

RECORD OF PROCEEDINGS

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

**Held: Monday, March 11th, 2019, at 6:30 P.M. at the Oliver House,
1555 Summit Street, Norwood, Colorado, 81423**

6:30 pm

Worksession

Directors Verity, Chesonis, Svoboda and Ms. Coe participated in a work session to discuss the website structure and design. Changes to the layout, page titles, and organization were discussed.

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
Nola Svoboda
Jessica Newens (Attended via phone)

Olivia Coe, Recreation Program Coordinator also attended. Michelle Liljegren, NPRD Administrator joined by phone. Director Muniz's absence was excused.

Call to Order

The regular meeting was called to order by President Verity at approximately 7:37 pm on March 11th, 2019. President Verity noted that a quorum of the Board was present.

Changes to the Agenda

- Ms. Liljegren requested an addition of Consideration of Resolution for Exemption from Audit after the approval of February meeting minutes.

Approval of YTD Financial Reports

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

- Discussion ensued around a renter that wrote a check that was returned NSF. Ms. Liljegren recommended that [Ms. Coe will open US Bank documents and bring to the meeting to give to Director Chesonis in the future.](#)
- [Ms. Coe will bring Director Verity the Insurance binder that holds the coverage policy.](#) Director Verity requested a digital copy be added to Dropbox. [Ms Liljegren will look into getting a copy from the Insurance company.](#)
- Director Newens mentioned that she has a deposit from SNL. [Ms. Coe will send her the account number so she can make the deposit while she is in Texas.](#)
- Director Newens mentioned that having a bar at the next SNL event should increase revenue.

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

Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified totaling \$3,398.60 paid from the General Operating 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 February 11th regular meeting

Ms. Coe presented the minutes from the February 11th meeting for approval. With a motion from Director Chesonis, and a second from Director Svoboda, the Board unanimously voted to approve the February 11th board meeting minutes with aforementioned changes.

Consideration of Resolution for Exemption from Audit

Ms. Liljegren presented the Resolution for Exemption from Audit to the board for review. Director Verity explained that this is an annual process that the board goes through that helps the board avoid the expense of participating in an audit. Districts with revenue under \$500,000 are eligible for this exemption each year. With a motion from Director Newens, and a second from Director Chesonis, the Board unanimously voted to approve the Resolution for Exemption from Audit.

Presentation of Pioneer Trails Proposal

Director Verity reported that a group met to discuss the trail ideas and gauge community support. He reported that since there was not anyone from Pioneer Village present in favor of the idea, the conversation turned to how to make pedestrian and bike travel more safe for youth, etc. The group is attending the County Open Space Meeting in Monday March 25th.

- Director Newens noted that she may not be able to attend the County meeting, but that she would write a letter in support of a project for bike and pedestrian safety. She wants to make sure that the group knows that NPRD would like to be supportive and involved in the project.
- Director Chesonis noted that a trail that goes to the top of Norwood Hill could be a positive connection to the bus routes to Telluride.
- Director Verity also noted that he had been approached by community members about a walking path around town and at the property adjacent to the new library.

Website Discussion Recreation Management Software

Director Verity presented several different ideas for recreation management software via email to the board.

- [Ms. Coe will look into setting up as much as she can through Wordpress plugins and WooCommerce and report in the April meeting or before if possible.](#)
- Ms. Liljegren recommended looking into how the County maintains their rentals for the school house.

Items of Agenda:

Recreation Reports

Cross Country

- Director Verity reported that the skiing is still going strong and it is likely the longest season yet.
- The Town of Telluride donated a roller that should create the corduroy for the trail and help keep the groomer cooler.

Skating Rink

- Ms. Coe reported that the rink was closed
- Ms. Coe reported that a community member has been maintaining the rink and has offered to run the roller hockey program.
 - Ms. Coe reported that she spoke with him about the background check and his issues in the past.
 - He offered to write an explanation of the charges and information that will show up on the background check.
 - Ms. Coe will run the background check and report the information to the board.
- Ms. Coe will check with Ms. Liljegren about signing up for the background check service.
- Director Newens mentioned the issue in renting skates to a community member and creating a process and putting in place backup procedures.
- Director Newens will communicate with the figure skating instructor about possibly running a program for next season.

Open Gym update

- Ms. Coe reported that the pickleball and climbing open gyms have both had regular high attendance with a large core group for both.
- Pickleball -
 - Ms. Coe reported that she met with Gretchen Wells with the town to plan a tournament.
 - There is a tentative local's tournament planned for April 27th.
 - The larger Festival will likely be held in October.
 - Rio is signing up as an ambassador and needs to use a membership in USAPA. Ms. Coe will get pricing and email to the board.
- Climbing -
 - Ms Coe emailed a proposal for a Friday climbing program from Spring through Fall.
 - Director Verity asked questions about the breakdown of income and expenses.
 - Ms. Coe will email more information about income and expenses projection that includes more of a breakdown of income, and the low and high estimates.
 - Director Verity requested that Ms. Coe reconfirm with the insurance company that this type of activity is covered and hiring the non-district vehicle that belongs to Wright Stuff.

Facilities Discussion

Maintenance/repairs update –

- Director Verity reported that he repaired the men's bathroom door and set aside the chairs that needed repaired.
 - He and Ken fixed the sliding door in the Oliver House.
 - He and Ms. Coe walked through the Livery to discuss repairs and cleanup needed
 - The stage and facility need to be given more attention including painting, landscaping, etc. to make the facility more attractive for rentals.
- He explained that the Library requested to store boxes in the Oliver house. Director Verity asked them to break them down and store them in the back entryway, kitchen, then the front entryway.
 - He toured the new library facility and mentioned that it may take certain types of business from NPRD.
- Discussion ensued around organizing a school Spring cleanup with students. [Ms. Coe will ask Diane to confirm good dates for a Spring Cleanup for High School seniors who need community service hours.](#)
- Discussion ensued around Oliver House rentals.
 - Jenny Russell is renting the basement for olive oil storage for a few months for \$50/month.
 - As the library is vacating the office they have been renting from NPRD Ms. Coe will promote/Advertise the office for \$150/month
 - The board will reevaluate rental fees in October
 - Leases for renters will now be from January 1st - December 31st.
- SNL -
 - Director Chesonis reported that the next SNL event is the Glade Hadden talk.
 - He has a following that should help to stimulate good attendance
 - [Ms. Coe is attending the town of Norwood board meeting on March 13th to represent NPRD for the liquor license hearing.](#)
 - [Director Chesonis and Ms. Coe will meet to inventory the alcohol on hand for the event.](#)
 - Director Chesonis reported that they will take a break for April and May and start up again in June for lectures.
 - Ms. Coe recommended slideshows or Karaoke nights for April and May (off season shows). She will look into it.
 - Discussion ensued around the type of acts to look for to fill in more SNL events. Directors recommended the Rig to Flip documentary, locals who travel internationally, other experts and professionals, etc.
 - Director Newens recommended outdoor movies on the lawn in the summer shown on the side of the Livery or stargazing events.
 - Director Chesonis mentioned that the Dark Skies event will be in June.
 - Ms. Coe recommended that NPRD look for partners to run these types of events

Program Coordinator

- Ms. Coe sent a report via email to the board.

Executive Session

N/A

Public Comment

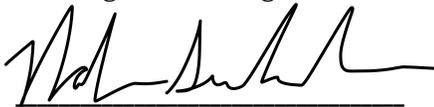
No comments from the public.

New Business

- Director Newens mentioned that Nicole Hatler, the head dance teacher at the Palm, might like to teach ballet in the summer
- Ms. Coe reported that Mesa requested a fee waiver due to the fact that her event is a free community event.
 - Questions arose about the need for the liquor license for her event.
 - The board recommended that she put a donation jar out instead of offering a fee waiver.
 - Director Verity mentioned that the Equinox is March 20th and the request was submitted for May 22nd. Ms. Coe will ask Mesa if the date should actually be March 22nd.

Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 9:34 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, April 8th, 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		
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		
Email Capital Outlay line item information to the board	Ms. Liljegren	1/14/2019		UPDATE?
Gather pictures of the facility to update the website	Director Chesonis	1/14/2019		UPDATE?
Review Director Olson's maintenance forms	Director Newens	1/14/2019		UPDATE?
Research similar recreation district facility fee structures and report to Director Newens	All Board Members	1/14/2019		Can each board member email Director Newens the sites they visited?
Ask about case discounts at the Clark's and/or hardware store	Ms. Coe	2/11/2019		

Prepare Sitemap sticky notes for March 11th board meeting work session	Ms. Coe	2/11/2019		
Send demos for sites for cloud storage	Director Verity	2/11/2019		
Present top 3 suggestions for web hosting and domain	Director Verity	2/11/2019		
Purchase norwoodlivery.com (org) after new web hosting is selected.	Ms. Liljegren			
Ask the Protect Youth Sports representative about a lower amount for the deposit around \$100.	Ms. Coe	2/11/2019		DONE AND APPROVED. NEEDS TO BE PAID BY MICHELLE
Forward Ms. Coe the NNA version of the volunteer waiver to use as a template to create an NPRD version.	Director Verity	2/11/2019		
Approach the Apple Core Project about planting trees in the park	Director Chesonis	2/11/2019		
Open US Bank documents and bring to the meeting to give to Director Chesonis	Ms. Coe	3/11/2019		
Bring Director Verity the Insurance binder that holds the coverage policy.	Ms. Coe	3/11/2019		
Look into getting a digital copy of policy documents from the Insurance company	Ms Liljegren	3/11/2019		
Send her the account number to deposit while in Texas.	Ms. Coe	3/11/2019		
Look into setting up as much of the website automation as possible through Wordpress plugins and WooCommerce	Ms. Coe	3/11/2019		
Run the background check and report the information to the board	Ms. Coe	3/11/2019		
Check USAPA pricing and email to the board	Ms. Coe	3/11/2019		
Email more information about income and expenses projection for Climbing Fridays proposal	Ms. Coe	3/11/2019		
Reconfirm with the insurance company that the type of activity is covered and hiring the non-district vehicle that belongs to Wright Stuff.	Ms. Coe	3/11/2019		
Ask Diane to confirm good dates for a Spring Cleanup for High School seniors who need community service hours	Ms. Coe	3/11/2019		

Attend the town of Norwood board meeting on March 13th to represent NPRD for the liquor license hearing.	Ms. Coe	3/11/2019		
Meet to inventory the alcohol on hand for the event.	Director Chesonis and Ms. Coe	3/11/2019		