



RECORD OF PROCEEDINGS

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

**Held: Monday, January 14th, 2019, 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
Nola Svoboda
Jessica Newens

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

Call to Order

The regular meeting was called to order by President Verity at approximately 7:09 pm on January 14th, 2019. President Verity noted that a quorum of the Board was present.

Changes to the Agenda

- Ms, Liljegren requested the addition of the Annual Administrative Resolutions Approval.
- Director Chesonis requested an addition of a discussion around the SNL events be added to the Facilities section.
- Director Verity requested to add a Fat Tire Race discussion to the Recreation Reports section.
- Director Verity requested the addition of the Trails to Pioneer Village discussion added in Recreation Reports. He noted that community member Leila Seraphin is requesting to be allowed to present the project ideas in February board meeting.

Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified totaling \$7,158.16 with \$6,639.27 paid from the General Operating Fund, \$518.89 from the JFK Grant 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 December 10th regular meeting

Ms. Coe presented the minutes from the December 10th meeting for approval. Minor date and name errors were noted, but no significant changes were required. With a motion from Director Newens, and a second from Director Muniz, the Board unanimously voted to approve the December 10th board meeting minutes as presented.

Approval of YTD Financial Reports

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

- Director Verity noted that Profit and Loss Budget Performance report will show the most accurate outlook on how the District performed for the year. The final numbers show a roughly \$10,000 profit due to the insurance payment happening after the first of the year.
- Legal expenses were higher than normal for 2018 due to the purchase of the Livery.
- Director Verity noted that no bills were received for the election held in May 2018.
- Director Verity asked Ms. Liljegren about the Capital Outlay line item not adding up - Ms Liljegren noted the items included \$3,000 for Watson Appraisal, \$5,000 to Land Title for earnest money, and roughly \$97,000 for the remaining purchase. Director Verity estimated that the amount should be \$154,000. [Ms, Liljegren will email the exact information to the board.](#)
- Director Muniz and Verity requested a narrative to accompany the financial reports when there is an anomaly or large variance from the budgeted amount.
- Ms. Liljegren noted that the December financials are not the year end numbers as some of the Capital Outlay line item will be moved to an asset on the balance sheet.

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

Approval of Revised 2019 Budget

Due to decreased revenue caused by a projected reduction in the oil and gas production, Director Verity and Ms. Liljegren were forced to revise the budget. With a motion from Director Muniz, and a second from Director Newens, the board unanimously voted to approve the revised budget due to the income from property tax being further reduced caused by a projected reduction in oil and gas production for December as presented.

Annual Administrative Resolutions Approval

Ms. Liljegren presented the Annual Administrative Resolutions to the board for approval.

- Ms. Liljegren noted that she changed the worker's compensation section to indicate that the board waived that item.

With a motion from Director Newens, and a second from Director Muniz, the board voted unanimously to approve 2019 Annual Administrative Resolutions as presented.

Website Discussion

- Director Verity reported that he, Director Verity, and Ms. Coe all met to discuss the website. Ms. Coe has made some small changes. Director Verity proposed that the web hosting and storage be changed to a hosting service with free SSL certificates.
- Director Verity noted that Dropbox is now charging \$99/year due to the free storage capacity of 2G being exceeded.
- Director Svoboda recommended that the District use Google Drive and setup and use www.norwoodlivery.com.

- Director Verity asked Ms. Coe to create a sitemap for the board to review along with the minutes at the end of the month.
- Director Newens will gather some pictures of the facility to update the website.

Items of Agenda:

Recreation Reports

Cross Country

- Director Verity reported that the skiing has been great!
- The equipment has been functioning well overall.
- NNA is working on getting more volunteer groomers.

Fat Tire Race

- Director Verity reported that NNA will have a booth and be offering lessons and holding a relay race to participate in the race.
- There will be a full moon ski on the evening of the Fat Tire Race
- Director Newens noted that it would be beneficial for the District to promote other community recreation events on our calendar. Discussion ensued around ideas of how to do that with the new website.
- Director Newens also noted that links to other local resources should be included.

Skating Rink

- Ms. Coe reported that the ice rink is up and running and that it is being used.
- Ms. Coe also reported that when the rink was set up, it was shifted a bit West which has caused making ice to be more tricky. Shawn Fallon has said he will be asking the County to purchase new shades for the rink to protect the ice.
- Ms. Brantingham requested snow shoes and ice skates for her 5th grade class.
- Discussion ensued around scheduling at the ice rink. Ms. Coe reported that DeeAnna Burbridge holds the master rink schedule.
- Director Newens asked if anyone has inquired about figure skating lessons as she knows an instructor.
- Ms. Coe created a post for the ice rink being open on Facebook
- Director Muniz recommended that next year it is promoted early, and that the website needs more pictures on the Facebook page, videos of the rink, etc.

Open Gym update

- Ms. Coe reported that the MS/HS Climbing team has 7 participants and is going very well.
- The High School team members helped set routes in the gym.
- Ms. Coe cleaned the Wright Stuff van that the climbing team is using for their trips.

- Ms. Coe also reported that there will need to be more funding in the future to continue and expand the program.
- Ms. Coe reported that the high school students are receiving ¼ PE credit for their participation.
- Director Muniz recommended holding a fundraiser for the team.
- Director Chesonis mentioned that Mountain Film presents an annual climbing film dedicated to Charlie Fowler. She recommended that Ms. Coe look into a Mountain Film Fundraiser for Climbing club. [Directors Newens and Chesonis will provide a contact for Ms. Coe.](#)
- Discussion ensued around publicizing the Charlie Fowler climbing wall
- Director Verity asked about basketball open gym. Ms. Coe reported that there is not a large crew of people interested in playing basketball at the moment. Additionally, there is not a time that the main gym is available since high school basketball is using it until 8:30 pm. As the end of March, Ms. Coe will evaluate the communities desire to start up again at that time.
- Ms. Coe reported that there is high attendance in pickleball open gyms. Planning for the Pickleball Festival is in motion.

Disc Golf Course Discussion

Director Verity reported that work on this idea will be postponed until the spring as the area where the course will be is covered in snow.

Trails to Pioneer Village

Director Verity reported that he has been contacted by Leila Seraphin and a group of community members to start a committee. They would like to be added to the February board meeting.

Facilities Discussion

Maintenance/repairs update –

- Ms. Coe asked about what the board would like Leslie Currie to clear the whole deck. [Ms. Coe will contact her to see if she is able to maintain a regular shoveling schedule.](#)
- Director Verity reported that the door in the Oliver House was not able to be fixed. [He will contact Ken Watt to see if he has any ideas.](#)
- Director Verity reported that the handle in the security closet in the Livery was replaced due it being swapped to replace the men’s bathroom door handle when it broke.
- Sand bags can be used from NNA to help with the ice situation in the parking area.
- Ken Watt will fix the gutters - NPRD agreed to clean gutters in the fall and rake the roof. [Director Newens will look at the maintenance forms created by former Director Olson.](#)
- Facilities Fee and Class Instructor Discussion -
 - Director Verity reported that the fees are very low and that the private renter amount should be increased or adjusted for full day events.
 - Discussion also ensued around factoring fees based on number of attendees for private events and non-profit organizations.
 - Discussion also took place around charging additional fees for events that clean up the next day and cutting off events at 11:00 pm.

- Director Newens reported information about how other organizations charge renters. Ahhaa charges a non-refundable cleaning fee, and their usage fees are much higher.
- Director Verity recommended that the base rate for non-profits stay at \$7/hr but that incremental costs per number of attendees be implemented.
- [Each board member is required to research comparable facilities rate structure and email to Director Newens for February meeting.](#)
- Program Coordinator
 - Ms. Coe sent a report through email to the board.

SNL

Director Chesonis reported that she and Director Newens have been discussing the SNL events.

- Director Chesonis reported that Glade Hadden, archaeologist, has retired and is now living in Paradox. He excavated the Eagle Rock Shelter in Gunnison, which is an incredibly important discovery that he was in charge of, and on which he is now holding lectures. [She will approach him about presenting at an SNL in March or May.](#)
- Director Newens reported that her husband and daughter would be able to present a slideshow for their trip to Italy in March or February. [Director Chesonis will ask them to prepare something.](#)
- Director Chesonis recommended a MountainFilm event in early May with Kara Palone.
- [Ms. Coe will look into the liquor license process with the town of Norwood.](#)
- Ms. Coe will inform the board of TIPS dates.

Executive Session

N/A

Public Comment

No comments from the public.

New Business

- Ms. Coe presented information on the State Historical Fund grant presentation she attended last week. She mentioned that an acquisition grant might be something that the board could look into for the Livery purchase. Director Verity noted that no fundraising can't happen for at least one year.
- Director Verity presented information on the WEEDC organization in Naturita. He recommended that the board get involved in their organization. Director Svoboda noted that they are looking for Norwood representation.

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 9:47 p.m., after a motion from Director Newens and a second from Director Svoboda. The next regular meeting of the Board is scheduled for Monday, February 11th, 2019 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		
Contact accountant for advice on which account to debit for the appraisal	Ms. Liljegren	08/13/2018		
Verify accuracy of Property Insurance line item showing \$0.	Ms. Liljegren	12/10/2018		
Send the final insurance quotes to the board.	Ms. Liljegren	12/10/2018		
Meet with Shawn Fallon to decide on a plan of action for Disc Golf course	Director Verity	12/10/2018		Postponed until Spring
Look into planning special tournaments for activities that cannot be open gyms	Ms. Coe	12/10/2018		
Ms. Liljegren will look into Director Svoboda doing website work for NPRD	Ms. Liljegren	12/10/2018		
Email Capital Outlay line item information to the board	Ms. Liljegren	1/14/2019		
Create a sitemap for the board to review	Ms. Coe	1/14/2019	2/06/2019	
Gather pictures of the facility to update the website	Director Chesonis	1/14/2019		
Provide Ms. Coe contact information for Mt. Film for Climbing Team fundraiser	Director Chesonis	1/14/2019		
Contact Leslie Currie about shoveling expectations	Ms. Coe	1/14/2019	1/15/2019	Shoveling has been complete as expected
Contact Ken Watt about the sliding door in the Oliver House	Director Verity	1/14/2019		
Review Director Newens maintenance forms	Director Newens	1/14/2019		
Research similar recreation district facility fee structures and report to Director Newens	All Board Members	1/14/2019		
Contact Joel Coniglio and Glade Hadden to schedule their talks for SNL	Director Chesonis	1/14/2019		
Look into the liquor license process with the town of Norwood	Ms. Coe	1/14/2019	1/22/2019	Same as Telluride