**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**MEETING MINUTES**

January 17th, 2023 - 7:00 pm

Meeting to be 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 called the meeting to order at 7:08pm and led the pledge of allegiance. Members present included Kurt Prinslow, Kelly Moffatt, and Doug Severinsen (by phone). Mike shared that Dondi would not be attending and that JC would also not be attending due to the impending storm and work related responsibilities out of Town. Kelly motioned to dismiss JC’s absence from the meeting, Doug 2nd and all approve. Staff present included Mike Barney and Ryan Staley.

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

Kelly asked if there were any needed edits to the December Meeting minutes. Kurt motioned to approve the minutes, Doug 2nd, all approve.

III Approval of Agenda

Kelly asked if there were any additions to the meeting agenda. Doug motioned to approve the agenda, Kurt 2nd, and 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)

Mike shared that Janet Turbett, former Office Attendant with the District passed away on January 6th. He said she had just recently retired in December and that her passing was a complete shock to staff. He asked the Board if they would support the District purchasing a memorial plaque / display recognizing Janet for her years of contributions to the District and community. He shared that he would like to install it near the flower bed at the entrance to the park office, as Janet had started this garden bed and cared for it during her time working for the District. The Board supported this effort and approved the installation of a memorial for Janet.

- Andrew Coltharp – memorial request for Prickly Pines Disc Golf Course

Mike shared an email communication with the Board from Andrew Coltharp, requesting an opportunity to place a memorial within the Prickly Pines Disc Golf Course for his recently deceased brother. The memorial would include a type of QR Code linking to information and resources for assisting with addiction disorders. Mike asked if the Board would be open to allowing the family to purchase a bench on which a memorial plaque could be installed upon, which would be located somewhere on the course. The Board supported this proposal and directed Mike to ensure the bench was of proper quality / durability. Some thoughts were offered on potential locations for the bench and Mike stated that he would look into them and reach back out to Andrew to see if he wanted to proceed.

V Continued Business

- Capital Project Planning Updates

Mike shared that he and Kurt had a zoom meeting with the design team for the pickleball courts last week. Three layouts were presented for each of the three potential sites, Casey Jones Park, Evans Park, and Cimarron Park, and they were then reviewed and contrasted with the goal of the zoom meeting being identifying the preferred aspects of the design to be presented for each location. The Board had some discussion on the designs presented and Mike and Kurt shared the factors that led them to decide on the preferred design factors for each of the three sites. These factors included a north / south court orientation, potential for expansion, efficiency of design, site impacts, and needed site amenities. Kelly asked if Kurt had a preferred design / location at this time, and Kurt responded that he was reserving his choice until the costs of construction are identified for each location and the total budget estimate is developed. The Board also discussed the artificial turf field that is budgeted for 2023, and included within the Casey Jones Master Plan. It was noted that constructing the field adjacent to and as part of the same project as the pickleball courts could yield economies of scale beneficial to the District. Mike shared that the next step in the process would be at the February Board Meeting, where the design team would present a design option for each location with estimated construction costs.

Mike provided an update on the campground renovation project. He shared that applications will be formally submitted in coming days and that the RFP is planned to be released in early February. He stated that the project now includes a new leach field being installed at the north end of the campground which will allow almost all sites to have a direct sewer connect. Kelly requested that the project include a new landmark style sign for the campground along Highway 86. He suggested a rustic log style frame for the sign and that it be installed perpendicular to the road and be two-sided. Mike assured Kelly the sign would be a part of the project.

Mike shared that the District purchased a plow system for the new truck to eliminate contracted snow plowing services. He shared that the purchase will save the District significant money. He reported that the District spent over $6K for plowing in 2022, and that last Winter was pretty light in terms of snow compared to this winter so far. The cost was just under $8K and will be offset within 2 years from savings from not paying contractors. The Board agreed with the analysis and then asked some questions about snow plow operations such as scheduling on the weekends and at what depth plowing is needed. Ryan reported that plowing with the contractor was 3 inches or more, though it seemed to have been done with less than 3 inches at times, and that he and Mike would discuss how weekend plowing needs will be met and develop a plan for coverage.

VI New Business

VII Legislative Matters

VIII Report of Administrator and Staff

 - Budget Report

Mike provided the budge report, stating that the report covered the month of December and closes out 2022. January financials will be presented at the February meeting. He shared that Gen Fund revenues exceeded projections by 4%, or $41K. GF expenses came in about 25% under budget at $1,051,950, largely due to unspent capital outlay expenditures. Ent Fund revenues came in about 8%, or $32K under budget. This was due to lower than projected campground revenue, as renovations were not completed as planned, and decreased concessions revenue due to challenges with staffing. Ent Fund expenses totaled $271K, 27% below the budgeted amount. The cash balance report showed the District had just over $828K in its cash accounts on January 10, 2023. The Board then reviewed the vendor report and credit card statements.

 - Maintenance Report

Ryan presented the maintenance report which included snow plowing / clearing, setting up and taking down holiday decorations, serving equipment and vehicles, water system repairs, reorganization of the shop, prepping new poles for batting cage, and other tasks. He shared that coming task include resurfacing the floors in the Evans Park restrooms, fence and gate repair, and fire mitigation activities. Kelly asked about the potential of a controlled burn for downed wood / limbs, and Ryan will check with Fire District.

 - Programs Report

Mike reviewed the programs report with the Board. We had 30 more registrants for basketball this year over last year, causing us to have to turn youth away for the first time. A waiting list of more than 15 remained for the 10-12 age group. A training was held for basketball officials, which is always well done and facilitated by high school / college officials. Working with a number of new officials this year, so will provide support and coaching to help support them. Registration for soccer has begun and will be open until early march. Adult volleyball is filled with 6 teams, down 2 from last year due to being given less hours in the school gym. A youth photography class is now open for registration. Paint and Sip sessions are also scheduled and registration for Zumba is open. Lastly, it was shared that Frontier soccer field and gym may soon be available again as the District was contacted by a potential buyer of the property.

IX Other Matters

X Adjournment

 Kelly motioned to adjourn the meeting at 8:32pm, 2nd by Doug, all approve.