

Norwood Park and Recreation District
P.O. Box 645
Norwood, Colorado 81423
www.norwoodparkandrec.org

RECORD OF PROCEEDINGS

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

**Held: Monday, February 12th, 2018, at 6:30 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:

Jennifer Dinsmore
Karen Bellerose
Kelvin Verity
Diane Muniz

Olivia Coe, Recreation Program Coordinator, also attended. Michelle Liljegren, NPRD Administrator, attended via phone.

Director Olson was absent due to sickness. Her absences was excused.

Call to Order

The regular meeting was called to order by President Jennifer Dinsmore at approximately 6:36 pm on February 12, 2018. President Dinsmore noted that a quorum of the Board was present.

Changes to the Agenda

Language was changed to reflect the fact that the conversation of the Executive Session will not be a conversation about employees, but of contractors.

Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified totaling \$4,183.94 with the entire amount paid from the General Operating Fund. With a motion from Director Bellerose, and a second from Director Muniz, the Board unanimously voted to ratify the bills as presented.

Approval of Meeting Minutes from the January 8th regular meeting

Ms. Coe presented the minutes from the January 8th meeting for approval.

Director Bellerose asked about the March 2nd deadline in relation to the March 9th deadline for the District election self nomination forms. Ms. Liljegren explained that March 9th is the deadline to submit the paperwork to DOLA. Conversation ensued around forms already submitted.

With a motion from Director Verity, and a second from Director Bellerose, the Board unanimously voted to approve the minutes from the January 8th meeting.

Approval of YTD Financial Reports for January

Director Bellerose reported that Ms. Liljegren experienced an issue with the quickbooks data transfer from the online version to the desktop which erased all bank reconciliations. The approval of the January Financial Reports will be tabled until the March 12th Board meeting due to this issue.

Consideration of Election Resolution

Ms. Liljegren explained the details of the election resolution. Discussion ensued around the terms limits for the open seats up for election. Ms. Liljegren posted four 4-year terms. Ms. Bellerose indicated that there needed to be three 4-year terms and one 2-year term. Ms. Liljegren explained that she would like to get in touch with her contact at DOLA to ensure that one of the terms can be put on the ballot as a 2 year term. Director Dinsmore requested that new forms be created and sent to the appropriate people to post.

With a motion from Director Bellerose and a second from Director Verity, the Board unanimously voted to adopt the Election resolution with the correction to the term limits for the open seats as indicated above.

Items of Agenda:

Burn Canyon Trails

Director Verity reported that nothing much is going on around the trail work. He received an email from Amy Sharp inquiring about what NPRD plans to do with the remaining grant funds. The numbers from the counters on the trails need to be sent in now that the data gathering term has been completed.

Winter Sports Discussion

Cross Country -

- Director Verity reported that there has not yet been enough snow to groom. The county should be plowing the parking lot, but he has not seen it done yet. Roughly 20 people attended the moonlight ski.

Skating Rink -

- Director Bellerose reported that there was one week where skating was possible during the past month. Ms. Coe reported that DeeAnna Burbridge indicated 15 skaters in that time.

Open Gym update-

Included with Program Coordinator report sent to board via email.

Ms. Coe reported that NPS open gyms (Basketball and Pickleball) were cancelled during the holiday breaks due to the school repairs that were needed.

Ms. Coe reported that attendance at Pickleball and Climbing has still been high with 12-15 attendees on most nights

Ms. Coe reported that basketball was cancelled during most of the remainder of January and the beginning of February because the High School coaches had to change their practice schedules to run until 8:00 pm once more. Basketball will start back up after the High School season concludes.

Facilities Discussion

A) Maintenance/repairs update

- Director Olson sent a report to the board.
- Ms. Coe reported that she had found that the Livery had not been left in acceptable condition after the last Telluride Foundation Small Business Class on Wednesday the prior week. She has also found the upstairs door at the Livery left open on several Thursday mornings. Leslie Currie indicated that the facility has regularly been left in poor condition after the classes for the last several weeks. Ms. Coe has informed Leila Seraphim about the issue.

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

Just For Kids Hockey/Roller Hockey Application

Ms. Coe reported that she met with Adam Cassidy to finalize the equipment needed for the children registered, and that the hockey purchase is forthcoming from Hockey Monkey. There are 13 kids registered at the moment. Director Bellerose recommended that Ms. Coe get bags for the gear, keep all the equipment separate, create an inventory system for all the equipment, talk to Moe Bellerose about goals and nets, and purchase goalie equipment if there are funds available.

Public Comment

No comments from the public.

New Business

N/A

Executive Session

Director Dinsmore expressed the board intent to the enter into Executive session for the following reasons:

- a) (§24-6-402(4)(a), C.R.S.), the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest
- b) (§24-6-402(4)(e), C.R.S.), developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations;

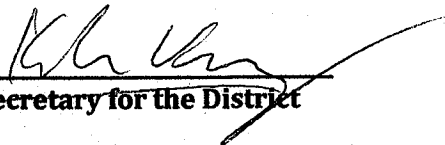
With a motion from Director Muniz, and a second from Director Dinsmore the board unanimously agreed to enter into Executive Session. The Board came out of Executive Session at 8:16 pm.

Contract Renewal for Program Coordinator and Administrator

With a motion from Director Verity, and a second from Director Muniz the board unanimously agreed to approve the contracts for the Program Coordinator and Administrator through the end of 2018.

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 8:23 p.m., after a motion from Director Bellerose and a second from Director Dinsmore. The next regular meeting of the Board is scheduled for Monday, March 12th, 2018 at 6:30 P.M.


Secretary for the District

Action Item	Assignee	Date Assigned	Date Completed	Notes
Add new memberships to program coordinator reports.	Ms. Coe	12/13/2017		
Post weekly recreation events once per week and highlight classes at the Livery at the end of the week.	Ms. Coe	12/13/2017		
Keep a running tally of renters for the usage report each month	Ms. Coe	12/13/2017		
Send a proposal for climbing certification	Ms. Coe	12/13/2017		
Director Dinsmore will send the Articles from the SDA newsletter for reference to term limits.	Ms. Coe	12/13/2017		
Include a simple narrative that gives the budget vs. actual	Ms. Liljegen	01/08/2018	2/24/2018	
Add legal notice for election into the January 31st newspaper	Ms. Liljegen	01/08/2018		
Create formal procedure for elections and board terms	Ms. Liljegen	01/08/2018		
Gather updated signatures on the climbing wall use agreement with the school and Wright Stuff	Director Bellerose	01/08/2018		
Add a main calendar item for contract expirations	Ms. Liljegen	01/08/2018		
Create the report using infographics for the February meeting,	Ms. Coe	01/08/2018	2/13/2018	
Amend the renter contract to indicate that smoking is not allowed on the property and add 'No Smoking' signs.	Ms. Coe	01/08/2018	2/7/2018	

Correct term limits on election documents and contact DOLA for confirmation	Ms. Liljegen	2/12/2018		
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