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

Jericho Underhill Park District---Minutes: March 4, 2026

Present: Chris Greenwood, Dave Williamson, Paula VanDeventer, Donna Pratt,
Kim Spaulding, Bruce Blokland, Livy Strong

Absent:

1. JUPD Business Meeting called to order at 7:02pm

Adjustments to Agenda: Paula

Bruce has report on contingency bridge project

Public Comments: none

Review of 2/18/26 minutes: Paula had clarification to the minute's report relating to 2026 Treasurer position and also to bookkeeper evaluation. Corrections have been made.

Motion: by Dave to accept 2/18/26 minutes with the noted correction made, seconded by Paula. Approved unanimously

2. Monthly Reports

Park Visitors TrafX Report: February monthly visitors by counter were:

Bridge 3950; Off Leash Area: 2645; Connector Trail: 884.

3. Park Management

Reservations Policy updates for 2026: Paula reports finalized reservation document as shared with the board.

Motion: by Kim, seconded by Chris to approve reservations policy document. Approved unanimously.

Bookkeeper search and evaluation: Donna discussed need to simplify the treasurer's role such that it is transferable to another board Treasurer. Donna is evaluating the feasibility of contracting out the QuickBooks duties to a 3rd party bookkeeper. Donna has met and discussed

our needs with Anne Kerr, Wild Balance Bookkeeping on 2/26/26. Based on their discussion, Anne recommends a QB review and cleanup, costing \$250. This one-time QuickBooks investigation will take a deep look at JUPD's existing QuickBooks Online files and assess whether the framework and financial data are set up correctly.

Motion: by Donna to approve up to \$250. to pay Wild Balance Bookkeeping for the above-mentioned QB evaluation. Approved unanimously.

Guidelines for rescheduling park events: Livy asked for board discussion about handling rain-outs and possibly rescheduling events. There are many logistical challenges to trying to do an ad hoc reschedule of an event – i.e. board staffing availability, pavilion and park space availability, publicity and notifications. Summer Concerts were the main consideration under discussion.

It was agreed to not attempt to schedule rain dates for the summer concerts.

Grounds mowing bid: Livy provided a copy of the 2026 mowing bid language and highlighted the stipulated invoicing requirements. Dave suggested that we specify two weekly mowings in May and June for the playing fields. Dave met with Mike Stromme to discuss his failure to invoice JUPD for 2026 season. He explained that his practice is to bill his clients annually. Dave emphasized JUPD's need to receive monthly bills for mowing services. Dave requested that Mike Stromme submit all of his outstanding 2025 invoices by the board's 3/18 meeting. Donna recommends that we consider not awarding any future bids to Mike Stromme's mowing business.

Livy asked that the 2026 mowing bid be approved for publication at the 3/18 meeting.

EcoPixel Invoices: Livy had a phone meeting with Paul. He insists on standing by his invoices, citing that he's done quite a lot of work relating to our recent updates. Paula pointed out that there remain uncompleted fix requests to the MRP website.

Motion: by Livy, seconded by Kim to pay Ecopixel for the outstanding invoices in the amount of \$780.30. Six yes, One no. Motion passed.

Park Reservations: Paula asked how to manage the cash deposit for a reservation received for the summer of 2028 from the reunion committee for Essex High School. Donna said it's okay to accept the reservation payment now for the 2028 event. She will figure out how to handle it in QuickBooks. Paula reported that the Underhill and Jericho Energy Committees want to rent the Front Lawn on Monday, Sept 14th for an EV/E-Fair. They are planning food truck vendors. There will be soccer that afternoon at the park, so the parking lot may be busy.

4. Informational Topics

Dog Policy / Incident Reporting: Livy wanted to confirm that our park policies are working. Per Paula, they are working, and we have not had very many dog incidents at the park.

Dog Training Event: Livy wanted to circle back to this discussion from a past meeting. Do we try to resurrect this event? It was the board's sentiment that we do not pursue this at this time.

Playing Fields Reservation Policy on Usage: Dave has informed Emmet that there will be no price increase for the 2026 soccer season, but the park will advise him in the fall about a potential increase for the 2027 season.

Athletic Fields: no update

Grounds Mowing Invoices: See discussion above under Grounds Mowing Bid.

5. Update Topics

Spring Work Date: Scheduled for April 18, and Dave to retrieve our spring trails restrictions signs from the red barn.

Venmo Evaluation: Chris reported continuing efforts to learn what some non-profits are doing with their Venmo transactions in QB.

Summer Concerts: Livy reported that all five concert dates have been filled for July 2026.

Riparian Buffer Grant and Project: Dave reported that he wants to delineate the riparian buffer zone before the spring tree and shrub planting takes place.

Interpretive Signage: no update

Soccer Schedule: no update

Park Reservation Calendar: Paula reported that she

Boundary Signs: Kim reported that she will begin affixing the boundary signs on the park's perimeter on Saturday, March 21, utilizing "Onyx Hunt" app to geo-locate our boundaries. Looking for board volunteers.

Trail Accessibility Project: Bruce reported on his March 2 Zoom meeting with Jericho's DEI committee. DEI wanted an update on our plans and reiterated their support to this project.

Unclaimed Property: Donna reported that the request for reimbursement to JUPD has been filed.

Riani Memorial Bench: Paula reported that the Riani memorial bench is built. The placement will be near the Riani maple tree in Off Leash. Installation is snow/weight/weather-contingent.

Contingency Pedestrian Bridge Project: Bruce reported on his meeting with Nathan Cote of Blow & Cote. He is waiting to hear back from Nathan with a cost estimate for the working up of the bridge plan before the board considers the go-ahead with further planning.

Guide to Winter Tree ID: Paula will post the group's tree brochure to the MRP website.

Ash Tree Management: Paula reported a leaning tree on the lower Connector that we need to keep an eye on for future removal.

Broken Bench: Dave will evaluate repairs needed for a bench beneath the cedar trees.

6. Other Business:

Adjourn meeting:

Motion: to adjourn at approximately 8:42pm by Dave, seconded by Kim and approved unanimously

Respectfully submitted,
Bruce Blokland

Meeting Recordings

Use the link below to access meeting recordings.

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

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