**Elizabeth Park and Recreation District**

**Regular Meeting of the Board of Directors**

**MEETING MINUTES**

June 17, 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

Kelly Moffatt called the meeting to order and led the pledge of allegiance. Other members present included Kurt Prinslow and Aleta Jeffress. Dondi Connelley joined the meeting at 8pm.

II Approval of Minutes –Regular Meeting on May 20, 2025

Kelly asked if there were any corrections / edits to the May meeting minutes. There being none, Kelly made a motion to approve the minutes from the May 20th meeting. Kurt 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)

- Presentation of 2024 Audit by Kevin Kimball with The Adams Group

Kevin reviewed the 2024 audit report. He shared that the District financials are in good shape and that there were no noted deficiencies. He stated that the accounting practices were notably improved in 2024 and thanked the District staff for their contributions to the audit process. Kelly asked about a line item in the balance sheet related to unpaid leave liability and Kevin explained that this number represents the total PTO balances for District staff as of 12/31/2024. Mike shared with the Board that staff regularly end the year with PTO balances and that the District manages this liability by limiting staff to accumulating no more than 240 hours of PTO at any year end. Kurt asked what the total valuation of property within the District was used for developing the 2025 budget and Kevin shared that it was $372,653,720. There was some discussion about the history of the mill levy rate, and Mike summarized that the rate has been steady at 2.466 since he started in 2016. He noted that debt was retired in 2017 however and residents did approve a ballot initiative that allowed the District to continue collecting the expired mill related to the retired debt. Kelly then asked about long-term liabilities listed in the financials, specifically the OPEB Liability. Kevin explained that this amount represents the District’s portion of future retirement benefits related to PERA. He shared that all agencies participating in PERA share these liabilities proportioned to their overall contributions and must carry the liability annually in its budget. He explained that the liability amount is calculated every two years and can increase or decrease based on a number of variables. There being no other questions, Kevin invited the Board Members to contact him directly should they have any questions upon further review of the report and financials. The Board thanked Kevin for his efforts on conducting the audit.

V Continued Business

- PROST Master Plan Update and Next Steps

Mike shared that the final master plan report is undergoing final revisions and will be available for public dissemination soon. He stated that he is in the process of scheduling a work session with the County Commissioners to be held between July 8-10 to share the report and make specific requests. He stated the first request will be that the County transfer the 151-acre property near Spring Valley to the District for the development of a regional park as proposed within the master plan. He said this timing aligns with the GOCO grant cycle, and that he is prepared to submit a concept paper to be considered for invitation of formally applying for the Community Impact grant. Mike then shared that he will also request that the Commissioners support the vision for a trail network within the district as identified within the master plan. He stated that he will let the Board Members know when the work session is scheduled and invited them to attend if they are available. Aleta asked what time of day the work session would be scheduled and Mike shared that they are scheduled during the work day, typically between 10am and 3pm.

Mike stated that he also will be reaching out to the Town of Elizabeth to discuss town parks and the potential for the District to manage / program these spaces through the development of an intergovernmental agreement. Kurt asked if Mike had heard from the town whether they have funds allocated for improvements identified within the master plan such as renovating Bandt Park. Mike said he was not entirely sure, though believed that the Town was intending to fund the Bandt Park renovation, and potentially the proposed linear park near the high school. Kurt then asked if the District would be expected to financially assist with these two projects. Mike stated that he feels that the Board has clearly expressed a desire for District funding to support improvements on District owned property, and that other than the recreation center remaining a priority, the 151-acre property near Spring Valley seems to be top of the list until residents approve funding for the recreation center. Kurt affirmed that he believes the Board should focus on District owned property, and all other board members concurred.

- Capital Projects Planning

Mike reviewed the capital projects budget with the Board and provided an update on each project. He shared that the RFP for the pedestrian crosswalk has been issued and that a pre-bid meeting had been held on site for interested contractors last week. He also shared that security cameras had now been added to the pickleball courts and artificial turf field, completing that project. He explained that there is currently a projected balance of $63K in the capital project fund for the year, and that should the engineer’s cost estimate for the crosswalk at $165K be accurate, the Board would need to file a budget amendment to allocate approximately $100K in additional capital project funding for 2025 to get the crosswalk built this year. He said contractors were informed that the crosswalk could be installed in 2026, so the alternative would be to just allocate the funds in the 2026 budget and avoid a budget amendment. He shared that the Board will have the bids prior to their July meeting and can make a determination as to whether and when to pursue the project.

VI New Business

- Consider Appointment to Open Seat on Board of Directors

Mike summarized recent transitions on the Board of Directors and stated that there is currently a vacant seat. He reiterated that Zac Craig remains interested in joining the Board and can be appointed to the empty seat if the Board chooses to do so. Kelly asked when the seat would be up for election again if they choose to appoint Zac. Mike stated that when an individual is appointed to a seat on the Board, they must run for the seat at the next election. He shared that the next board election will occur in May of 2027, so Zac, Kelly, and Dondi, will all need to run during that election to remain on the Board as they were all recently appointed. Aleta then made a motion to appoint Zachary Craig to the open seat on the Board of Directors. Kurt 2nd the motion and all approved. Mike informed Zac that he will need to stop by the Park Office within the next week or so to complete his oath of office before his position on the Board is official.

VII Report of Administrator and Staff

- Budget Report

Mike reviewed the budget report and shared that the District has collected just under $1M in revenues through the GF through May with about $500K in revenues outstanding for the year. He said that GF expenses are tracking as expected and that there were no concerns with any expense line items at this time. He shared that EF revenues are up about $33K over last year through May, though campground revenue is down $34K. He said this overall increase is attributable to the revenues from expanded childcare programming. He stated that there were no significant concerns with the EF expense budget at this time. Mike then shared that the District currently has $740K in its cash accounts and projects to have $530K at year’s end based on remaining projected revenues and expenses.

- Maintenance Report

Mike reviewed the maintenance report with the Board. He shared that Ryan reported very positive relations with the Stampede group this year. There was some discussion about damage to natural areas from rains and traffic which caused rutting, and Mike shared that the Stampede crew had actually visited the park today to assess needed repairs. He said they will work with Ryan to re-grade damaged areas as needed and will seed areas to promote new grass growth. Mike shared that the 2nd basketball hoop will be installed at Evans Park in coming weeks, creating a full-court for park visitors to use.

- Programs Report

Mike then reviewed the programs report. He shared that they received feedback that the youth volleyball program was a big hit, though parents would like to see it be a full 8-week program rather than 5 weeks which Rebecca will look into. The report stated that T-ball and Rookies baseball will finish their respective seasons this coming Saturday and that the season has gone well. Mike shared that registration is open for fall youth soccer and flag football through July 20 and that numbers seem on par with last year at this time. There were a combined 280 youth registered for fall sports in 2024. In adult sports, Mike shared that slow pitch softball is now underway on Friday nights at Casey Jones Park and the season will continue through July 26. He also shared that pickleball programming continues to be popular and that the District shared costs with the School District to refinish the gym floor at Frontier and add permanent pickleball lines. He stated that the MCT camp has 27 youth currently registered and that the camp will be held July 21-26.

- Childcare Programs Report

Mike provided some updates on childcare programs. He stated that day camp at Running Creek is filling up almost every day at 26 youth, and that the camp at Singing Hills is averaging about 28 youth per day with some days being filled at 30. He shared that Lisa Rustad, the site director at Running Creek resigned on 6/8 with no advance notice and that the assistant site director, Inez Christoffersen has assumed lead duties. He said he is currently advertising for a new site director.

VIII Executive Session pursuant to Sections 24-6-402(4)(f), C.R.S concerning Personnel matters to include the annual performance evaluation for Michael Barney, Executive Director.

Kurt made a motion for the Board to enter Executive Session pursuant to Sections 24-6-402(4)(f), C.R.S concerning Personnel matters to include the annual performance evaluation for Michael Barney, Executive Director at 8:27pm. Dondi 2nd the motion and all approved. Dondi motioned to exit the Executive Session at 8:45pm and Kurt 2nd. All approved.

IX Other Matters

No other matters were discussed.

X Adjournment

Kelly motioned to adjourn the meeting at 8:46pm and Kurt 2nd. All approved.