



Jericho Underhill Park District P. O. Box 164 Underhill, VT 05489 802-899-1141

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Jericho Underhill Park District
MEETING MINUTES- **DRAFT**

Jericho Underhill Park District---Minutes: October 15, 2025

Present: Chris Greenwood, Donna Pratt, Dave Williamson, Paula vanDeventer, Kim Spaulding, Bruce Blokland

Absent: Livy Strong

Public Present: none

1. Meeting called to order Dave Williamson at 7:00pm
2. Public Comments: none
3. Park Management:

Motion: by Paula, seconded by Chris: Approve 10/1/25 minutes. Approved unanimously.

-Financial Report –

JERICHO-UNDERHILL PARK DISTRICT Balance Sheet As of October 15, 2025

Assets

Current Assets

Bank Accounts

31 NEFCU - JUPD Power \$92,379.94

33 UB - JUPD Muni checking \$41,876.25

Total for Bank Accounts \$134,256.19

Accounts Receivable

11000 Accounts Receivable 0.00

Total for Accounts Receivable \$0.00

Other Current Assets

Total for Current Assets \$134,256.19

Fixed Assets

Other Assets

Total for Assets \$134,256.19

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable \$370.63

Total for Accounts Payable \$370.63

Credit Cards	
Other Current Liabilities	
12000 Accrued Expenses	\$8,184.00
46433 Security Deposit/Refund	0.00
Total for Other Current Liabilities	\$8,184.00
Total for Current Liabilities	\$8,554.63
Long-term Liabilities	
Total for Liabilities	\$8,554.63
Equity	
30000 Opening Balance Equity	0.00
34000 Capital Projects Equity	
34001 Cash	\$30,401.98
34002 Bridge	\$24,971.85
34003 Trails	\$30,000.00
34005 JUPD Sponsored Events	\$4,191.00
34007 Park & Drive	0.00
Total for 34000 Capital Projects Equity	\$89,564.83
32000 Unrestricted Net Assets	\$21,091.12
Net Income	\$15,045.61
Total for Equity	\$125,701.56
Total for Liabilities and Equity	\$134,256.19

-Donna is still accruing our mowing expenses, in anticipation of Mike Stromme's pending mowing invoices.

-Paula inquired about looking into better interest rates for our Union Bank account housing \$41,876

-Donna requesting additional posters from Kevin Rouelle for selling at the Holiday Sale - Jericho Community Center 12/6.

Motion: Chris and seconded by Kim to pay Kevin Roelle \$339.60 for previously purchased posters. Passed unanimously.

-Assistant Treasurer role transition: Donna reports on Chris's assumption of roles.

- Great progress with understanding the implementation of QB. Chris is creating a procedure document to compliment the process and procedure documents that currently exists.

- Still waiting UB approval for digital access and debit card AND EastRise approval for overall access (deposits & check writing).

Fieldstone East Trail Bids

-Five bids received. Bruce had previously circulated his site visit observations of the potential bidders and his evaluation notes based on the bidders levels of pedestrian trail building experience, references, project management capabilities, COI, invoice terms and cost.

The only bid that checked off all of these boxes was Rabbit Track Trail Works, of Jeffersonville, VT. The work will be done in the spring of 2026, and completed by July 1, weather dependent.

Motion was made by Bruce to accept the bid submitted by Rabbit Tracks in the amount of \$26,399.28, seconded by Donna. Passed Unanimously.

Bruce will notify all bidders of the board's decision.

- 2027 Budget and CIP discussion. Donna presented a comprehensive draft of the JUPD proposed 2027 Budget and Capital Improvement Plan (CIP). The plan's focus is forward-facing:
- Managing climate change impacts, community growth & park visitor numbers
- Capital Improvement Planning (CIP) requirements.
- Taking care of what we have—The annual maintenance, contracts and business expense comprises roughly 50% of the total budgeted receipts. The remaining 50% supports current year and future CIP projects.
- Looking into the Future –The JUPD uses the CIP to organize projects into a five-year capital plan with the 1st year of the CIP being the fiscal year 2027. This plan is a working document that is reviewed and updated annually to reflect changing park needs, priorities, and funding opportunities.

The 2027 budget will ask the two towns for a funding increase of 10%.

Donna asks the board to review her budget proposal, and at the next meeting, she will ask the board to approve FY27 Budget with a 10% year to year increase to the towns of Jericho & Underhill \$117,265. Once approved, Donna will present the JUPD 2027 Budget to the two towns in November.

4. Informational Topics:

- October 25 Work Day tasks: Table Inventory; Field Maintenance; Gardens; Expanded Off Leash Lawn, Main Bridge sweep up No upper trail work as leaves haven't all dropped yet. Livy publishing our work day in FPF, FB and Instagram.
- Boundary Signs: Livy has noted that Voss sign maker does not offer the stock signs in aluminum, only in plastic. Aluminum signs would be a custom order and much more expensive.
- Riparian buffer and expanded lawn Livy reported having walked the park on October 9th with Vermont Land Trust (VLT) monitoring staff, Rebecca Roman. She may have some VLT funding to help us with the bank erosion. She was interested in the UVM management Plan, and Livy is forwarding it to her.
- Brush Hogging: Livy has contacted Mike Stromme and asked him to brush hog the fields east of the small wooden foot bridge anytime after October 18th.
- Portolets: Livy will call P and P to remove our portelets by the end of this month.
- Saturday Morning Events: We have concurrent large events at the park on Saturday the 18th. High School Cross Country race in the park. And "No Kings" demonstration along Rte. 15 outside the park entrance.
Livy would like to protect our entrance sign from cars during October 18th by adding some new orange cones. Dave suggests we also put up stakes and warning tape along the property line at Rte 15.
- Election Process: Paula and Livy have created a draft version for review in November. Chris is also included in the prior review.

-Interpretive signage: Paula, Dave, and Livy are meeting Thursday at 1:00 p.m. to discuss the current language and make suggested changes.

-Trail accessibility: Bruce, Donna and Livy are meeting Thursday at 10 a.m. with Russ Hirschler for his trail accessibility assessment. This assessment (valued at \$2,000) is offered free of charge through the Vermont Trails and Greenways Council.

-Venmo Sign in off leash area - no updates

-EAB: no updates until late spring 2026

-Memorial Tree for Nick Riani: is planted on the north side grass-way, close to the river, in the Off Leash Area. Paula will take care of watering it until the ground freezes, then restart in the spring. Rob Schantz installed a 15-gallon water bag on the tree. Still waiting on a donation check so we can build a bench.

-Park facility rentals are winding down for the year, Paula reports. The big MMU XC meet is this Saturday, 10/18. Soccer is scheduled to end in one week on 10/22. Our final paid rental is scheduled for 10/25. The UCS Fun Run will be held on Nov 1, but that is a no-charge event.

Other Business: None

Motion: to adjourn at approximately 8:52pm by Dave, seconded by Chris. Approved unanimously

Respectfully submitted,
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>