

## RECORD OF PROCEEDINGS

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

**Held: Monday, April 8th, 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  
Daiva Chesonis  
Nola Svoboda  
Diane Muniz

Olivia Coe, Recreation Program Coordinator, and Michelle Liljegren, NPRD Administrator also attended. Director Jessica Newens' absence was excused.

#### Call to Order

The regular meeting was called to order by President Verity at approximately 7:06 pm on April 8th, 2019. President Verity noted that a quorum of the Board was present.

#### Changes to the Agenda

n/a

#### Approval of YTD Financial Reports

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

- Ms. Liljegren noted that the Lawn and Garden line item is at 80% of budget due to the large amount of snowfall this year.
- Ms. Liljegren also noted additional items that are slightly over budget related to the cleaning.
  - Discussion ensued around the possibility of offering cleaning as an option that renters can select if they don't want to do it themselves.
- Discussion ensued about the office rent for the Library that has not been received since January. There is a \$475 late fee assessed due to the extent of the delinquency. The board agreed to allow them to pay it up until the 20th and only keep the \$250 security deposit.

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

#### Ratification of Payment of Bills

Ms. Liljegren presented bills to be ratified totaling \$6,444.72 with \$3,779.00 paid from the General Operating Fund, and \$2,665.45 Prepaid/escrow at closing. With a motion from Director Muniz, and a second from Director Svoboda, the Board unanimously voted to ratify the bills as presented.

### **Approval of Meeting Minutes from the March 11th regular meeting**

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

- Ms. Coe noted that she needed to add verbiage about the work session conducted in the March meeting.

With a motion from Director Chesonis, and a second from Director Muniz, the Board unanimously voted to approve the March 11<sup>th</sup> board meeting minutes with an attached addendum indicating the information regarding the work session.

### **Presentation of Disc Golf Course Proposal**

Shawn Fallon, a community member, presented a proposal for two disc golf courses.

- One of the courses would be at the lot behind the library, and the other would be on Busted Arm Draw.
- He has commitments from 8 businesses that would be willing to sponsor holes for \$500.
- He is requesting NPRD work with the Forest Service to move the project forward.
- He noted that it would take around a \$3500 in funds from NPRD to complete the project. Mr. Fallon believes that there will be sufficient sponsorships to reimburse NPRD's funding.
- He will send the sponsorship packet this week.
- He would like to install the baskets in June and roll it out on 4th of July weekend.

### **Website Discussion Recreation Management Software and Automation**

- Ms. Coe presented information on Zapier automation software that could integrate all of the programs she uses for rentals, etc.
- She also mentioned that she would be working on the website redesign in the coming month.
- Director Verity mentioned that he is attempting to get a new web host for the website.

### **Consideration of Approval of Oliver House Master Lease**

Director Verity presented information about the new master lease

- [Ms. Coe will send an email to the renters about checking the Oliver house calendar before using the meeting room.](#)
- Ms. Lilljegen also recommended that they submit an application if they plan to use the meeting room for over 1 hour at a time.
- Director Verity mentioned that if major repairs costing over \$500 need to be made, a discussion will take place with the owner before any work is done.

With a motion from Director Muniz, and a second from Director Svoboda, the Board unanimously voted to approve the Oliver House Master Lease as presented.

### **Items of Agenda:**

### **Recreation Reports**

## Cross Country

- Director Verity reported that the grooming is now finished, but the trails can still be used.
- This has been the longest season of skiing with the last grooming taking place on April 1st.
- The equipment will be removed this week.

## Skating Rink

- Ms. Coe reported that no roller hockey program will take place this season due to there not being a coach available.
- The skating rink takedown will be scheduled for the first week May.
- Director Verity mentioned that the board should reconsider the ice rink administration in the future.
- Ms. Liljegren reported the NPRD bought the glass for the ice rink for around \$5000.
- Ms. Coe will add an item to the agenda in the fall to discuss the future of the ice rink.

## Open Gym update

- Ms. Coe reported that the pickleball group has been playing outside.
- Pickleball -
  - There is a pickleball tournament planned for April 27th in collaboration with the Town.
  - Kyle Dinsmore with the school declined the request to use the main gym for the festival planned for the fall due to the tape pulling up the finish on the floor when tested.
- Climbing -
  - Ms. Coe reported that the climbing team project came in under budget, but expenses were roughly \$140 over the grant amount. The budget projected NPRD spending up to \$1500.
  - Ms. Coe sent a revised the budget for the Climbing Fridays to show more details about how the program will run.
    - May 31st could be the start date for the program if insurance information is approved.
    - Director Verity requested that Ms. Coe to clarify about the insurance required for her as an independent contractor. Ms. Coe will email Michelle and the board to clarify that information.

## Facilities Discussion

### Maintenance/repairs update –

- Discussion ensued around comment from a community member about the floors being cleaned more regularly.
  - Ms. Coe will email the class renters to request that they sweep after their events each day to help keep the facility in good condition.
- Ms. Coe reported that Karen Bellerose donated 3 new tables to NPRD.
- Director Verity reported that the walls are getting beat up from classes using the walls for their classes. Liza Tanguay offered to enlist volunteers to paint the walls if NPRD buys the supplies. Ms. Coe will get in touch with Liza Tanguay to schedule and budget for the project.
- Director Verity reported that Wide Sky painted the stage floor before the Aladdin performance.
- Ms. Coe will contact Liza Tanguay about Wide Sky's desire to have curtains for the backdrop.
- Director Verity mentioned the a community member wants to donate a piano for the Livery.

- Director Verity mentioned that, with the new library space coming available, it would be a good idea to work on the look and feel of the property to promote special events which could include landscaping, interior work, promoting the facility with signage, etc.
- Discussion ensued around the spring cleanup option. Director Muniz said that it is difficult to schedule the high schoolers for anything this late in the school year.
- Kelvin will send out a request to the board for a spring cleanup day on April 28th 10 am - 2 pm and possibly provide refreshments.
- Director Verity mentioned that Ken Watt is planning to help with property repairs and landscaping.
- Director Verity discussed that NPRD was donated a raw water tap, but still needs to pay for the \$150 annual fee.
- Mary Olson donated 20 sprinkler heads that can be used if irrigation can be installed in the yard.

#### SNL -

- Director Chesonis reported that the SNL event was a success with around \$200 in revenue.
- The events will pick up again in June or July when new speakers can be booked.
- Discussion ensued around the Mountain Film fundraiser discussed in prior meetings.
  - Ms. Coe contacted Crystal with Mountain Film and started the process to hold a screening on October 11th at the Livery.
  - Director Verity asked to see a budget and proposal for the event.
  - Ms. Coe and Director Chesonis will meet to prepare a budget and proposal to continue planning.
- Director Chesonis reported that Halloween is on a Thursday this year, and that planning is starting for a party to celebrate the one year anniversary of NPRD purchasing the Livery.
  - Ms. Coe will add an agenda item to the May meeting to discuss the event.

#### Program Coordinator

- Ms. Coe sent a report via email to the board.
  - Ms. Coe reported that rentals were still remaining strong.
- Ms. Coe will send a usage report from 2018.

#### Executive Session

N/A

#### Public Comment

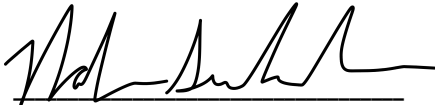
No comments from the public.

#### New Business

- Director Svodoba mentioned that the community has been asking the chamber of commerce about an outdoor music venue.
- Discussion ensued around how the deck at the Oliver House could be that venue. Director Verity mentioned that John Herndon would like to schedule more musicians at the Livery.
- Director Svoboda will communicate with the Chamber about utilizing the yard at the Oliver House for that activity if they choose to sponsor such an event.

#### Adjournment

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 9:30 p.m., after a motion from Director Muniz, and a second from Director Svoboda. The next regular meeting of the Board is scheduled for Monday, May 13th, 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		
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		<b>UPDATE?</b>
Gather pictures of the facility to update the website	Director Chesonis	1/14/2019		<b>UPDATE?</b>
Review Director Olson's maintenance forms	Director Newens	1/14/2019		<b>UPDATE?</b>
Ask about case discounts at the Clark's and/or hardware store	Ms. Coe	2/11/2019		
Purchase norwoodlivery.com (org) after new web hosting is selected.	Ms. Liljegren			
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		<b>In process</b>
Run the background check and report the information to the board	Ms. Coe	3/11/2019		<b>Never heard back from community member</b>
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		
Email renters about checking the Oliver house calendar before using the meeting room.	Ms. Coe	4/8/2019		
Ms. Coe will add an item to the agenda in the fall to discuss the future of the ice rink.	Ms. Coe	4/8/2019		
Email Michelle and the board to clarify insurance information for Friday Climbing.	Ms. Coe	4/8/2019		
Email the class renters to request that they sweep after their events each day to help keep the facility in good condition.	Ms. Coe	4/8/2019		
Email Liza Tanguay about painting and curtains	Ms. Coe	4/8/2019		
Email a request to the board for a spring cleanup day on April 28th	Director Verity	4/8/2019		
Meet to prepare a budget and proposal to continue planning for Mountain Film event.	Ms. Coe and Director Chesonis	4/8/2019		

Add agenda item to the may meeting regarding Halloween anniversary party	Ms. Coe	4/8/2019		
Send a usage report from 2018.	Ms. Coe	4/8/2019		
Communicate with the Chamber about utilizing the yard at the Oliver House for that activity if they choose to sponsor such an event.	Director Svoboda	4/8/2019		