**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**MEETING MINUTES**

May 20, 2025 - 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

Kurt Prinslow called the meeting to order at 7:08pm and led the pledge of allegiance. Other Board Members present included Aleta Jeffress and Doug Severinsen (by phone). Mike Barney and Ryan Staley were present from staff. Zac Craig, Kelly Moffatt, and Dondi Connelley were present from the public.

II Approval of Minutes –Regular Meeting on April 22, 2025

Kurt asked if there were any corrections for the minutes from the April meeting. There being none, Doug motioned to approve the minutes from April 22. Aleta 2nd and all approved.

III Approval of Agenda

Kurt motioned to approve the agenda and Aleta 2nd. 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)

- There were no communications to the Board.

V Continued Business

- PROST Master Plan Update

Mike shared that a draft is available of the master plan report and that he had forwarded a link to the Board Members to review the report. He asked that they provide any comments / feedback to him within the next two weeks and said he would provide the collective comments to the consultant team. Mike then shared that once the report is finalized, he recommends that he schedule a work session with the County Commissioners to discuss the plans and the County owned properties which are identified in the plan. Kurt stated that we should also discuss the trails plan with the Commissioners and get a commitment from them to fundamentally support the plan implementation. He said at a minimum, new developments should be held accountable to meet the recommendations within the master plan report for trails. Kurt then stated that the project consultants should be a part of the work session with the County Comssioners and asked if a final presentation would also be given to the Town and School Board as well as this board. Mike said he will clarify that and let the Board know the plans for final presentations. Mike then shared that he has approached Town of Elizabeth Mayor and a Trustee to discuss the possibility of the District managing and maintaining town parks, and that they were open to further discussion. He explained that Ryan has completed a projection of a maintenance budget for the Town parks and that the goal would be to develop an IGA with the Town for the District to maintain and program the parks. He said that the town has expressed an interest in renovating Bandt Park and the master plan includes a concept plan for that site. The plan includes new sport courts including basketball, pickleball, and sand volleyball. The Board expressed support in further discussion with the town to assess the possibility of the District managing Town parks.

Aleta asked if it was possible to create a trail connection between the Crossroads business complex and the town trail to assist pedestrians in safely getting to Dairy Queen. She said that currently, people have to go to Highway 86 and then walk the sidewalk back east to get there. Kurt shared that a trail connection may be tough due to the Preble Mouse protected habitat in that area. Mike and Ryan said they would look into potential options and report back.

Kurt asked Mike about the Cresence development and whether there has been any further progress in planning of the park and recreation components. He recapped that the consultant team was to identify specific amenities to be included within Redlands design of these spaces. Mike said that he was unsure whether there has been any follow-up between the consultants and Redlands and that he would find out and get back to the Board with an update. He then shared that he did just receive the request for review comments from the County for Cresence filing #1 and that he would forward the plans to the Board for their review. He asked that they send him their feedback and comments by June 10th so that he can submit them to the county.

Kurt then commented about there being a lot of cars parked on the shoulders of County Road 17 on a past Saturday near Evans Park and asked if it is causing any issues. Mike said that he too noticed parking challenges over the last few weeks and that he decided to open up the event parking space in Casey Jones Park to try and help the situation. He said that he hopes some people will begin parking in that area now and that we will see less cars along the roadway. Kurt suggested that Mike contact County Road and Bridge and ask if they may be able to improve the shoulders on the roadway along the park property as they fall pretty sharply off in some areas. Mike stated that he would reach out to them to get their thoughts and / or learn how he can submit a formal request.

- Capital Projects Planning

Mike reviewed capital expenditures to date with the Board and provided updates on current, planned, and completed projects / purchases.

VI New Business

- Review Upcoming Grant Opportunities

Mike shared a report with the Board summarizing grant programs as requested at the last meeting. He explained that GOCO has recently restructured their programs and has 3 main grant opportunities in Community Impact, Land Acquisition, and Planning. He shared that the maximum request has been increased for the Community Impact program and that GOCO will now accept requests up to $2M. He stated that the timing for the current grant cycle is really well aligned with our master plan, and he recommended the District submit a concept paper by the July 23 deadline for the proposed park near Spring Valley. He said that if the County Commissioners are willing to transfer the land to the District, it would account for a significant financial match in the application and could put us in a good position to receive funding. He said that while matching funds are no longer a requirement for the GOCO grants, they certainly help show a community’s investment in a project and help score points under review. Mike said he would like to take the lead in writing the concept paper and applying for the grant, though he certainly understands if the Board desires to bring in a consultant to write the grant. The Board was in agreement that Mike should proceed with writing the concept paper for the Spring Valley site provided the County Commissioners are on board with providing the property to the District.

Mike then reviewed other grants listed on the report including DOLA grants for trails, the Land and Water Conservation Grant which could potentially fund large outdoor recreation projects, Colorado Parks and Wildlife grants for fishing and the proposed archery range, and USDA grants for rural communities that could provide funds and / or financing for a community center. He stated that there are certainly many opportunities and that we can apply for various grants as we identify projects to pursue going forward as outlined in the master plan. Kurt commented that we can also pursue grant funding from multiple sources for a single project. The example of applying for both GOCO and Land and Water Conservation Funding for the Spring Valley site was provided.

- Consider Appointments to Open Seats on Board of Directors

Mike summarized the current compilation of the Board of Directors, stating Kurt and Aleta were unopposed in the May election and are therefore considered elected and have completed and recorded their oaths of office. He stated that Doug was the only Board Member whose term did not expire in May, so he continues to be on the Board. He stated that these three can now appoint individuals to the two open seats as they may desire. He then asked Kelly and Dondi to share their intentions with the current Board and request appointment to a vacant seat if that is their desire. Kelly began by sharing that he had talked with Dondi and that both of them are interested in continuing to serve on the board, though he expressed that both were hesitant to commit to serving a full 4-year term. Mike shared that the appointment would be for two years, as the appointees would be required to run for the seat at the next election in May of 2027 or be re-appointed at that time to remain on the board.

Kurt then made a motion to appoint Kelly Moffatt and Dondi Connelley to the two open seats on the Board. Aleta 2nd and all approved. Mike asked Kelly and Dondi to come by the park office over the next couple weeks so that they can complete their oaths of office with Joyce who can complete them as a public notary.

VII Report of Administrator and Staff

- Budget Report

Mike reviewed the budget report. He shared that through the month of April, the District has collected just over $800K in revenues through the general fund and another $208K in the enterprise fund. He stated that expenses are generally tracking as expected and that he does not have any concerns at this time. He shared that the cash balance as of 5/12/25 was $893,767 and that he projected to end the year with just over $560K.

- Maintenance Report

Ryan reviewed the maintenance report. He shared some of the tasks completed by the team over the last month which included: sprinkler adjustments and repairs, installation of a culvert in the overflow parking area, re-graded roadway near pavilion, cleaned splashpad and prepared for opening, graveled the dog park parking area, removed graffiti from the sidewalk / town trail, performed service on the dodge truck, installed hydrant by dog park, repaired main water line in Evans Park, and cleaned dugouts at ballfields.

- Programs Report

Mike reviewed the Programs Report submitted by Rebecca. He shared that youth soccer ended its season last week and that early survey results show an overall score of 4.3 out of 5. Youth volleyball also ended last week and we received a lot of positive feedback from coaches and parents. He reported that baseball season is now 3 weeks in and that we have 205 players registered. He noted that the majors / minors numbers were down this year and attributed this as likely being due to a growing travel program through the Wranglers. Dondi asked if the Wranglers were paying field permit fees and Mike reported that they were.

In adult sports, Mike shared that pickleball programming has ramped up with the nice weather and that leagues, clinics, and classes are now underway. He also shared that some youth pickleball will be offered this summer for the first time based on requests from the community. Kickball wraps up in a couple weeks with their tournament on May 30. This is the first time in 3 years that we had enough teams to run the spring league, so we are hopeful adult sports continue to grow and expand.

- Childcare Programs Report

Mike shared the Childcare Programs Report. He stated that before and after school programs are going very well and wrap up on May 21st. He said participation numbers at Running Creek have steadily increased this semester frequently averaging over 20 per day in some weeks and that the numbers are often greater than at Singing Hills. He credited Lisa and Cheryl for doing a great job at their respective sites and leading the programs. He shared that Kids Club programming has generated $42K in revenue this semester and that labor costs totaled just over $30K, with an additional $3400 spent on materials and supplies. He shared that state licensing will visit Running Creek on May 29th for the inspection to receive our own license. He reminded the Board that the District is currently managing the program under the school district’s license.

He then shared that summer day camp begins on June 2nd at both sites and that we currently have between 15-30 youth registered per day at each site for the first couple weeks, with more youth registered at Running Creek than Singing Hills.

VIII Other Matters

No other matters were discussed

IX Adjournment

Kurt motioned to adjourn the meeting at 8:38pm. Aleta 2nd and all approved.