

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NORWOOD PARK AND RECREATION DISTRICT

**Held: Monday, June 11th, 2018, at 7:00 P.M. at the Oliver House,
1555 Summit Street, Norwood, Colorado, 81423**

Attendance

The regular meeting of the Board of Directors of the Norwood Park and Recreation District was called and held, as shown, in accordance with Colorado law. The following directors were present and confirmed their qualifications to serve on the Board:

Kelvin Verity
Daiva Chesonis
Jessica Newens

Michelle Liljegren, NPRD Administrator, and Olivia Coe, Recreation Program Coordinator, also attended. Director Kingston Cole was absent. Director Diane Muniz was absent, and her absence was excused.

Call to Order

The regular meeting was called to order by Director Verity at approximately 7:07 pm on June 11, 2018. Director Verity noted that a quorum of the Board was present.

Election of Officers

- With a motion from Director Newens, and a second from Director Chesonis the Board voted unanimously to elect Kelvin Verity as President of the Board.
- With a motion from Director Verity, and a second from Director Newens the Board voted unanimously to elect Diane Muniz as Vice-President of the Board.
- With a motion from Director Verity, and a second from Director Newens the Board voted unanimously to elect Daiva Chesonis as Treasurer of the Board and Kingston Cole as Secretary of the Board.

Subcommittee Assignments

- Director Newens volunteered to chair the facilities committee with Director Muniz and Olivia Coe as members.
- Directors Verity and Chesonis and Ms. Liljegren will be members of the finance committee.

Consideration of a Resolution Designating Signatories on District Bank Accounts

With a motion from Director Newens, and a second from Director Chesonis, the board voted unanimously to approve the resolution to designate Directors Cole and Chesonis as signatories on the U.S. Bank accounts and remove former Director Jennifer Dinsmore.

Changes to the Agenda

n/a

Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified for May totaling \$3,145.18 paid from the General Operating Fund, and June totaling \$3,364.48 paid from the General Operating Fund.

- The new Directors asked questions about to whom payments were made.

With a motion from Director Chesonis, and a second from Director Newens, the Board unanimously voted to ratify the bills as presented for May and June.

Approval of Meeting Minutes from the April 9th regular meeting

Ms. Coe presented the minutes from the April 9th meeting for approval.

- Ms. Coe will remove the second designation for executive session as it was not required.

With a motion from Director Verity, and a second from Director Newens, the Board unanimously voted to approve the April 9th board meeting minutes as presented.

Approval of YTD Financial Reports for April and May

Ms. Liljegren presented the financial reports and an overview of how the reports are presented for the Board.

- Ms. Liljegren explained the reports and how the District structures the finances.
- Directors Newens and Chesonis discussed how the board could expand rentals in the summer.

With a motion from Director Verity, and a second from Director Newens, the board unanimously voted to approve the financial reports for April and May as presented.

Ratification of Climbing Wall Use Agreement executed 2/23/2018

Ms. Liljegren presented the signed Use Agreement for signature and ratification.

- The agreement now runs for 5 years between all parties.
- Director Chesonis ~~offered to run~~ ^{suggested} an adult night at the climbing gym. They also recommended Damon Johnston
- Director Verity asked about an operational and maintenance plan for the climbing wall. Ms. Coe will create a simple plan to provide to both Boards.

With a motion from Director Chesonis, and a second from Director Newens, the board unanimously voted to ratify the Climbing Wall Use Agreement.

Review and approve Oliver House Lease agreements for all tenants

Ms Liljegren reported that verbiage was added that allows the District to terminate the agreement with 30 days notice.

- Discussion ensued around the Oliver House kitchen being designated a commercial kitchen. Director Newens will look into getting the kitchen certified as commercial.
- Discussion ensued around increasing rental fees, restructuring the fee schedule, etc.

With a motion from Director Verity, and a second from Director Chesonis, the Board voted unanimously to approve the Oliver House lease agreements for all tenants.

Items of Agenda:

Burn Canyon Trails (community member Craig Grother joined at 8:30 pm)

- Director Verity reported that there was nothing to report.
- Director Verity explained the restrictions caused by the budget limitations set by CPW on the \$8,000 in remaining grant funds that has caused the additional requests from NPRD to be rejected by the CPW.
- The board discussed taking a tour of the area where the BLM would like NPRD to build.
- Craig Grother came to express concern around the usage on the trails. He stated that there is extensive mountain bike usage on the trails that are closed due to wildlife migration. He requested more explicit signage, better information on the NPRD website, etc.
- Director Verity discussed labeling the trails more thoroughly with the carsonite signs.
- Discussion ensued around partnering with the bike shop to provide the information to walk-in customers, and working with WETA to clearly include the information on their site.
- Director Verity will complete the counters

Recreation Reports

Cross Country -

- Director Verity indicated there was nothing to report

Skating Rink -

- Ms. Coe reported that the Ice Rink was taken down on May 5th.
- Ms. Coe requested a board liaison nomination for the next month's meeting

Open Gym update-

- Included with Program Coordinator report sent to board via email.
- Ms. Coe reported that attendance at all open gyms are generally closed, but attendees have requested to continue Pickleball. Ms. Coe has volunteers running those nights.
- Ms. Coe reported that Ted Mueller requested NPRD organize weekly activities, tournaments, etc. Ms. Coe will talk to Gretchen about the timeline for the pickleball courts.
- The board agreed that Ms. Coe can use discretion in running gyms during the summer if the attendance is high.

Facilities Discussion

A) Maintenance/repairs update

- Ms. Coe reported that there was a table that was broken after one of the events at the Livery. Director Verity will try to repair the broken table. The board would like to wait to order additional tables until usage is higher and create a fee structure for higher attendance.

B) Program Coordinator report - Ms. Coe sent a report to the board including the prior month's activities.

- Ms. Coe reported that she will be out for the August meeting due to her other work obligations.

Update on Livery Discussion

- Director Verity reported that the letter of intent sent from the board was signed by Curtis Odom, and a purchase contract sent by Curtis Odom was received in response.

- Director Verity reported that Wide Sky has been discussing fundraising strategies.
- Discussion ensued around the environmental assessment and appraisals. Ms. Coe will contact Arlene Boyd about her recommendation for local appraisers.
- Director Verity will pursue a written commitment with the town to rezone the property to commercial or public.
- Ms. Coe will add the Website, FB, Social media to the agenda for the next meeting.

Public Comment

No comments from the public.

New Business

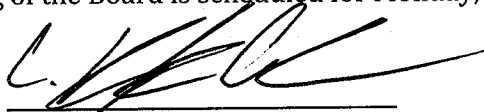
- Director Verity asked about the domain name for the norwood trails site that was taken down.
- Ms. Liljegren brought up that Ms. Coe is not covered under the District's liability insurance. Discussion ensued around making her an employee or having her get her own liability insurance. Ms. Coe will send the quotes to the board.
- Ms. Coe will add the Website, FB, Social media to the agenda for the next meeting.

Executive Session

No Executive Session required

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 9:54 p.m., after a motion from Director Newens and a second from Director Chesonis. The next regular meeting of the Board is scheduled for Monday, July 9th, 2018 at 7:00 P.M.



Secretary for the District

Action Item	Assignee	Date Assigned	Date Completed	Notes
Gather updated signatures on the climbing wall use agreement with the school and Wright Staff	Director Muniz	01/08/2018	5/1/2018	Remove?
Add a main calendar item for contract expirations	Ms. Liljegren	01/08/2018	05/01/2018	Remove?
Complete a digital Burn Canyon map for the April meeting	Director Verity	3/12/2018		
Create written procedures for volunteers	Ms. Coe	03/12/2018		
Write a thank you note for Adam	Director Bellerose	03/12/2018		

Cassidy for his efforts to create and lead the roller hockey program				
Create an administrative calendar on google to indicate when the use agreements are due, and other administrative tasks that are relevant to the board.	Ms. Liljegren	03/12/2018	05/01/2018	Remove?
Put a flat plate cover over the hole in the supply closet door	Ms. Coe	03/12/2018		
Contact Arlene Boyd about her recommendation for local appraisers.	Ms. Coe	06/11/2018	06/14/2018	
Pursue a written commitment with the town to rezone the property to commercial or public.	Director Verity	06/11/2018		
Send the quotes to the board for liability insurance	Ms. Coe	06/11/2018		