**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**Minutes**

October 18, 2022 - 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

Meeting was called to order at 7:01pm, pledge of allegiance. Members present were Kelly Moffat, Doug Severinsen, Dondi Connelley, and Kurt Prinslow. Staff present were Mike Barney and Ryan Staley. Several local pickleball players were in attendance, as well as representatives for the Elbert County Marketplace.

II Approval of Minutes – Study Session on September 20, 2022, and Regular Meeting on September 20, 2022

Kelly asked if there were any corrections needed to the minutes for either the study session or regular meeting from September. Doug motioned to approve the minutes for both meetings. Kurt 2nd and all

approve.

III Approval of Agenda

Kurt moves to accept the agenda, Doug 2nds, all approve.

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)

Kelly invited meeting attendees to address the Board. Several attendees spoke in support of the effort to develop a proposal for a pickleball complex and encouraged the Board to fund the project in 2023. Mike asked if the representatives from the Elbert County Marketplace wanted to address the Board. They expressed that they were at the meeting to learn if any increase in the cost for permitting the Casey Jones Pavilion was going to occur. Mike shared that the Board would be reviewing the proposed 2023 fee schedule later in the meeting, though no increase in pavilion fees has been proposed.

V Continued Business

- Capital Improvement Project Updates

Mike shared the capital project budget for the year with the Board, stating that it includes the maintenance yard, which was paid in October. $432, 813 has been spent to date. Funded projects include Casey Jones Master Planning and Engineering, flag pole, maintenance yard, ballfield lights, pumphouse controls and filtration system, and Evans Park playground expansion. He stated that he did not anticipate much more capital spending this year outside of some potential permit related fees or design fees. He stated that IMEG is completing the site plan for the campground renovation / permitting project and that he will then be able to submit the application for the permit with the County.

- 2023 Strategic Planning

Mike shared that 4 Board seats will be up for re-election in May of 2023. The District can conduct a ballot site election or a mail-in ballot election, with the ballot site election having a much lower cost. He also asked the Board if they have any intention of asking any ballot questions next May. The inclusion of a ballot question may necessitate a mail-in ballot election. The Board did not indicate a desire to ask any ballot questions next May at this time. Mike stated that the Board can revisit this matter again later in the year or early next year if they decide to include a ballot question. Kurt asked if a special district can propose a sales tax as a ballot measure. Mike stated that he did not believe that was an option but would consult with legal counsel and get back to the Board. Mike reviewed potential 2023 goals that have been identified to date including: completing the campground renovation, construction of an artificial turf field, and construction of a pickleball complex. He asked the Board if they had other priorities / goals for the upcoming year and to think about it over the next month. Dondi asked about the basketball court and how we can get that project completed. Mike shared that it is just a matter of identifying the right spot, and that he and staff have not been able to find it. He invited Board Members to walk the parks and identify and share any potential locations where a court could be installed.

- Pickleball Committee Update

Mike reviewed the pickleball committee meeting minutes from their meeting on October 11. The committee has envisioned a complex that includes 4-courts on a post tension concrete slab with sport surfacing. Site amenities should include perimeter fencing, with interior court fencing desired, windscreen / sponsor banners, player benches, restrooms, and parking for at least 30 vehicles. Lights were listed as nice to have but not required at this time. There was some discussion between the Board and meeting attendees about the possible locations for a pickleball complex, with Evans Park, Casey Jones Park, and Cimmaron Park being discussed. Kurt proposed that Mike reach out to a design team to further explore a design and cost projection for all three sites so that the Board can understand the total project cost for each location. The other Board members expressed support for this approach.

VII New Business

- Review 2023 Fees and Charges Schedule

Mike shared the proposed 2023 fees and charges schedule. No increases were proposed by staff for 2023, though a new permit fee for full hook-up campsites was added at $65 / day or $1160 / month in the Winter Season. Dondi commented that the permit fee for the rodeo arena appeared pretty low at $320 / day compared to the overflow parking area and other amenities. Mike acknowledged that it is low, though demand for the arena at this time is also pretty low. The Board asked Mike to research market rates for similar facilities and report back prior to the November budget presentation. The Board will review the proposed fees and charges over the next month and may make adjustments at the November meeting.

- Review of 2023 Draft Budget

Mike shared a copy of the draft 2023 budget with the Board. He asked that they review it over the next few weeks and contact him with any questions, comments, or requests. He shared that he will continue to make revisions over the next month based on 2022 actuals and 2023 projections, and as Board priorities are finalized. He will formally present the proposed budget to the Board at the November meeting and make any needed changes / edits before the budget hearing on December 6th, where the Board will adopt the 2023 budget.

- Public Hearing Regarding Participation in State-Run Paid Family and Medical Leave Insurance

(FAMLI) Program

Kelly opened the public hearing. Mike shared comments from Kathryn Winn, District legal counsel, regarding how most special districts are managing the decision of whether to participate in or opt out of FAMLI. He shared that he believes the District has a generous leave program for staff as well as short and long-term disability plans, and that the District provides Aflac accidental injury insurance for staff as well. Ryan Staley, Parks Manager, then spoke to the Board and stated that he believes the District has a commitment to support employees through situations that may arise where extended leave is needed. Mike stated that the Board would officially vote on whether to approve a resolution to opt out at the November meeting and that he would then work with legal counsel to ensure the process is completed as needed by the deadline.

VIII Legislative Matters

IV Report of Administrator and Staff

- Budget Report

Mike reviewed the monthly budget report, stating that revenues and expenses are tracking as expected for the most part. Kurt asked about development fee income and whether the District would reach it’s projected annual total. Mike stated that building permit reports have shown a dramatic decrease in the number being issued over the last few months, likely due to increased interest rates. He indicated that he believed we would fall well short of projected development fee revenue for the year.

- Maintenance Report

Ryan was present at the meeting and provided the maintenance report for the Board. Recent activity included blowing out irrigation lines for winter, moving of equipment and materials into the new maintenance yard, fall fertilization of turf areas, winterization of facilities, mowing and painting of athletic fields, and leaf pick-up. Doug asked about private individuals being permitted to fell dead trees in the park for the wood and whether this presented liability concerns for the District. After some discussion, it was determined that this would no longer be allowed, and that all trees would be felled by park staff or licensed contractors.

- Programs and Special Events Report

Mike summarized the program’s report for the Board, sharing that there are two weeks left in the fall youth sports season, which has gone well. Basketball registration is now open and the season will begin in early January. Adult flag-football tournament has 7 teams registered and will take place on November 5th. The Haunted Halloween event is scheduled for October 28th at the Casey Jones Pavilion from 6-8pm. Hayrides will be offered. Board was invited to stop by.

X Other Matters

- Political Advertisements on District Sign Board

Mike asked the Board how they would like to address requests for political advertisements on the District’s digital display board. The Board unanimously agreed to prohibit all political advertising within the parks and on the digital display board.

Kelly shared that he had spoken with current Board President, JC Cook, about his inability to consistently attend Board Meetings at this time due to work commitments. The Board agreed to approve JC being absent from meetings should he need to miss three consecutive meetings in the future. Due to JC being less available to attend to District matters, Doug made a motion to appoint Kelly Moffatt as President of the Board of Directors, and Kurt Prinslow as Vice-President, with Doug Severinsen to remain as Treasurer, and Dondi Connelley as Secretary. Dondi 2nd the motion and all approve.

Mike stated that he had one last item for the Board to consider at the meeting. He shared that he had met on site with the individual requesting to use the rodeo arena for pit bike race events, and that the individual wanted to seek a permit for up to 16 events in 2023. The Board discussed the request and the potential issues that could arise, and decided that the noise from such an event would likely be unacceptable to residents near the park as well as potentially the larger Elizabeth area. They directed Mike to deny the use permit

XI Adjournment

Doug made a motion to adjourn the meeting at 8:43pm. Kurt 2nd, all approve.