**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**MEETING MINUTES**

December 10, 2024 - 7:00 pm

Meeting to be held at:

Casey Jones Pavillion – Casey Jones Park

4189 Highway 86, Elizabeth, CO 80107

I Call to Order / Roll Call / Pledge of Allegiance

Kurt called the meeting to order at 7:05pm and led the pledge of allegiance. Other Board Members present included Dondi Connelley, Aleta Jeffress, and Doug Severinsen and Kelly Moffatt by phone. Staff members Mike Barney and Ryan Staley were in attendance. Members of the public in attendance included Alyssa and Zac Craig.

II Approval of Minutes –Regular Meeting on November 19, 2024

Kurt asked if anyone had any edits for the November minutes and there were none. Dondi then motioned to approve the minutes from the November 19th Board Meeting. Aleta 2nd and all approved.

III Approval of Agenda

Aleta asked if a discussion of the May election could be added under other matters for Mike to share what he had learned from legal counsel regarding election procedures. Dondi then motioned to approve the agenda with the addition of election procedures under other matters. Aleta 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 provided.

V Continued Business

- Discuss Pedestrian Pathway between Casey Jones Park and Evans Park

Mike shared that he had received a second proposal for the design and engineering services for the proposed pedestrian crosswalk between Casey Jones and Evans Parks. He stated that the proposal from Terracina Design was significantly higher than the proposal received from IMEG and suggested the District work with IMEG. All Board Members agreed that the District should work with IMEG on the project due to the lower cost and due to their familiarity with the project site and previous design work already completed within the park. Kurt asked if funds were available in the budget this year to begin work, and Mike stated that funds for this work are to be included in the 2025 budget to be approved later in the meeting. He said no funding was included for the construction itself in any budget, though the Board could decide when and if to pursue the construction once costs are identified. He shared that they could choose to re-allocate the funds within the capital budget across projects as they may desire as the year progresses.

- EC West District Overlap Consent

Mike shared that he recently talked with Jim Yates with Craft Companies regarding the District overlap consent agreement and discussed how best to move negotiations forward. He reported that Jim was going to work with his legal team to begin drafting some general terms for an agreement. He also said he requested that Jim provide details of spaces within the development designated as parks, recreation, open space, or trails so that they can be incorporated into the developing district master plan. He shared that Jim was receptive to allowing the District to develop conceptual designs for these spaces. Mike stated that there are still a lot of unknowns, though he believes the terms of an agreement can be worked out along a similar timeline as the master planning process. Kurt asked if the lack of an executed district overlap consent will prevent the development from moving forward with any planning / approvals / construction. Mike stated that legally, the lack of the district overlap consent could likely be used to delay or halt progress if the Board wanted to use a heavy hand, though he believes that the developer is acting in good faith and that they are committed to discussing and negotiating the terms and reaching an agreement that will serve the future residents as well as the District. Kurt expressed that he was just trying to understand what they may or may not be allowed to do at this time without securing the district overlap consent agreement. Mike stated that he would clarify with legal counsel and report back.

VI New Business

- Presentation of 2025 District Budget and Public Hearing

Mike reviewed the final draft of the proposed 2025 budget. The budget showed General Fund revenues of $1,612.205 and total expenses of $1,497,303 with a mill levy of 2.466. He showed that the capital budget for 2025 included an allocation of $667,876. The Enterprise Fund showed revenues of $695,990 and total expenses at $611,435, which includes a $200,000 transfer to the General Fund. Mike then shared that at the end of 2025, the District projects to have $639,646 in cash reserves.

- Potential Future District Ballot Initiative / Bond Issue

Kelly stated that he wanted to express his interest in the District pursuing a ballot initiative in the near future. He expressed that as his term ends in May of 2025, he wants to ensure the District is on a path to asking voters again to fund the construction of a recreation center. He then asked how soon the District could present something to the voters, and Mike stated that the earliest opportunity would be in November of 2025. Aleta asked if May of 2025 could be an option since the District is already funding an election for Board vacancies. Mike shared that the May election was not an option as the filing requirements had passed. Kurt then asked when the District would need to decide if they were going to put something on the ballot for November of 2025. Mike stated that a decision would likely need to be made by early summer and said he would confirm the election schedule with Elbert County and report back. Aleta then asked about the cost of an election and Mike reported that the District can either do a mail-in only election, or hold an in-person poll place election, requiring voters to visit a voting location to vote. Mike shared that a mail-in election will cost the District about $2.15 per registered voter and the District has about 15,000 registered electors. He shared that a polling place election is much less costly, though would require more staffing resources and hands-on effort which legal counsel could assist in providing. Aleta asked Mike to prepare a report showing the cost differences and pros and cons of each type of election for the Board to review. Mike stated that the November election could be ideal as the master plan will be completed by late spring and the Board will have had an opportunity to understand resident needs and desires.

- Discussion of PROST Master Plan Efforts with County Commissioners and Request for District Inclusion as Referral Agency

Mike shared a letter that he prepared from a draft submitted by Kurt for the County Commissioners. The letter is intended to inform them of the current PROST master plan efforts and to formally request inclusion as a referral agency going forward for all proposed developments within the District’s boundaries. Kurt shared that it was critical for the Board to have an opportunity to be aware of and involved in developments within the District to assess the impacts on the park and recreation system and to enable collaboration with developers in the design and funding of new park and recreations spaces and amenities. Mike commented that he felt it would be more effective to wait until the two new County Commissioners take office in January, and Kurt expressed that it was his intent to wait as well. The Board was in full agreement of proceeding with the communication in January and attempting to build a positive and collaborative relationship with the new commissioners.

VII Legislative Matters

- Resolution to Amend 2024 Budget

Mike reviewed the proposed amendment to the 2024 budget. He shared that the General Fund budget is expected to exceed allocations due to capital projects exceeding projections. He shared that the District has the funds available, though the Board must adopt a budget amendment to allocate them for 2024 expenses. The budget amendment called for a supplemental appropriation of $396,201. Mike shared that actual expenses over budget would not be that high, though he wanted to ensure it was more than adequate to cover any unforeseen situations that may arise through the end of the year. Aleta then made a motion to adopt the Resolution to Amend the 2024 Budget. Kurt 2nd and all approved.

- Certification of 2025 Mill Levy

Mike then presented the Certification of Tax Levies which showed Net Assessed Valuation of $372,653,720 with a mill levy set at 2.466. Dondi them made a motion to certify the tax levies and Aleta 2nd. All approved.

- Resolution to Adopt 2025 Budget

Dondi then made a motion to adopt the 2025 budget. Aleta 2nd and all approved.

VIII Report of Administrator and Staff

- Budget Report

Mike reviewed the budget report and shared that the District has received $1,285,899 in GF revenues through November. He said the EF has received an additional $513,166. He reported that most expense line items are tracking as expected with capital expenditures being higher than anticipated.

- Maintenance Report

Ryan provided the maintenance report. He informed the board that the crew had removed the metal brackets from the concrete block in Casey Jones Park as Kurt had requested. Ryan then shared other completed tasks including the servicing of equipment, installation of Christmas lights on the pavilion, clean and organizing the shop, picked up leaves, and rebuilt some picnic tables.

- Programs Report

Mike reported that registration for youth basketball had now ended and that we are down 40 youth from last year. He shared that Wranglers has organized 6 teams this year and that their program likely represents the loss of youth in the District’s program. He said the season will start on January 11th. A training for basketball officials is scheduled for December 28th at the Frontier campus. In adult sports, we have 8 teams registered for co-ed volleyball which starts January 24th and will be played at the middle school. Lastly, he shared that the District’s an Elizabeth Christmas event will be held on Saturday the 14th.

- Childcare Programs Report

Mike reminded the Board that Tina Brisnehan, Childcare Programs Coordinator has resigned effective December 6th. He reported that he has assumed her duties and has been working with the site directors at Singing Hills and Running Creek to manage existing services and prepare for the opening of programs in January at Running Creek. He shared that he will evaluate the Childcare Programs Coordinator position over the next couple months and make a determination as to whether the position should be filled or whether the organizational structure of the childcare programs division should be changed. He commented that one positive is that it will at least lead to some vacancy savings in the budget through the short-term.

IX Other Matters

- Review Frontier High School Renovation Conceptual Designs

Mike shared some proposed designs for the Frontier Campus that were created by University of Colorado students through a project with DOLA (Colorado Department of Local Affairs). He stated that Superintendent Snowberger asked for input from the Board on the designs due to the proposed recreation spaces / amenities. Mike shared that the Board may not need to provide much input at this time as the project funding has yet to be realized and suggested that the Board revisit the proposed designs and provide feedback once we know the project is moving forward.

- Election Procedures

Mike shared his communications with legal regarding the May election with the Board. He stated that candidates must declare whether they are seeking a 2-year or 4-year term when self-nominating and that if the District receives less than four self-nomination forms, he can talk with the candidates about their choice of term length and suggest changes so as to avoid having to hold the election and save the expense. In other words, if the District receives three self-nominations for 2-year terms and 1 self-nomination for a 4-year term, he can ask one of the 2-year term candidates to switch to a 4-year term and save the expense of the election. He stated that if the District receives more than four self-nomination forms, the election must be held.

X Adjournment

Dondi made a motion to adjourn the meeting at 8:16pm. Aleta 2nd and all approved.