

# Elizabeth Park and Recreation District

## Regular Meeting of the Board of Directors MEETING MINUTES

December 9, 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 at 7:00pm and led the pledge of allegiance. Other Board Members present included Kurt Prinslow, Dondi Connelley, Aleta Jeffress, and Zac Craig. Mike Barney and Ryan Staley were present from staff. Melanie Gann with Groundswell was in attendance virtually via Teams Meeting.
- II Approval of Minutes – Regular Meeting on November 18, 2025, and Special Meeting on November 25, 2025  
Dondi made a motion to approve the minutes from the Regular Meeting on November 18, 2025, and the Special Meeting on November 25, 2025. Aleta 2<sup>nd</sup> and all approved.
- III Approval of Agenda  
Zac made a motion to approve the agenda. Kurt 2<sup>nd</sup> 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)
- V Continued Business  
- 2026 Ballot Initiative to Fund Recreation Center  
Kurt asked Melanie with Groundswell to share her thoughts and opinions on the survey data. She stated that while the initiative could be challenging, she believed that it was certainly achievable based on the expressed level of support and opposition. She expressed a need to develop the right messaging and to be fully transparent with voters. She explained that the District needs to tell its story and help residents understand what the District is, what it does, and how it benefits their lives. She added that the District must also make the case for why a recreation center is needed in the community. Melanie noted that one objective of the campaign must focus on getting out the vote in the high-density developments with younger families that will benefit most from the recreation center. She then shared some thoughts on the campaign approach and said that she believes door knocking should be a core element in strategic areas, as well as digital messaging, and

tabling at community events. She stated that there will be a need to craft different messages for different target groups to address their main points of contention.

Aleta asked Melanie if there was anything specific within the data that we should hone in on. Melanie shared that the results are good overall but that there was a lot of work to do to get this over the finish line. She stated that the Board Members should be prepared to be active in campaigning as community residents and leaders, and that they need to get out there and spread the word.

Kurt asked what the immediate next steps are as this effort gets underway. Melanie responded that developing the most informative and effective ballot language possible is a critical step and that she has resources to assist in getting this completed. She said she will begin coordinating with digital and logistics consultants to get them on the project team and secure their future service. She said she will also begin to develop a master plan for the campaign. She added that initiating outreach efforts to identify and recruit community influencers will also be a critical initial step in building a team of supporters to help drive and staff the campaign.

Zac asked Melanie if she believed another survey as detailed in her initial proposal would be needed now that the District has completed the Magellan survey. Melanie stated that she did not see the value of an additional survey at this point and said it would be removed from her proposal.

Aleta commented that she believes that tabling at events is going to be a big opportunity and suggested that we put together a calendar now so as to plan on having a presence at events such as the Friday Night markets.

Kurt then asked Melanie about how best to proceed with a contract or service agreement. Melanie shared that she will re-work her initial proposal and expressed that she believes it may be best to execute a type of retainer to allow her to keep working on the campaign until the need to execute a formal service agreement / contract. Kurt then asked Mike when the January Board Meeting is scheduled and whether we needed to execute a retainer agreement before that time. Mike suggested that the Board approve for him to negotiate and execute the retainer agreement with Melanie prior to the January Board Meeting as needed. He stated that the Board can then review and execute the full service agreement / contract at the regular January board meeting once Melanie completes her revisions. Kurt said that he supports that approach and all other Board Members conferred.

- Blue Sky Ranch Plan Review

Kurt noted that all the District can do at this time in these reviews is to make suggestions and recommendations and reminded the other board members that we do not have the authority to impose any decisions upon the developers. He said the County to date has not developed park and recreation standards and requirements for developments as it has for other infrastructure, though we can suggest that developers address current and future

needs and hope that they are considered. Zac asked if the District could talk with the County about developing some basic park and recreation guidelines for future developments that could be put in place. Kurt responded that we could certainly reach out to them and see if they are amenable to establishing some standards and requirements that are connected to the PROST Master Plan for developers and suggested that the District may take the lead in developing the standards and requirements if it helps to move things along. He noted that the master plan consultants could be asked to assist in drawing the standards from the master plan. The Board then directed Mike to contact the County and see if they are open to having a discussion about developing and adopting the standards and requirements. Mike said that he would do so and keep the Board updated as to any response he receives.

Kurt then addressed the Blue Sky Ranch submittal and noted that the developer did not appear to adopt any of the suggestions from our previous comments. He noted that while their narrative documents state that each home will be within a certain distance of a park, the plans show that this standard is not being met in some instances. He also noted that while the development shows that they meet the 40% open space requirement, they have included drainage and retention features and infrastructure within this open space that takes away from its natural state and recreational utility. He said that we should submit our comments again, though acknowledged it may not do any good. Mike stated that he will submit the comments for the current submittal review to the County.

#### VI New Business

##### - Presentation of 2026 District Budget and Public Hearing

Mike provided a budget presentation to the Board showing historical budget data as well as proposed revenues and expenses for 2026. He shared that General Fund revenues are projected to be \$1,427,762 and that expenses are projected to be \$1,427,561, which includes \$552,976 in capital improvement funds. He said the mill levy remains at 2.466 for 2026. He then shared that Enterprise Fund revenues are projected at \$620,153 with expenses of \$625,154, which includes a transfer of \$160,000 to help support the General Fund.

#### VII Legislative Matters

##### - Certification of 2026 Mill Levy

Aleta made a motion to certify the 2026 mill levy at 2.466. Zac 2<sup>nd</sup> and all approved.

##### - Resolution to Adopt 2026 Budget

Dondi made a motion to adopt the 2026 Budget as presented. Kelly 2<sup>nd</sup> the motion and all approved.

#### VIII Executive Session pursuant to Sections 24-6-402(4)a, C.R.S., concerning the potential purchase, acquisition, lease, transfer, or sale of property interest.

- The Board elected not to enter Executive Session on this matter.

## VII Other Matters

Kelly asked Mike about continued professional development of staff and how the District is ensuring that employees remain current on industry best practices and standards and risk / liability mitigation. He also asked if staff attend any conferences. Mike shared that the District is a member of the Colorado Parks and Recreation Association which provides many opportunities for continued learning and professional development, as well as an annual conference, though there is likely more that we can be doing in this area. He said that Ryan and his staff have attended an annual event the past few years which focuses on parks maintenance and offers educational sessions, but that other staff have not recently attended any conferences. He said that Rebecca did attend the state conference several years ago, though the timing of conferences being held in the fall now conflicts with Rebecca's limited availability to attend as she coaches in the fall. Mike said that he does frequently share educational resources with staff on a variety of topics but acknowledged it is much less formal than focused professional development. Kelly requested that Mike encourage staff to be committed to continued development and facilitate opportunities for them to stay current on industry challenges, best practices, and other matters.

## VIII Adjournment

Dondi made a motion to adjourn the meeting at 8:30pm. Zac 2<sup>nd</sup> and all approved.