



## RECORD OF PROCEEDINGS

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

**Held: Monday, May 13th, 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  
Jessica Newens

Olivia Coe, Recreation Program Coordinator also attended.

#### **Call to Order**

The regular meeting was called to order by President Verity at approximately 7:09 pm on May 13th, 2019. President Verity noted that a quorum of the Board was present.

#### **Changes to the Agenda**

Add Approval of YTD Financial Reports after the Approval of Meeting Minutes from the May 13<sup>th</sup> Regular Meeting

#### **Ratification of Payment of Bills**

Ms. Liljegren presented bills to be ratified totaling \$3,068.45 paid from the General Operating Fund. 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 April 8th Regular Meeting**

Ms. Coe presented the minutes from the April 8th meeting for approval. With a motion from Director Muniz, and a second from Director Chesonis, the Board unanimously voted to approve the April 8th board meeting minutes as presented.

#### **Approval of YTD Financial Reports**

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

- Discussion ensued around how the rental fees for activities in the month of April were paid for in prior months.
  - Ms. Coe reported that most class renters pay for their monthly activities in different ways.
  - Furthermore, the discussion continued around how the library's meeting room could draw away such renters.
- Discussion ensued around Wide Sky running theater programs and a Telluride Library employee,

Joanna Spindler, moving to town and possibly running programs at the Livery. With a motion from Director Newens, and a second from Director Muniz, the board unanimously voted to approve the financial reports for April as presented.

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

Director Verity reported that he worked on getting nextcloud set up and moved the website to the new host provider and domain name.

- Nextcloud has a storage capacity of 20 gigabytes which can be used to replace Dropbox, etc.
- Ms. Coe and Director Verity will work on the website at the end of the month
- Director Newens offered to write copy for pages on the site.
- Discussion ensued around getting more pictures at events to showcase the facility.
- Ms. Coe mentioned that she would like to create an evaluation for the facilities that gets sent after their event is completed. A request for photos could be sent at that time.

### **Items of Agenda:**

#### **Recreation Reports**

##### **Cross Country**

- Director Verity reported that the grooming is now finished, and the last few items are being picked up.
- He noted that there is a need from NNA for a two-machine trailer for the future. Discussion ensued around posting on social media sites to see if locals could donate a trailer for a tax deduction.
- NNA decided to continue to meet throughout the summer to be prepared for next winter.

##### **Skating Rink**

- Ms. Coe reported that the takedown took place on May 5<sup>th</sup>
- Ms. Coe reported that she, 3 NPRD volunteers, and two county employees showed up to complete the takedown.
- Several people who committed to coming to help did not show up.
- Ms. Coe mentioned that the district should reevaluate if they want to continue and consider paying staff to do the work in the future.
- Discussion ensued around the need to advertise that NPRD is looking for coaches for roller and ice hockey.
- Ms. Coe will contact Regan in early June to request an article about NPRD happenings and include needs.

##### **Disc Golf Course Progress**

Director Verity reported that the town of Norwood has approved the town disc golf course in the open space by the new library.

- The town has requested that NPRD provide the liability insurance.

- The goal is to get the town course up and running in late June early July.
- Director Verity reported that, in regards to the Busted Arm Draw course, the Forest Service has been playing phone tag with him about the details of this project.
- It may take more time to get approval from the Forest Service to complete the process.
- Director Svoboda mentioned that applying for grants to fund this and other programs would be a good idea. She will send a list of grants she received from a training she recently attended to the board.

### Open Gym update

- Ms. Coe reported that the pickleball group has been playing outside.
- Pickleball -
  - Ms. Coe reported that the tournament went very well. Gretchen asked to have more tournaments in the future.
  - Ms. Coe will ask Gretchen if the library could rent out pickleball equipment.
  - Director Muniz mentioned that Ms. Coe should check the calendar during May to ensure the crew is not attempting to use the school facility when there is a school event scheduled.
  - Have PB group check the calendar before going indoors
- Climbing -
  - There was a Ladies Night climbing event for the month of April.
  - The kinder climbing has been running regularly throughout the school year.
  - Miss Coe will open the gym on Mondays only starting now through the summer.
  - Ms. Coe mentioned that she does not have the money to get liability insurance personally. She requested that the board consider paying for it if possible.
  - [Ms. Coe will contact Michelle about the insurance quotes and present the information to the board for approval.](#)

### Facilities Discussion

#### Maintenance/repairs update –

- Director Verity mentioned that Telluride Mountain Club got two mountains named for Charlie Fowler and Christine Boskoff.
- They requested plaques and pictures to memorialize the climbers be displayed in the gym.
- [Director Verity will forward the information to Director Muniz to bring to the school.](#)
- Director Newens reported that she cannot find the facilities forms in Dropbox that Director Olson reportedly uploaded before she left the board. [She will contact Ms. Olson.](#)
- Discussion ensued around the landscaping and mowing. Director Newens mentioned that people who need community service could do some of this type of work.
- [Director Newens will contact the county to get registered as a community service organization.](#)
- [Ms. Coe will ask Ms. Liljegren about the raw water tap annual payment.](#)
- Discussion ensued around Wide Sky offering to enlist volunteers for painting the Livery if NPRD purchases the paint.
  - Director Svoboda reported that the Tabata classes put their feet on the walls to do hand stands. [Director Verity will contact Melissa Currie about the shoes on the walls.](#)
  - [Ms. Coe will measure and ask Ace Hardware for a quote of how much paint is needed.](#)

- Semi-gloss, washable paint, painters tape, rollers, brushes.
  - Ms. Coe will measure square footage of the side walls and look upstairs for old paint for matching.
  - She will send a quote to the board.
- Director Verity mentioned that he was considering working with Grand Junction Pipe for a quote for irrigation, but it would be expensive.
- Ms. Coe will contact Yvette Henson about doing a demonstration garden type landscaping project on the NPRD yard.
- Ms. Coe will contact Primetime about possibly gardening on the property.
- Director Newens mentioned an option to promote kid's events in the yard during the summer. Some ideas were to offer birthday party rentals that were based in the yard.
- Director Verity mentioned the Conservation trust fund budget item that might be able to be used for the landscaping.
- AJ's husband Glenn owns a landscaping company. Ms. Coe will contact AJ about getting a quote.

**SNL/Mountain Film -**

- Nothing is happening until possibly July.
- Ms. Coe reported that she met with Todd Rutledge of Mountain Trip who would be interested in participating in the fundraiser.
  - Ms. Coe will start to look for silent auction items.

**Program Coordinator**

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

**Executive Session**

N/A

**Public Comment**

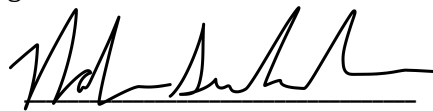
- Clay Wadman stopped in and reported that the raw water will be turned on May 15th and it should be arriving in town by June 15th if all goes well.
- Discussion ensued around the Dark Skies event.

**New Business**

N/A

**Adjournment**

There being no further business to come before the Board, the meeting was unanimously adjourned at approximately 9:10 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, June 10th, 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		