



Jericho Underhill Park District

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Jericho Underhill Park District MEETING MINUTES-

Jericho Underhill Park District---Minutes: April 1, 2026

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

Absent:

1. JUPD Business Meeting called to order by Vice Chair Dave Williamson at 7:01pm

Adjustments to Agenda: Paula: Park Reservations

Donna: Running Club activity; tree down on South Hill east; dog complaint by park neighbor

Public Comments: None

Review of 3/18/26 minutes: Kim noted that a spelling error had been corrected.

Motion: by Paula to accept 3/18/26 minutes with the noted correction made, seconded by Chris.
Approved unanimously

2. Monthly Reports

March Visitor Counts: Paula reports 3870 people walked across the bridge; 716 accessed the Main Connector; 2631 visitors went to the Off Leash area.

3. Park Management

Opening of Park Mowing Bids: Tonight's meeting will only open the bids and announce the bidders. No bid award will be made tonight.

- DWC Masonry, Essex, Tyler Wiggle
- Baker's Lawncare LLC, Lyndonville, Chris Baker
- Big Red Outdoor Services, Fairfax, Taylor Josephson
- Lund Landscape Services, Colchester, Troy Lund
- Stromme Properties LLC, Waterbury, Mike Stromme

Dave noted that in his bidder meetings and conversations, most bidders prefer to invoice and be paid annually. Donna would want vendors to invoice monthly, or at least quarterly. Paula will

scan the bids so that they can be circulated to the board for evaluation. Dave suggests that the board will discuss the bids and award the bid at the April 15 board meeting.

4. Informational Topics

Playing Fields Reservation Policy on Usage: Dave continues to work on the document. Priorities identified as proper reservation documentation; and user insurance documentation. Other priorities identified: portalet fees; playing field parking limitations; equipment storage; field layout marking; trash; lost and found; users reporting on playing field wear and tear; medical emergency preparedness; point person named for each reservation.

5. Update Topics

Perimeter Fencing and Tree Planting: Dave has inventoried our fencing materials in the barn.

Driveway Maintenance: Dave will contact Chris Polli once frost is out of the ground to clean stones from lawn; fix driveway potholes; fill in low spot just off the driveway.

Trail Bridges: Safety inspections needed. Bruce will take this on with Mike Weisel later this spring.

Park Clean-up Day April 25: Livy reports that Gordon Hamm's Geocaching group would like to help with trail culvert and ditching cleanup.

The Clean-up Day will be from 9am – noon. Activities to include: sweeping the bridge; laying out the picnic tables; removing the owl box; cleaning culverts and ditches; setting up the water containers and rain barrels.

No Kings Event: Livy reports that the event seemed to have gone smoothly; parking at our park was not a major issue; the demonstrators avoided the apron at the front of the park. Livy has heard that there is another demonstration event planned for May (not No Kings). More info to follow.

Outstanding Mowing Invoices: Mike Stromme submitted an invoice in the amount of \$11,580. for season 2025 lawn mowing services, which Donna will pay this week.

Donna produced a detailed spreadsheet for the board. Much discussion ensued.

Per Donna's spreadsheet, Stromme may have under-invoiced the park in 2022 and possibly in 2023. Per the 2024 mowing bid, we may still owe Stromme approximately \$8720.

Donna recommends we issue a billing reconciliation letter to Stromme and ask him to clarify in writing that all his 2022, 2023 invoices are complete. Also to ask about why no 2024 Q2, Q3, Q4 invoices for have been submitted, and to provide those invoices immediately for payment. Our letter should seek written confirmation of all 2024 outstanding invoices. Also Stromme should confirm whether to close out years' 2022 and 2023 for invoicing purposes.

Venmo Account: Chris researched other organizations' handling of Venmo payments and concludes that Venmo payments are OK for "one-off" transactions, such as facility reservations, concert donations, poster payments. Donna's opinion is that beyond these one-offs, it becomes problematic because it is treated like a bank as there is no visibility to the customer payment. It was suggested that we update our QR, update our payment policy documents and limit the use of Venmo.

Long Term Bridge Project: Bruce has not heard anything from Blow & Cote since his earlier meeting with Nathan Cote. Donna and Bruce will meet next week to discuss.

Capital Improvement Plan: No update

Riparian Buffer Grant and Project: Livy reports that the riparian buffer planting will take place this spring on May 22nd, with the assistance of the students from MMU.

Shed Repair: no update

Pavilion Repair: no update

Interpretive Signs: no update

Boundary Signs: Kim reports that 50% of the project is completed. Next section to do will be the east side.

Portalets: Dave reports that they will be delivered Monday. Rental fee is increasing.

QB Review and Cleanup: Donna reports that the QB cleanup happened today. Accountant understands QB well and could help with QB further integration. Donna would need to build workflows to see if that would really eliminate some of the work especially with the park reservations. Donna has concerns about the accountant's understanding of municipality fund accounting, which we use both the general and specific funds.

Picnic Table Replacements: Dave is evaluating the tables that may need repair. He is also looking into building two handicap accessible picnic tables.

Trail Conditions: Donna pointed out that the Geo-grid is poking out of the stone base on South Hill east trail and has created a safety issue for walkers. Bruce suggests that rather than pulling it out, perhaps Rabbit Tracks Trailworks can assess it and add stone or repair it. Rabbit Tracks will be at the park in mid-May to do the Fieldstone east trail repairs.

Trail Accessibility: Donna reports that the RTP grant decision has not yet been announced.

Boy Scout Troop 627 Eagle Scout Project: Livy has been communicating with the scout and has passed his proposal along to Bruce and Donna, as it may affect future accessible trail plans.

6. Other Business:

Paula reports there has been an over-payment on a playing fields reservation. Dave will review.

Donna brought up the recent FPF complaint about dogs harassing a neighbor's rabbits. Not clear that the dogs came from the park, especially since the river is so high right now. No action taken.

Donna asked if a new running club program, recently advertised, has contacted the park. Paula says no contact with this group.

Donna raised concerns about a "pick-up" adults soccer group that has notified the park of their Sunday play schedule. After discussion, it was decided that Dave would talk to the group and explain our field use policy, our park rules, and request a contact name and number.

Dave reports that a sizable tree has fallen across the South Hill East trail, and given its size and location, is not something that volunteers can tackle. Bruce suggested that Ginko Trees can come out and clear this downed tree, and can also drop the dead ash that Paula identified on the lower Main Connector Trail.

Motion: by Bruce, seconded by Kim to hire Ginko Trees to clear the downed tree and drop the dead ash. Cost not to exceed \$700. Passed Unanimously.

Adjourn meeting

Motion: to adjourn at approximately 8:30pm by Paula, 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>