

RECORD OF PROCEEDINGS

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

Held: Monday, July 9th, 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
Diane Muniz
Daiva Chesonis
Kingston Cole
Jessica Newens

Michelle Liljegren, NPRD Administrator also attended. Olivia Coe, Recreation Program Coordinator joined briefly by phone.

Call to Order

The regular meeting was called to order by President Kelvin Verity at approximately 7:10pm on July 9, 2018. President Verity noted that a quorum of the Board was present.

Changes to the Agenda

Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified totaling \$2,245.45 paid from the General Operating Fund.

- Ms Liljegren reported that the \$100 Dropbox payment was made to increase storage to 1 terabyte because the free limit was exceeded. Director Verity requested Ms. Liljegren research other alternatives to Dropbox for the online storage needs of the District. Director Cole recommended Google Drive as an alternative.
- Director Verity asked about an Amazon purchase. Ms. Liljegren explained it was supplies.
- Ms. Liljegren reported that Ms. Coe's check was an additional item not included on the original bills to be ratified.
- Discussion ensued around the birthday party for Demian David Brooks. Ms. Coe reported that the facility was left unlocked and very messy.
- Discussion ensued around Ms. Coe hiring Laura Donnino for the setup and breakdown. Ms. Liljegren asked if the board would like to allow Ms. Coe to hire additional subcontractors. Director Verity recommended that Ms. Coe add the hours to her invoice instead of having the subcontractor submit a separate invoice to the board.
- Director Newens asked questions about the setup and cleanup of the facility after the birthday party, the deposit, and other details.

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

Approval of Meeting Minutes from the June 11th regular meeting

Ms. Coe presented the minutes from the June 11th meeting for approval.

- Director Newens asked about the two references to the social media discussion.
- Director Chesonis indicated that the climbing wall discussion indicating that she 'offered' to run an adult night at the climbing wall. She corrected that statement to indicate that she 'suggested' NPRD offer an adult night.
- Discussion ensued around the tasks list on the minutes for each month. The climbing wall agreements, and the main calendar have been completed by Ms. Liljgren.

With a motion from Director Chesonis, and a second from Director Newens, the Board unanimously voted to approve the June 11th board meeting minutes as presented with the correction of the climbing wall information and completion of tasks as indicated above.

Approval of YTD Financial Reports for June

Ms. Liljgren presented the new financial reporting for the month of June.

- The budget performance report Ms. Liljgren presented showed total vs. annual allotment.
- Discussion ensued around Melissa Currie's Crossfit fundraiser collecting over \$1,100. Ms. Liljgren reported that the funds were placed in the same account as Lori Thayer's restricted donation.

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

Executive Session

Director Verity expressed the board intent to 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

With a motion from Director Muniz, and a second from Director Newens the board unanimously agreed to enter into Executive Session. The Board came out of Executive Session at 9:03 pm.

Update on Livery Purchase

Director Verity reported Jenny Russell prepared a contract for the Livery Purchase. He reported that Curtis Odom is requesting a purchase contract ASAP.

Discussion ensued around the appraisal and environmental inspection:

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Discussion ensued around how to structure the contract:

- Director Newens proposed that the earnest money return to \$5,000 down from \$10,000
- Director Newens proposed that some contingency be built in if last \$50,000 is not raised by the closing date.
- Request the regular property inspection instead of an environmental inspection.
- Conversation around appraisal timeline, environmental assessment, property inspection, etc. took place in regards to the property being sold "as is".
- Board agreed to request that Jenny Russell change contract to MEC plus 75.

With a motion from Director Cole, and a second from Director Muniz, the board voted 4-1 to approve the contract with changes to include the extended deadline for the regular property inspection, decreased earnest money from \$10,000 to \$5,000, create a contingency addendum for fundraising failure, and an extended closing date. Director Verity requested pushing back the survey and the IOC by an additional 10 days which was included into Director Cole's initial motion. Additional discussion ensued around Joel Coniglio possibly offering advice on the property inspection process. Director Newens asked if there could be a conflict of interest due to her personal relationship with Mr. Coniglio. The Board declared it would not be a conflict, but if there were a vote to approve a contract, she should recuse herself.

Items of Agenda:

Trails Website Discussion

Tabled.

Burn Canyon Trails

Director Verity reported that Amy Sharp has contacted him about what the boards wants to do with the leftover grant funds. Discussion ensued around scheduling a tour for the new board members.

Recreation Reports

Cross Country -

- Director Verity reported that there was nothing to report.

Skating Rink - Tabled

Open Gym update-

- Included with Program Coordinator report sent to board via email.
- Discussion ensued around the open gym numbers. Director Muniz reported that the school has been closed for repairs and various reasons which correlated to lower open gym numbers.

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

Facilities Discussion

Maintenance/repairs update –

- Tabled

Roller Hockey Program

- Tabled

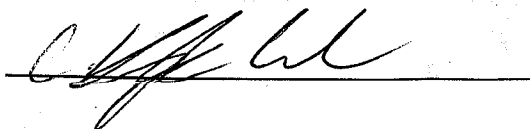
Public Comment

No comments from the public.

New Business

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 9:30p.m., after a motion from Director Newens and a second from Director Verity. The next regular meeting of the Board is scheduled for Monday, August 13th, 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		
Create a membership evaluation for the new board members for the fall	Ms. Coe	04/09/2018		
Move Program Coordinators report to the same area as other related reports	Ms. Coe	04/09/2018	07/22/2018	
Work with the school to plan for Friday activities and coordinate transportation	Ms. Coe	04/09/2018		