**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**MEETING MINUTES**

March 21, 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

The meeting was called to order at 7:06pm by Kurt Prinslow. Other board members present included Dondi Connelley, Doug Severinsen, and JC Cook (by phone). Staff present included Mike Barney and Ryan Staley. Bill Mott, resident, was also in attendance. Kurt led the pledge of allegiance.

II Approval of Minutes – Study Session on February 21, 2023 and Regular Meeting on February 21, 2023

 Doug motioned to approve the minutes from both the Study Session and the Regular Meeting on February 21, Dondi 2nd. All approve.

III Approval of Agenda

 Dondi motioned to approve the agenda, Doug 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)

Kurt asked if we had heard back from the individual that had proposed re-building the ballfield at Cimarron Park? Ryan shared that he had stopped by the office last week while Mike was out and would likely be coming back in to the office this week. Mike shared that he had requested the individual provide a project plan, budget, summary of past experience with similar projects, and timeline.

V Continued Business

- Campground Renovation Project Update

Mike shared that the District received two proposals for the campground renovation project. The base bid from Sun Valley Contractors was $263,322 and the base bid from Elite Surface Infrastructure was $328,050. He shared that the two proposals were both well-prepared and provided both bid base as well as unit cost estimates that allowed for an effective comparison of the two proposals. He said that the project was awarded to Sun Valley Contractors. Mike shared that comments have been received from Elbert County after the initial application review, and that a couple additional hurdles have been identified. The first is that CORE will not approve the location of campsites directly under power lines running through the campground. Mike shared that sites #4 and #16 are currently positioned under the existing power lines and that we may need to abandon these sites, potentially replacing them with new sites near the north end of the campground loop. Kurt suggested that we look into burying the power lines as a part of the project. Mike said he will discuss that option with the project team. Doug asked if the remaining three long-term campers have left the campground, and Mike said they all left by March 1st. Doug also asked about the camp host spot and whether the District will need to install a tiny house, or other type of acceptable dwelling unit within the campground. Kurt shared that such a structure would need to be moved further into the park than the current camp host site due to roadway setback requirements. Mike shared that we will learn through the permitting process whether we have to pursue this option or whether we will be allowed to continue the current camp host practice. Mike stated that he has talked with GOCO this week and was informed that the District can request another project extension if needed, and that this is a fairly common occurrence. Extending the project beyond the current June 30 deadline will allow the District to work through the remaining permitting issues with the county, and ease the pressure on the contractor to complete the project in a short time-frame. Mike said he will submit the request for a project extension by the April 7 deadline.

- Pickleball and Softball Field Project

Mike shared that the design team is completing their proposal to develop the construction documents for the pickleball complex / athletic turf field and that he will send to the Board once he receives it. He stated that he and Kurt had talked about the option to include Renner in the development of the construction documents, as proposed by the design team, and had decided that it would be beneficial to do so at this time. Kurt explained that Renner could provide the technical specifications and costs for the courts and field and that they would be more available to consult with on the project. Mike added that having Renner on the design team would also help with ensuring our build is on their calendar, and that they are prepared to install the features once the District is ready to build.

- Development Fees Update

Mike shared the Colorado Revised Statue on Impact Fees with the Board and stated that he had heard from legal counsel on their opinions. He expressed that it was learned that the county does have an impact fee for parks and recreation included within its “Additional Fees” assessed to builders. The listed fee for an average single family home is $472, and the District is currently collecting $457.47 from the Independence development. Mike said that he did not know if the County was actually collecting these fees at the current time or what the fees are being used for if being collected. He asked if the Board would like to approach the County Commissioners about the potential of providing some of the funding to the District for properties within the District to help support the acquisition and development of needed park infrastructure as the community grows, and the Board responded that they would. Mike stated he would reach out to the County Manager and Commissioner Richardson to try and schedule a meeting to continue the discussion. Kurt expressed that the intent of assessing and collecting these impact fees is to ensure the District can meet national standards for the provision of park and recreation amenities as recommended by the National Recreation and Park Association. He shared as an example that there are standards for the number of baseball fields per 1000 people, and that we need to use these standards to ultimately determine the amount of impact fees that should be collected to accommodate for the growth from a development. He then proposed that the District pursue the development of a master plan that will identify system deficiencies and future needs based on projected growth, and provide a formula to properly assess impact fees. The Board agreed on the need for a District Master Plan and directed Mike to apply for a planning grant through GOCO or any other funding sources he may identify. Mike said he would look up the grant cycle for GOCO planning grants and prepare an application for submission at the first opportunity.

VI New Business

 - Request for Sale of Alcohol – Elizabeth Stampede and Elizabeth Celtic Festival

Mike presented requests from the Elizabeth Stampede and the Elizabeth Celtic Festival for permission to sell alcohol at their respective events at Casey Jones Park on June 1-4 and July 15-16, 2023. Kurt asked Mike if the Stampede had decided on the newly proposed set-up for the food and alcohol vendors? Mike shared that he had just heard from them that they are not going to pursue that proposal any longer. They have now decided to use a similar set-up to last year, though do intend to have 1-2 food / alcohol vendors outside the arena for those without rodeo tickets. Dondi motioned to approve both requests and JC 2nd. All approve.

VII Legislative Matters

 - Cancellation of May Election / Declaration of Candidates Elected

Mike shared that no eligible electors had submitted a self-nomination form for the May election other than Doug Severinsen by the deadline, and that the election was now officially cancelled. Doug is therefore declared as duly elected. At the May meeting, three seats will become vacant (Dondi, JC, Kelly) and Kurt and Doug will be the only two remaining Board Members. Kurt and Doug will then have the option to appoint any eligible elector to any of the vacant seats. JC expressed that he hopes to continue with the Board or District after his term in some capacity as he enjoys working on larger projects and initiatives.

VIII Executive Session – Determine Negotiation Position for Possible Acquisition of Real Property §24-6-402(4)(a) and

 (e), C.R.S.

Kurt made a motion at 7:30pm for the Board to go into executive session to discuss the potential acquisition of real property, Doug 2nd. All approve.

Kurt motioned to come out of executive session at 7:47pm, Doug 2nd. All approve.

IX Report of Administrator and Staff

 - Budget Report

Mike shared the budget reports for the month of February, and stated that a large tax payment was received in early March for February that has greatly alleviated some cash flow challenges. He expressed that he tries to ensure that the District’s COLO Trust account balance remains above the $500K level to ensure the highest yield for interest revenue, especially as rates are currently so high. He stated that both revenues and expenses in both the General Fund and Enterprise Fund are on pace for the year and there are no concerns at this time. He shared that the District had $760,331 in the bank as of March 7th, and that based on reduced anticipated capital outlay expenditures this year, the District projects to have approximately $900K in its cash accounts on January 1, 2024.

 - Maintenance Report

Ryan provided the maintenance report which included the following tasks / projects: finished painting trash receptacles, managing water drainage and wash outs on dirt roadways, equipment repair and maintenance, working with Elizabeth Fire for burn permit to clean up forest floor and mitigate fire risks this summer, prepping fields for upcoming soccer and baseball seasons, assisting Legacy Academy with opening their fields, re-painted pickleball courts, and removed the baskets from the disc-golf course for its annual spring closure. Work over the next month will include charging the irrigation systems and aerating and fertilizing of athletic fields, conducting another burn (weather permitting), coordinating high school volunteer work day projects, assembling the batting cage, and spreading grass / wildflower seed in the disc-golf course area to reduce erosion.

 - Programs Report

Mike started the programs report by saying that Rebecca was really knocking it out of the park so far this year by introducing new programs, managing growing participation, and making new connections in the community with program instructors. The report stated that basketball season wrapped up in early March, and that the overall satisfaction score from parent surveys was 8.2. The program had a cost recovery of 129%, which is below the District target of 150%, so a fee adjustment should be expected for next season. The report shared some parent comments illustrating the challenges of being a youth sports official, as one comment complained officials were too lenient and another complained officials called to many fouls. Many of the comments thank the District for providing the program. Soccer begins this coming Saturday, unless the weather does not cooperate, and we have 270 youth registered, which is 26% above last year. Mike commented that the large number of 10-12 youth demonstrate that families are staying with the program rather than leaving to play through other providers as we have seen in the past. In adult sports, volleyball season wrapped up on March 10th and was a great success. Cost recovery for this adult program was 206%, which meets the District’s goal. Slow pitch softball registration is now underway with a few teams signed up. Play will return to Casey Jones Park this year due to the lights being replaced, improving the safety of participants. The close proximity of the two fields also support a better program experience for players. Season begins June 9th. Paint and Sip events remain popular with full participation at the February session and another session scheduled for April. The report stated that Rebecca met with a local landscape architect that is interested in providing some programs in the area of landscaping, local flora, and other topics and that she is working on coordinating this new program. She also will be meeting with a Tai Chi instructor to discuss program offerings through the District. Mike also shared that pickleball programming is proving to be pretty popular with the upcoming lessons filled with a waiting list, and the leagues having enough teams registered to hold the program.

X Other Matters

X Adjournment

Doug motioned to adjourn the meeting at 8:10pm, Dondi 2nd. All approve