



RECORD OF PROCEEDINGS

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

**Held: Monday, October 8th, 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
Kingston Cole
Jessica Newens

Olivia Coe, Recreation Program Coordinator, and community member DeeAnna Burbridge also attended. Michelle Liljegren joined by phone. Director Diane Muniz was absent and her absence was excused.

Call to Order

The regular meeting was called to order by President Kelvin Verity at approximately 7:06 pm on October 8th, 2018. President Verity noted that a quorum of the Board was present.

Changes to the Agenda

Added 2019 Budget Discussion and updates on the Facebook page and website in relation to the Livery purchase discussion.

Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified totaling \$6,070.06 paid from the General Operating Fund and \$245 from the grant fund. With a motion from Director Newens, and a second from Director Cole, the Board unanimously voted to ratify the bills as presented.

Approval of Meeting Minutes from the September 10th regular meeting

Ms. Coe presented the minutes from the September 10th meeting for approval.

- Director Verity asked about the revision of the verbiage for the website discussion change from the August meeting. Director Verity indicated that it does not need to be changed again.
- Director Chesonis noted that she was already making “thank you cards” so Ms. Coe does not need to ask Sarah Gibson to make them.
- Director Newens noted that the donor of the motorcycle needs to be anonymous.

With a motion from Director Cole, and a second from Director Newens, the Board unanimously voted to approve the September 10th board meeting with the aforementioned changes.

Approval of YTD Financial Reports

Ms. Liljegren presented the financial reporting for the month of September.

- Director Verity asked about the P&L for the Coordinator Services being below budget in addition to the differences in the accounts based on the Save the Livery fundraising and grant income and expenses.
- Director Verity explained how he figures the actuals on the P&L with the new funds coming in for STL.
- Director Chesonis asked about the ownership taxes AF and BCD. Ms. Liljegren explained that Kathleen Eerie confirmed that this indicated different classes of personal vehicle licensing..

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

2019 Budget Discussion

Director Verity, Director Chesonis, and Ms. Liljegren met on September 26th to analyze and prepare a proposed 2019 budget.

- Discussion ensued around the Office spaces upstairs at the Oliver House. Director Chesonis noted that the Library's ETA for getting into the new facility needs to be determined in order to market to keep the space filled.
- Director Verity noted that in the 2018 budget Contractor Services were all lumped into one category. In the 2019 budget they will be itemized into different types of services such as cleaning, lawn and garden, general contracting, etc.
- Director Cole asked about the Nordic Services having a higher amount in 2018. Director Verity explained that it was essentially a prior year repair that caused the amount to be more than expected.
- Director Newens requested that the title of NPRD Funded Local Project account be changed to NPRD Funded Community Project.
- Director Verity Noted that property taxes have stayed roughly the same from 2017 to 2018, but it may decrease in 2019.
- Director Verity asked about the estimated insurance expenses for the new Livery purchase. [Ms. Liljegren will provide the quote once it is received.](#)
- Director Newens asked about Coordinator Services. They were initially under the Livery only and in 2019 it will be split up between each category that is indicated in Ms. Coe's monthly itemizations.
- Director Verity asked about the amount for the Coordinator Contract Labor not showing up on the report. Ms. Liljegren indicated that the amount for 2017 was \$7,494 and the budget for 2018 was \$10,000.
- Director Verity explained that the main goal of the budget has been to clarify the categorization of funds especially when concerned with the Livery.
- Director Verity reported that the CTF Fund will be expending \$50,000 for the STL purchase. There will be roughly \$8,000 remaining after the payment is made.
- Discussion ensued around the Special Projects account. No grant revenue was indicated on the proposed budget. Ms. Liljegren will adjust it to \$3500 for the JFK Climbing Club grant application. In order to balance the accounts and be more accurate.
- Director Newens asked about the increased usage for the facilities in 2019 to confirm that income and expenses were increased for both line items.
- [Ms. Liljegren will resend the finalized budget before the November meeting for a consensus from the board with a request for permission to publish.](#)

Update on Livery Purchase

- Director Verity reported that the fundraising effort is more than halfway to the \$50,000 goal.
- Director Verity is approaching the town on Wednesday October 10th to request \$10,000.
- Director Verity reported that the donated motorcycle was on eBay and it was removed erroneously. Before it was removed it had 15 watchers and 300 views, but all those are now lost. It is now listed again.
- The appraisal of Livery came in at \$200,000 and the Oliver House appraised at \$230,000.
- San Miguel Kids Foundation will match dollar for dollar for up to \$12,500. This is Bill Carstens foundation administered by Cheryl Miller.
- Director Verity reported that he has a check for \$2000 for the LCLT Grant awarded for the livery purchase.
- Director Verity reported that he would like to get a story into the paper the upcoming Wednesday to drum up local interest.
- Discussion ensued around approaching the Telluride Association of Realtors for donations, etc. [Director Verity will look into approaching the organization for a donation](#)
- Discussion ensued around the liquor licenses for the SNL event on November 17th. Director Verity will get the paperwork and scan it to the board members to fill out and submit.
- Discussion ensued around utilizing general funds to cover the livery purchase if pledged funds are not yet received.

With a motion from director Newens, and second from Director Chesonis, the board voted unanimously to utilize general funds to cover the purchase of the Livery on the closing date if there are committed donated funds that are not available in the bank account at that time.

Website and Social Media Discussion

- Director Newens indicated that she would like to see the recent posts updated regularly.
- Director Verity noted that there needs to be an event calendar as well as the facility availability calendar. [Ms. Coe will work on creating different calendar options.](#)

GOCO Grant Presentation

DeeAnna Burbridge, San Miguel County Fairgrounds Manager came to explain their GOCO grant application to the Board. The purpose was to inform the board of the application process and the plans of the County

Items of Agenda:

Burn Canyon Trails

Director Verity reported that as part of phase 3 (motorized) there may be gates added to the closed roads on the south end of McKee Draw.

Recreation Reports

Cross Country -

- Director Verity reported that there has been snow, but that nothing is happening at this point.

Skating Rink

- Ms. Burbridge asked about the timeline for the ice rink board setup. Ms. Coe reported that the plan is to set them up on October 21st.
- Director Cole agreed to be the board liaison to the San Miguel County Fairgrounds for the Ice Rink.
- Ms. Coe reported that the roller hockey session will begin on October 26th.
- Ms. Coe reported that she will be going on the Mavs news to promote the Roller Hockey program. Director Newens recommended that the video created by AJ for the town request for donation could be replayed on the MavNews to promote the STL effort.

Open Gym update

- Ms. Coe reported that there is possibility for a Pickleball Festival in the Spring. More information will follow in the November meeting.
- Ms. Coe reported that over 10 people that used to play basketball have moved in the past year. There are still some people attending, but she has scaled back to 1 day per week at this point.
- Pickleball has requested 4 days per week to play at the school in the winter. Ms. Coe reported that she is not running any of the open gym sessions at this point because there are several responsible attendees that are happy to help out.
- Ms. Coe reported that she is submitting the JFK Grant for the climbing club that night.

Facilities Discussion

Maintenance/repairs update –

- Ms. Coe reported that Marie Green requested to change time of her Saturday yoga classes to include Gong Therapy from 10:00 to 11:00.
- The board suggested that Sundays with Gong Therapy would be the best option. If she chooses to do it on Saturdays there may be more conflicts for which she will need to consider cancelling her classes in order to accommodate other events.

Public Comment

No comments from the public.

New Business

None

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 9:25 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, November 12th, 2018 at 7:00 P.M.

Secretary for the District

Action Item	Assignee	Date Assigned	Date Completed	Notes
Complete a digital Burn Canyon map for the April meeting	Director Verity	3/12/2018		
Plan a basketball tournament for fundraiser later in the spring.	Ms. Coe	03/12/2018		
Put a flat plate cover over the hole in the supply closet door	Ms. Coe	03/12/2018		
Buy goalie pads for roller hockey to expend the remaining grant funds from JFK	Ms. Coe	04/09/2018	Ordered 09/28/2018	
Create a membership evaluation for the new board members for the fall	Ms. Coe	04/09/2018		
Work with the school to plan for Friday activities and coordinate transportation	Ms. Coe	04/09/2018		OC spoke with Melissa Merrill on 9/28/2018
Contact accountant for advice on which account to debit for the appraisal	Ms. Liljegren	08/13/2018		
Perform monthly sewer flush	Ms. Coe	09/10/2018		
Look into the option for passing on fees for credit card processing to the donors.	Director Verity	09/10/2018		
Get in touch with Donor in person about the donated motorcycle	Director Verity	09/10/2018		
Maintain the silent auction list and look into the process	Director Newens	09/10/2018		
Discuss the climbing club with the school and see what level of support they would like to offer.	Ms. Coe	09/10/2018		Perri Said they could offer ¼ a P.E. credit
Resend the finalized budget before the November meeting for a consensus from the board with a request for permission to publish.	Ms. Liljegren	10/08/2018		
Send Insurance quote for the Livery to the board and add to proposed budget	Ms. Liljegren	10/08/2018		
Approach Telluride Association of Realtors for donations for STL	Director Verity	10/08/2018		

Create different calendar option for availability calendar	Ms. Coe	10/08/2018		
--	---------	------------	--	--