



RECORD OF PROCEEDINGS

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

**Held: Monday, November 12th, 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 (Attended by phone)
Diane Muniz
Daiva Chesonis
Nola Svoboda
Jessica Newens

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

Call to Order

The regular meeting was called to order by Vice President Diane Muniz at approximately 7:05 pm on November 12th, 2018. President Verity noted that a quorum of the Board was present.

Changes to the Agenda

Added a Just for Kids Grant Discussion and Consideration of New Water and Sanitation Contracts with the Town of Norwood.

Nominations to Fill Board Vacancy

With a nomination from Director Verity and a second from Director Chesonis, the board voted unanimously to appoint Nola Svoboda to fill the board seat vacated by Kingston Cole

Swearing in of New Director

Director Nola Svoboda took the oath of office administered by Director Muniz

Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified totaling \$148,557.49 with \$48,485.55 paid from the General Operating Fund, \$63.94 from the JFK Grant Fund, \$50,008.00 from the CTF Fund, and \$50,000 from the Contributions Fund. With a motion from Director Newens, and a second from Director Chesonis, the Board unanimously voted to ratify the bills as presented.

Approval of Meeting Minutes from the October 8th regular meeting

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

- Director Verity and Ms. Liljegren emailed requested changes to Ms. Coe

With a motion from Director Newens, and a second from Director Muniz, the Board unanimously voted to approve the October 8th board meeting minutes with the aforementioned changes included, to be communicated to the board via email.

Approval of YTD Financial Reports

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

- Director Verity asked about legal costs from Jenny Russell for the Livery purchase. Ms. Liljegren reported that some have come in, but there may still be more.
- Ms. Liljegren reported that the general fund and the CTF fund have decreased due to the Livery purchase.
- Ms. Liljegren also noted that there were still a few additional deposits to credit to the STL donations.

With a motion from Director Muniz, and a second from Director Chesonis, the board unanimously voted to approve the financial reports for October as presented.

Approval of Proposed 2019 Budget

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

- Noteworthy Items:
 - Added \$60,000 Capital Outlay and \$60,000 in contributions.
 - Total revenue of \$49,000 for 2019
 - Insurance and bonds \$3,000 for liability, additional \$1,900 for property and liability for the Livery. [Ms. Liljegren will be getting additional quotes.](#)
- Director Verity mentioned that the rental income for the Oliver House would be negatively affected if the vacancy left by the library moving to their new location is not quickly filled.
- Special events income on the Master account is intended to be the special events put on by the District
 - Director Verity suggested an item for special events revenue stream discussion be added to the December meeting.

With a motion from Director Muniz, and a second from Director Newens, the board unanimously voted to approve the budget and the resolution adopting the budget.

Livery Purchase Discussion

- Director Verity reported that the closing for the Livery and the yard attached took place on October 29th.
- The silent partner also closed on the Oliver House that day as well.
- Closing costs were included in purchase price,
- 2018 property taxes will be paid in 2019. They are estimated at \$3,500 - \$4,000/year, but he is working to get that waived due to NPRD being a government district.
- Additional Save the Livery funds raised will be put back into the restricted funds account for the future purchase of the Oliver House.
- Thank you cards will be signed during the meeting.
- Tax donation letters will also be sent in the next few weeks.

With a motion from Director Muniz, and second from Director Newens, the board voted unanimously to ratify the resolution of the board of directors of Norwood Park and Recreation District authorizing purchase of unit 2, Livery Condominiums, including the Livery.

Consideration of New Water and Sanitation Contracts with the Town of Norwood

With a motion from Director Newens and a second from Director Muniz the board voted to approve the agreements.

Consideration of Resolution Appointing New Signatories

With a motion from Director Newens and a second from Director Verity nominated and appointed Nola Svoboda as Secretary.

With a motion from Director Newens and a second from Director Muniz the board voted unanimously to approve the revised MSA for US Bank and the Resolution to Appoint Nola Svoboda as a signatory on the US Bank accounts.

Ratification of Skating Rink Use Agreement with San Miguel County

With a motion from Director Muniz, and a second from Director Newens the board voted unanimously to ratify the skating rink use agreement with San Miguel County.

Trails to Pioneer Village and Frisbee Golf Discussion

- Director Verity reported that former Director Cole was interested in pursuing the trail construction between the town and Pioneer Village. Director Verity will provide more details in the December meeting.
- Director Verity recommended that there be a new agenda item added to the meetings going forward about the Pioneer Village trails item.
- Director Verity reported that a community member Shawn Fallon was interested in working with NPRD to set up a Frisbee Golf course in the Busted Arm Draw area.
- Director Verity also recommended that Shawn Fallon attend the next months meeting.

Items of Agenda:

Recreation Reports

Burn Canyon Trails

- Director Verity reported that the final inspection walk through has been completed with Josh with CPW. Maintenance phase starts the next week.

Cross Country

- Director Verity reported that nothing has started yet, but that as soon as there is snow things will be happening.

Skating Rink

- Ms. Coe reported that the rink setup went well.
- Adam Cassidy has been running Roller Hockey since October 26th but he is moving to Montrose in December.
- Moe Bellerose informed Ms. Coe that he would not be able to take the lead on the ice rink management.
- Shawn Fallon has agreed to run the rink management starting November 24th.
- Ms. Coe reported that they moved the rink to the west.
- Nola Svoboda agree to be the board liaison to San Miguel County for the Skating Rink and all non-NPRD owned facilities (off-site facilities chair).

Open Gym update

- Ms. Coe reported that the gyms have been going well, but that the APR will be unavailable during Thanksgiving break.
- Basketball open gyms have been cancelled until the HS season is completed.
- Ms. Coe mentioned her interest in running tournaments for open gyms that can't be run weekly. She will look into setting up those activities after the new year.
- Pickleball -
 - Ms. Coe reported that Pickleball has been managed by the core group.
 - Ms. Coe sent a report regarding the ideas from her meeting with the pickleball group.
 - Ms. Coe will discuss with Kyle Dinsmore, the new maintenance person at the school regarding the usage of the tape in the main gym for additional pickleball courts.
 - The board would support the planning and implementation of a Pickleball Festival.
 - New equipment needs to be purchased for this event and for regular wear and tear.
 - Ms. Coe mentioned that the pickleball group should consider starting their own organization.

Just for Kids Grant Discussion

- Ms. Coe reported that the JFK foundation granted NPRD \$3000 for the Norwood Climbing Club.
- Ms. Liljegren recommended that Ms. Coe submit travel expenses in advance for the coming month.
- Ms. Coe reported that High School Students can earn ¼ PE credit
- Team name (Board suggestion - Norwood Rockers)

Facilities Discussion

Maintenance/repairs update –

- Ms. Coe reported that the door between the entryway and the living room in the Oliver House is off the track. She has emailed Walt Fourney.
- Ms. Coe reported that there were two situations where items went missing. She recommends the table closet be locked and the dish closet code be changed more regularly.
- Director Newens mentioned the closing of the Hitching Post in regards to a question someone asked about Turkey Bingo.
- Director Newens mentioned that in the past community members were concerned about the Livery turning

into a bar.

- Program Coordinator
 - Ms. Coe sent a report to the board.
 - Ms. Coe indicated that her pay was higher than normal due to the grant writing for Just for Kids.

Executive Session

N/A

Public Comment

No comments from the public.

New Business

N/A

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 8:50 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, December 10th, 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		
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		
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		