when campers do not disconnect their hose after filling the reservoir on their RV. He shared that the first time a hydrant freezes due to a camper not following the procedures, the maintenance staff will thaw the hydrant and get it working again. He said the second time it happens, campers are charged a fee to cover the time it takes staff to fix the hydrant.

 - Programs Report

Mike reviewed the programs report. He shared that basketball season was ½ way through its season and that the tournament will be held on March 1st. He noted that cost recovery has improved for the program since the IGA with the School District and not having to pay rental fees. He reported that spring soccer participation is down about 70 youth from last spring and that we are not yet sure why. Youth volleyball and Little Dudes soccer are seeing high registration numbers. Baseball registration is also underway and will continue until mid-march for Minors / Majors and mid-April for Rookies and T-ball. Mike shared that Rebecca is working with Betina to implement the use of some new communication technology and other improvements for the Minors / Majors league.

In adult sports, Mike shared that registration is open for the adult flag football tournament on March 15th. He said it will be interesting to see if the weather cooperates this time as the tournament was cancelled twice this past fall due to snow. Mike shared that volleyball season is ½ way through and that the league is going well. He stated that Rebecca hopes to offer an upper and a lower division next year based on the interest this year and teams on the waiting list. Mike shared that pickleball programming is really picking up with three days of drop-in play now being offered at Frontier, and classes / leagues beginning in March and April. Registration is also open for a spring adult kickball league with 2 teams registered to date. Lastly, Mike shared that chair yoga is being offered in the pavilion and although registration is low, the instructor stuck with the class and hopes to offer other classes in the near future for people of different abilities.

 - Childcare Programs Report

Mike shared that both sites are running well. He said that he and the site supervisor at Running Creek are still ironing out some kinks and are working to rebuild trust in and support for the program from parents. He shared that the culture the District wants to create is different from the past program culture and that it may take some time to rebrand the program and increase participation. He said the program at Singing Hills is doing very well and that participation numbers are at or above projected levels. He stated that they are currently taking registrations for spring break camps and that registration for summer camps will open this week.

IX Other Matters

Kelly asked if there were any other matters for discussion. Aleta asked if the District puts together an annual report. Mike shared that they have not put together an annual report since his time with the District. Aleta shared that she believes an annual report could be a good communication tool and will help the public understand the impact the District has in the community such as the number of people served through programs and special events each year, economic impacts, completed public projects, and other data / information. The other Board members expressed support for an annual report as well. Mike said he also agreed that an annual report could be a great communication tool and could help to further promote the District. He said he could put together a shorter summary draft report for 2024 for the Board to review and that for this current year and going forward, staff will commit to putting together a more comprehensive annual report.

X Adjournment

 Doug motioned to adjourn the meeting at 9:10pm. Dondi 2nd and all approved.