



Jericho Underhill Park District

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Jericho Underhill Park District MEETING MINUTES

Jericho Underhill Park District---Minutes: April 16, 2025

Present: Livy Strong, Bruce Blokland, Chris Greenwood, Donna Pratt

Absent: Dave Williamson, Paula VanDeventer, Kim Spaulding

Public Present: none

Meeting called to order by Livy Strong, at 7pm.

1. Public Comment: none

2. Review of Draft 04/02/2025 Minutes

Motion: Chris motioned to approve, Donna seconded. Motion passed unanimously

3. Financial Report:

-Donna reviewed balance sheet.

Current Assets

Bank Accounts

31 NEFCU - JUPD Power \$101,528.52

33 UB - JUPD Muni checking \$46,949.99

Total for Bank Accounts \$148,478.51

Current Liabilities

Accounts Payable

20000 Accounts Payable \$1,514.90

Total for Accounts Payable \$1,514.90

Credit Cards

Other Current Liabilities

46433 Security Deposit/Refund

Total for Other Current Liabilities 0

Total for Current Liabilities \$1,514.90

Long-term Liabilities

Total for Liabilities \$1,514.90

Equity

32000 Unrestricted Net Assets \$24,018.05

Net Income \$21,789.98

30000 Opening Balance Equity

| | |
|---|--------------|
| 34000 Capital Projects Equity | 0 |
| 34001 Cash | \$31,732.58 |
| 34002 Bridge Repairs | \$35,407.00 |
| 34003 Trails | \$30,000.00 |
| 34005 JUPD Sponsored Events | \$4,191.00 |
| 34007 Park & Drive | |
| Total for 34000 Capital Projects Equity | \$101,330.58 |
| Total for Equity | \$147,138.61 |
| Total for Liabilities and Equity | \$148,653.51 |

-Donna further reports that she's waiting on project leaders to complete Projects outline files documenting projects with vendor specifications to support financial accruals, invoicing & payment. Also, donations to the park of goods and/or services are considered "In Kind" donations and need to be documented in the in-kind table. Outstanding project outline files:

- P & P Septic, Stromme Properties, Gauthier Trucking
- Creative Landscaping + contract change sheet
- Pavillion repairs
- Concert bands - Band name, date, contact information and who check will be made out to
- Food trucks for celebration event
- Athletic Field Maintenance
- Interpretive signage
- Trail Map

- Donna has added the following documents to the document repository: updated version of the financial policy document; a new financial procedures document; updated the chart of Accounts; updated the internal controls check list

Review of the Financial Policy & Procedures document will be on 4/23 with Donna, Paula and Livy.

Motion: Livy moved to approve the park's current invoices that are due to be paid; Chris seconded. Passed Unanimously.

4. Board Decisions:

-Interpretive Garden: Livy meeting Rob Schantz, Creative Landscaping, to discuss outstanding items relating to the project. Additionally, Livy reported on two memorial benches possibly to be built by volunteer help.

5. Informational Topics discussed:

-4/18 work day: board and volunteers will inspect, repair and pressure wash the picnic tables.

-4/21 work day: board and volunteers will distribute picnic tables

-4/26 Trail work day: Saturday, April 26th, from 2 -4pm, the local geocaching group will do culvert and ditch clearing. Bruce and Livy had previously walked the Fieldstone East and West trails and identified work what work we'd like them to do.

-Portolets: Livy reports that they are arriving on the 14th.

-Fieldstone East trail repairs: In order to get a Wetland Permit, a CAD drawing of the proposed project is required by VT DEC. This CAD requirement was not previously known by us. Bruce contacted Arrowwood Environmental to request site meeting and determine cost and next steps to acquiring a CAD of our trail project.

Donna is also researching CAD. Donna has sent a note to DEC emergency backup Krystal Sewell for next steps. Donna suggests possible additional next steps to take: contact Marlena Baker (she/her) | Outdoor Recreation Grants Specialist for support.

-Fieldstone East Trail RTP Grant: Donna reports that the Grant agreement reviews are due back to the state by 4/27/25. Challenges are the need for a wetland permit documented by next sept.

-Fieldstone West trail: Bruce received a cost estimate of \$2580. to repair three small sections of eroded trail. Estimate was shared with the board.

-25th Anniversary Event: Livy has confirmed two food vendors: Palmer Maple, and Green Mountain GrillBillies. Trying to secure a pizza truck as our third food option. Livy and Dave meeting on 4/23 to discuss event planning.

-Riparian Buffer Project: Livy reports that the UVM students are working on educational and informational riparian signs for the park.

-Off Leash Expansion: Livy and Dave are delineating the new space. Livy reports that if we have stakes in place, outlining the area, Mike Stromme will come in to brush hog it. After the brush hogging, Livy is hoping to engage dog owners to volunteer to help rake out the brush-hogged area and remove the cut brambles.

-Dog Incident Reporting: Chris discussed an incident that was not formally reported.

-JUPD phone: all financial accounts have been updated to contain treasurer's cell phone #. They do not contain general park related numbers at this time and can't, due to on-demand accessibility needs and the use and security from a financial policy and procedures point of view. Donna has completed the updates to pertinent financial documents and bank account records. She will use her phone for third party authentication log-in requirements.

-Venmo: Donna recommends we hold off until decisions are made for a mobile device with a data plan and the use and analyze the security from a financial policy and procedures point of view.

-EAB project: Bruce contacted Don Tobi to schedule time to mark the park's ash trees as per Don's earlier inventory. He is not available until sometime in early May.

Other Business:

-MRP poster: Donna reports that our copyright to this poster expires on June 30th. Recommends that we renew the copyright at no charge. Board agreed. Briefly discussed how to use the poster image in the future for fund raising.

-Parking Lot: Regarding the swale immediately north of the newest section of our parking lot, Livy wants to see if we can upgrade from our grade stakes and yellow tape to something more permanent and a bit more aesthetically pleasing. Will bring back some ideas for the next meeting.

Livy will contact Chris Poley about grading the parking lot and scraping excess gravel from the lawn.

Motion to adjourn by Chris, seconded by Bruce. Approved unanimously at approximately 7:59 pm.

Respectfully,
Bruce Blokland

Meeting Recordings

Use the link below to access meeting recordings.

Note: Recordings are posted once minutes have been approved and are available for 30 days.

<https://drive.google.com/drive/folders/1VDckTyvioosbWqEacYly9pgrzYdM8mzi>