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

Jericho Underhill Park District---Minutes: April 15, 2026

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

Absent: Dave Williamson

Public Present:

1. JUPD Business Meeting called to order at 7:04pm

Adjustments to Agenda: none

Public Comments: none

Review of 4/01/26 minutes: Livy had communicated some clarifications which were incorporated into the amended minutes.

Motion by Paula, seconded by Kim to accept 04/01/2026 minutes with the noted correction made. Approved unanimously

2. Monthly Reports:

Financial Report:

Donna reviewed Budgeted vs Actuals report and Balance Sheet; Paid Invoices report. Working on standardized reporting and a “net change in position” report to replace the Balance Sheet.

This will provide us with a better view of cash and reserves.

These will be available for the next financial reporting.

Financial Report accepted by unanimous vote.

3. Park Management:

Mowing bids: Prior to discussing the bids, Donna relayed her recent communication with Mike Strome, our current vendor, regarding outstanding invoices not received during 2024. Mike Stromme told Donna that if he was not able to produce any invoices for the missing 2024 period, that he would “gift” the estimated outstanding invoice amount to JUPD.

Donna expects to be able to close out 2025 with respect to mowing invoices.

Paula expressed concern that if we hired Mike Stromme again for 2026, would we be able to get him to conform to a reliable invoicing schedule that our lawn maintenance project lead could oversee and manage so that invoicing delays do not occur.

Reviewed spreadsheet of the lawn mowing bids for side-by-side comparisons and discussed.

Motion: to accept the Stromme Properties LLC mowing bid, in the amount bid, for 2026 season. Proposed by Livy and seconded by Chris. Approved unanimously.

Purchasing Policy/RFP Procedures: Paula pointed out that the USPS has become increasingly unreliable, and with a short runway for bid delivery we are at risk of missing valuable options if we don't accept electronic bids. VLCT put out updated information on December 19, 2025, in response to changes to Federal Spending Limits for Purchasing, and it included a recommended Model Procurement Policy.

Paula recommended that we should consider extending the length of time bidders have to respond to bids and recommends also that we change our RFP bid procedure to include emailed bids. The board agreed with these recommendations.

4. Informational Topics

Driveway grading: Dave reports communicated with Chris Poley (Terrain Tek) last week to let him know we wanted the driveway smoothed out prior to soccer and other activities that are beginning soon. Chris Poley thought he would get down by next week and would also include recovering as much gravel from the snow plowing pile area.

Downed tree removal: Ginkgo Tree Service will be at the park on Thursday, April 23rd at 7:30am. Will clear the downed tree on South Hill East, and will drop a rotted tree adjacent to the lower Main Connector.

Accessible Trail RTP Grant: Donna reports that we were not awarded this grant. However, since the work was planned for 2027, we should be able to proceed with Phase 1a and Phase 1b with our 2027 trail reserve funds and making budget adjustments to 2027 operation funds for the balance needed.

As we plan ahead for Phase 2 in the off leash area, perhaps in 2028 fiscal budget, the board should consider soliciting public input, particularly from our disabled community, to discover the accessibility issues and concerns they will face in transiting the Meadow Loop amongst unleashed dogs. We must consider submitting another RTP grant request for Phase 2.

Motion: To hire Arrowhead Environmental to provide the wetland delineation and permitting evaluation for the entire Meadow Loop in the estimated amount of \$1150. Proposed by Bruce and seconded by Chris. Approved unanimously.

Bruce to contact Arrowhead.

Park 2026 Spring Tasks: Scheduled for Saturday April 25th, beginning at 9am.

Three portolets have been installed. Dave submitted his priority list:

Remove picnic tables from pavilion and pressure wash floor, move designated picnic tables out into park, scope out worn picnic tables for disassembly, sweep main bridge decking, clear and sweep bridges on the upper trails, bard owl house to come down, clean up and fertilize Welcome

Garden, rake out sticks and debris from "Welcome Area", rake and clean-up the area before the bridge, lower trail system walk around to clean debris and take note of any larger limbs that need to be removed, move the water barrels to the front garden area.

Venmo: Donna and Chris are updating the procedures documents.

Main Bridge Long-Term Planning: Ongoing discussions. Bruce and Donna.

Riparian Buffer project: Livy reports MMU students will assist in plantings at their spring work day.

Interpretive Signs: no update

Welcome Garden: Dave reports Creative Landscaping wants the large water tank returned. Donna reports that Bob Pratt will donate a used water tank to replace the one going back to Creative Landscaping.

Athletic Fields Policy: First draft was circulated last week and Dave is looking for feedback

Shed Repair: No update

Pavilion Column Staining: No update

Riparian Buffer Fence: Dave reports would like to drill post holes and setup cedar posts a week prior to the planned planting.

Athletic Fields: Dave reports that Emmet Manning (MMSC) will start measuring and marking the soccer fields beginning next week weather permitting.

Boundary Signs: no further action until Fall.

QB Bookkeeper: Donna shared communications and valuable input from Wild Balance, Annie Kerr.

Park Reservations: Paula indicates that the May calendar is looking busy.

5. Update Topics

Eagle Scout project proposal: Bruce has emailed the scoutmaster with description and specs for a footbridge in the off leash area. A second suggestion sent to the scoutmaster was for trail puncheons on the South Hill loops.

6. Other Business:

Dog waste duty: Kim will not be able to do dog waste duty this spring and early summer.

Adjourn meeting

Motion: to adjourn at approximately 8:11pm by Paula, seconded by Chris. 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>