



Norwood Park and Recreation District  
P.O. Box 645  
Norwood, Colorado 81423  
[www.norwoodparkandrec.org](http://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, March 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

Michelle Liljegren, NPRD Administrator, and Olivia Coe, Recreation Program Coordinator, also attended. Community Members Shawn Fallon, Nina Kothe, Jim Wells, Gretchen Wells, Lori Thayer, Liza Tanguay, Leila Seraphin, Ken Watt, Katie Klingsporn, Buff Hooper, Ellen Metrick, Angela Watkins, Jessica Newens, Craig Childs, Daiva Chesonis, April Montgomery, also attended.

Director Olson was absent. Her absences is excused.

#### **Call to Order**

The regular meeting was called to order by President Jennifer Dinsmore at approximately 6:34 pm on March 12, 2018. President Dinsmore noted that a quorum of the Board was present.

#### **Changes to the Agenda**

Director Dinsmore requested an addition of a discussion of the Dropbox new board member packet under new business.

#### **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.

Director Verity asked about a \$200 payment to UMC. Ms. Liljegren explained that they combined the deposit and the rent payment erroneously. Renters are asked to provide separate checks when invoiced.

With a motion from Director Verity, and a second from Director Muniz, the Board unanimously voted to ratify the bills as presented.

#### **Approval of Meeting Minutes from the February 12th regular meeting**

Ms. Coe presented the minutes from the February 12th meeting for approval. Director Bellerose asked about final signing of the Wright Stuff agreement for the climbing wall. Ms. Coe will notate the responsibility for the completion to Director Muniz. With a motion from Director Bellerose, and a second from Director Muniz, the Board unanimously voted to approve the February 12<sup>th</sup> board meeting minutes as presented.

### **Approval of YTD Financial Reports for January and February**

- Director Bellerose presented a simplified, one-page financial document that Ms. Liljegren can create for meetings in the future.
  - It took less than an hour to create and would be easy for Ms. Liljegren to create for meetings.
  - Significant differences or items that look unusual could be accompanied with a brief explanation.
  - Ms. Liljegren will work with the document to find a structure that works for her and the Board.
- Questions arose around the revenue from rentals (facility fees) for January and February being significantly different than budgeted.
  - Ms. Liljegren explained that the budget was taken from prior year numbers.
  - Director Muniz asked if it could be indicated in what periods revenue is booked.
  - Director Bellerose mentioned that questions like these could be indicted in a narrative in advance of the meeting for efficiency.
  - The question of facility fees was answered by Ms. Liljegren indicating that several rent checks posted in the same month.

With a motion from Director Bellerose, and a second from Director Bellerose, the board unanimously voted to approve the financial reports for January and February as presented.

### **Consideration of Resolution for Application for Audit Exemption for FY 2017**

Director Bellerose brought up the fact that there was a question on the Audit Exemption that asks if the district is in compliance with TABOR. The district is in compliance with TABOR but may not be required because it is de-bruced.

- Director Bellerose requested that Ms. Liljegren email the auditor to clarify how to answer the TABOR question.
- Ms. Liljegren requested that the board members sign the exemption in advance of the response about TABOR compliance as the document is due March 31st.

With a motion from Director Bellerose, and a second from Director Verity, the board unanimously voted to approve audit exemption pending clarification from the CPA on the TABOR response on item 9-1.

### **Ratify IGA with San Miguel County Clerk and Recorder**

Discussion ensued around the type of election the board selected. Mail-in only was selected due to the cost of a live election. With a motion from Director Muniz and a second from Director Bellerose, the board unanimously voted to approve the IGA with San Miguel County for the May 8<sup>th</sup> election.

### **Save the Livery Committee Presentation**

Community member Ken Watt presented a Livery Purchase Request from the Save the Livery committee.

Directors Dinsmore and Bellerose asked about the commitment of funds as opposed to making an offer as the district is not able to incur debt without voter approval.

Director Dinsmore asked about how the Save the Livery committee will designate fundraising monies. April Montgomery indicated that the committee would like to raise the funds directly for the NPRD.

The board requested that presentations such as these also include a one page proposal to be reviewed by the board before the meeting.

The board agreed that any offer is contingent upon the outcome of conversation with legal counsel.

With a motion from Director Verity, and a second from Director Muniz, the board unanimously voted to (a)approve the request from the Save the Livery Committee to commit a \$100,000 match contingent upon the Save the Livery Committee raising an additional \$100,000 for the initial verbal \$200,000 offer for the purchase of the Livery and the vacant lot by July 1st, 2018, (b)the informal verbal offer of \$350,000 to the owner for the entire Norwood Livery Condominiums property with the balance of \$150,000 to be raised by the Save the Livery Committee by July 31st, 2019, and (c)the allocation of up to 5% of the total purchase price of \$350,000 for closing costs and due diligence.

### **Items of Agenda:**

#### **Burn Canyon Trails**

Director Verity reported that there was nothing to report. Director Bellerose asked about the maps on the kiosk. Director Dinsmore reported that the maps are from the BLM, and there is not a sense of urgency in getting them updated. Director Verity will work on completing a digital map for the April meeting.

#### **Winter Sports Discussion (Change to Recreation reports for future meetings)**

##### **Cross Country -**

- Director Verity reported that the NNA groomed 5 times.
  - There was roughly one week of good skiing. If there is not a good snow soon, the equipment will be taken out in the next week.
  - Director Dinsmore asked about the need to communicate with the Road and Bridge for the 2018-2019 season for plowing, etc.

##### **Skating Rink -**

- Director Bellerose reported that the liner is finally out of the rink.
- Ms. Coe will create written procedures for volunteers and use [www.cbirecordscheck.com](http://www.cbirecordscheck.com) to run background checks for potential volunteers and Norwood Youth Organizations account.
- Director Bellerose will write a thank you note for Adam Cassidy for his efforts to create and lead the roller hockey program.
- Ms. Coe will put out the public skating option on Facebook.
- Ms. Liljegren will create an administrative calendar on google to indicate when the use agreements are due, and other administrative tasks that are relevant to the board.

##### **Open Gym update-**

Included with Program Coordinator report sent to board via email.

Ms. Coe reported that attendance at all open gyms has still been high with 12-15 attendees on most nights.

Ms. Coe reported that 20 people attended the basketball open gym the prior week.

Ms. Coe also reported that she will be planning a basketball tournament for fundraiser later in the spring. Director Dinsmore suggested that concessions could be an additional fundraiser.

**Facilities Discussion**

- A) Maintenance/repairs update
  - o Ms. Coe reported that the lock on the supply closet was removed due to internal damage. Shawn Fallon mentioned that he is extremely experienced in the repair of such locks.
  - o Ms. Coe will put a flat plate cover over the hole in the door.
- B) Program Coordinator report – Ms. Coe sent a report to the board including the prior month’s activities.

**Roller Hockey Program**

Ms. Coe reported that there are 18 children registered and participating in the program. All gear has been received and almost all of it has been assigned out. Because the liner in the rink was still down, the first two days of the program were run in the Livery to assign the gear and have the kids start practicing with the sticks, etc. They are now in the rink. The second instructor quit before the beginning of the program, so Ms. Coe has been working with Adam at every session.

**Public Comment**

No comments from the public.

**Dropbox for New Board Members**

Director Dinsmore indicated that there was a new board member file created on Dropbox for the incoming board members  
Director Bellerose requested that saved items title indicate more information about the document.  
Discussion ensued around when the new board members are sworn in and when the terms of the departing board members terms conclude.

**New Business**

N/A

**Executive Session**

No Executive Session required

**Adjournment**

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 8:41 p.m., after a motion from Director Bellerose and a second from Director Muniz. The next regular meeting of the Board is scheduled for Monday, April 9th, 2018 at 6:30 P.M.



**Secretary for the District**

Action Item	Assignee	Date Assigned	Date Completed	Notes
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Send a proposal for climbing certification	Ms. Coe	12/13/2017		Will be sent before the April meeting
Director Dinsmore will send the Articles from the SDA newsletter for reference to term limits.	Ms. Coe	12/13/2017		
Create formal procedure for elections and board terms	Ms. Liljegren	01/08/2018		
Gather updated signatures on the climbing wall use agreement with the school and Wright Stuff	Director Muniz	01/08/2018		
Add a main calendar item for contract expirations	Ms. Liljegren	01/08/2018		
Create the report using infographics for the February meeting,	Ms. Coe	01/08/2018	2/13/2018	
Correct term limits on election documents and contact DOLA for confirmation	Ms. Liljegren	2/12/2018		
Adjust Financial reports document created by Director Bellerose for use in future meetings	Ms. Liljegren	3/12/2018		
Email CPA for clarification on the TABOR response on item 9-1.	Ms. Liljegren	3/12/2018		
Complete a digital Burn Canyon map for the April meeting	Director Verity	3/12/2018		
Change Winter Sports section to Recreation reports for future meetings	Ms. Coe	3/12/2018		
Create written procedures for volunteers	Ms. Coe	03/12/2018		
Write a thank you note for Adam Cassidy for his efforts to create and lead the roller hockey program	Director Bellerose	03/12/2018		
Announce the public skating option	Ms. Coe	03/12/2018		

on Facebook				
Create an administrative calendar on google to indicate when the use agreements are due, and other administrative tasks that are relevant to the board.	<b>Ms. Liljegren</b>	<b>03/12/2018</b>		
Plan a basketball tournament for fundraiser later in the spring.	<b>Ms. Coe</b>	<b>03/12/2018</b>		
Put a flat plate cover over the hole in the supply closet door	<b>Ms. Coe</b>	<b>03/12/2018</b>		