**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors – BUDGET HEARING**

**MEETING MINUTES**

December 6th, 2022 - 7:00 pm

Meeting held at:

Casey Jones Pavilion – Casey Jones Park

34201 County Rd 17, Elizabeth, CO 80107

I Call to Order / Roll Call / Pledge of Allegiance

Kelly Moffatt called the meeting to order at 7:02pm and led the pledge of allegiance. Members present were Kurt Prinslow, Doug Severinsen, and Kelly Moffatt. Staff members present included Mike Barney and Ryan Staley. Bill Mott, resident, was also present at the meeting. Kelly made a motion to excuse member JC Cook from the meeting due to work requirements, Doug 2nd, all approve. Dondi Connelley arrived at 7:28pm

II Approval of Minutes – Regular Meeting on November 15, 2022

 Doug made a motion to approve the minutes from 11-15-2022, Kurt 2nd, all approve.

III Approval of Agenda

 Doug made a motion to approve the agenda, Kelly 2nd, all approve.

IV Communications to the Board

 None

V Continued Business

- Capital Project Planning Updates

Mike shared that he and Kurt, along with Josh Chism from Capital AE met with the County Planners on Dec 1 regarding the campground renovation project. The county planning team provided direction on the needed documentation / applications. The District will be submitting 3 different applications, all related to the campground renovation. The first is a Subdivision Exemption related to the need to combine the original 27 acres of Casey Jones Park with the 91.38 acres purchased from the Silver J Ranch Trust. The second application is a Rezone and is needed to rezone the original 27 acres from RA (residential ag) to A (ag), matching the zoning of the recently purchased 91.38 acres. The third application is a Special Use by Review, allowing for a full review of the existing conditions and proposed changes to the campground. Kurt shared his concerns about the length of time needed for the permitting review and approval process and directed Mike to secure a timetable for the review process from the County when submitting the applications. Mike stated he would continue to work with Josh to get the applications submitted as quickly as possible. Kurt informed the Board that the planning team did again bring up the need for the 3 remaining long-term campground residents to vacate the campground once the permitting process is concluded. Mike was directed to notify the individuals and inform them that they will need to vacate in coming months and to begin making arrangements. He reminded the Board that the District had provided a notice to these individuals a couple months ago, so they do have a heads up that this was coming. The campground host site was also discussed. Mike shared that he asked the planners about how the District may request an exemption to allow a campground host to be excluded from the 30-day stay rule included within the County’s campground regulations. The planners responded by stating they were not aware of a process to request an exemption. Kurt expressed that we will have a few layers of review all the way up through the County Commissioners, and that we should plan to request the exemption at each level. The Board then discussed some potential options to take if an exemption is not provided, which included installing a residential structure that meets required codes within the campground, or the potential to acquire a property adjacent to the park that already contains a home, which the owner has expressed selling to the District.

Mike then shared that he had reached out to the firms that submitted proposals for the pickleball complex project and requested revisions to their proposals based on the Board’s feedback from the last meeting. He shared that the goal was to ensure the proposals included the level of civil engineering needed to initially assess the three sites, and that more in-depth engineering would only be needed for the site that is selected. He shared that the Wenk Team stood by their initial proposal and expressed that they would bring in civil only if needed to assist, and felt the need was minimal for the first phase of the project. The MIG team provided a revised proposal for $29K that reduced the degree of initial civil work. After some discussion, the Board decided to move forward with the MIG proposal based on the inclusion of an appropriate level of civil work, and the fact that they have such a high degree of familiarity with at least one of the proposed sites, as they completed the Casey Jones Master Plan in 2021.

VI New Business

 - Presentation of 2023 District Budget and Public Hearing

Mike reviewed the 2023 proposed budget with the Board and stated that he had made a few updates from the budget presentation in November. The payroll line item for the Enterprise Fund was corrected based on input from Kelly, and 2022 year-end projections were updated based on three weeks of financial activity.

VII Legislative Matters

 - Certification of 2023 Mill Levy

The Board reviewed the mill levy certification. Doug made a motion to certify the mill levy as presented and Kurt 2nd, all approve.

 - Resolution to Adopt 2023 Budget

 Kurt made a motion to adopt the 2023 proposed budget, Doug 2nd, all approve.

- Resolution Calling for the 2023 Regular District Election and Appointment of a Designated Election Official

Mike shared the election resolution for 2023 with the Board, calling for a member election for 4 seats becoming vacant on May 2, 2023, and designating Mike Barney as the designated election official for the District. Doug asked how it was determined which seat and term a candidate nominates themselves for when becoming a candidate. Mike stated he was unsure and would reach out to legal counsel for clarification and get back to the Board. Mike also stated that he would send self-nomination forms to the Board and confirm submission dates. Kelly then asked the Board members if they intended to ask any ballot questions of residents in 2023. The Board had some discussion on the failed ballot initiative this past May and how it may be presented more effectively, and Kelly asked Board members to think about if they want to revisit a ballot initiative in November to fund the recreation center. Doug then made a motion to adopt the resolution calling for the 2023 regular district election and appointing a designated election official, Kurt 2nd and all approve.

VIII Report of Administrator and Staff

 - Budget Report

Mike reviewed the budget report. He shared that he had projected numbers for December and included them within the monthly report. GF revenues are projected to be $989K, about 4% above projections, despite lower than anticipated development fees. GF expenses are projected to come in at $1.06M, 25% lower than projected, largely due to unspent funds allocated for capital improvements. EF revenues are projected to be $365K, 9% lower than projected due largely to lower than anticipated campground fees as the campground renovation was not completed and site fees were not increased as planned. EF expenses are projected at $274K, 27% less than budgeted, mostly due to a less than anticipated needed transfer of funds to the GF. Mike shared that actual year-end financials will be presented at the January board meeting. The Board then reviewed the vendor and purchasing card statements. Mike then shared the cash balance report, stating that the District currently has $829,388 in its cash accounts and after projecting remaining revenues and expenses for 2022, the District will have approximately $812K on January 1, 2023.

 - Maintenance Report

Ryan presented the maintenance report for the last few weeks, which included shop clean-up and organization, building storage bins / racks, repairs at the pavilion, leaf clean-up, snow clearing, mediation of fire risk in Casey Jones Park, equipment servicing, and other tasks. He shared that the crew would continue many of these efforts into the coming months and that he would also be attending a Certified Pool Operator’s (CPO) course later in the week, as the District is required to have a CPO on staff for the maintenance / operation of the splashpad.

 - Programs Report

Mike shared the programs report, submitted by Rebecca. Youth basketball had registrations for 152 youth, which is 30 participants more than last season. He shared that this was the first time the District has had to turn youth away that had registered within the registration timeframe due to teams becoming full. He explained that typically, all players that register within the published timeline are assured a spot on a team, though whereas space is limited for basketball due to having to use school facilities, the league has a fixed number of teams, and consequently youth, that can participate. He explained that teams must be limited to 10 players to ensure that each player gets to play at least half the game, per program rules. Moving forward, the District will ensure families know that basketball, unlike outdoor sports, has a limited participation level based on gym availability, and that registration will occur on a first-come first served basis, and registration will close when teams are full. Mike stated that while we never want to turn a child away and do all we can to ensure that every youth that wants to play gets to play, this current situation with basketball is just unavoidable. He commented that the situation does clearly illustrate the need for additional facilities within the District to meet demand, and that he hoped it might implore more community members to recognize the need and support future park system improvements such as a recreation center and / or fieldhouse. Mike then shared some comments that were received from the fall sports surveys and that the overall approval of the program scored 8.2 out of 10. It was shared that we still see comments in which parents desire the opportunity to request a specific coach or teammate for their child. The Board had some discussion about the philosophy of District programs and acknowledged that avoiding team stacking and maintaining competitive balance was best pursued by our current approach. The growth and availability of club sports opportunities currently provide parents with options to privately organize and manage teams as they may choose. Switching to adult programs, Mike shared that 7 individuals are currently registered for a paint and sip event on the 9th, and that 4 teams have registered for the indoor volleyball league starting in January at EMS. He then shared that the District’s Christmas special event will be on December 17th at the pavilion from 1-3pm and invited them to attend.

IX Other Matters

 No other matters were presented.

X Adjournment

 Kelly made a motion to adjourn the meeting at 8:12pm, Doug 2nd and all approve.