

Norwood Park and Recreation District

P.O. Box 645

Norwood, Colorado 81423

www.norwoodparkandrec.org

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE NORWOOD PARK AND RECREATION DISTRICT

Held: Wednesday, August 20, 2025, at 7:30 p.m. at the Oliver House, 1555 Summit Street, Norwood, Colorado, and via Zoom

Attendance

The special meeting of the Board of Directors of the Norwood Park and Recreation District was called and held, as shown, in accordance with Colorado law. The following directors were present:

Krys Smith
Matt Stanger
Karl Cody
Kelvin Verity

Michelle Liljegren (via zoom) was present.

Call to Order

The meeting was called to order by Vice President Smith at 7:33 pm on August 20, 2025.

Changes to the Agenda

None

Declaration of Quorum

Vice President Smith noted that a quorum of the Board was present.

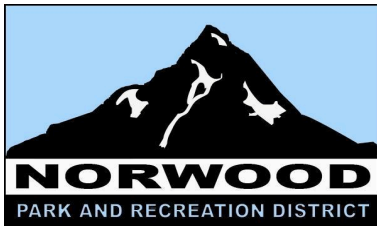
Review of Applicants for the Position of Part Time Executive Director

The two applicants for the position of Part Time Executive Director were Judy Sullivan and Liza Tanguay. VP Smith opened the floor for feedback and discussion of each candidate.

JUDY SULLIVAN: Director Stanger confirmed that Judy's application consisted of a cover letter and half-page resume. Ms. Liljegren offered information from a contact who works with Judy, all positive characteristics. But also noted that in her own opinion, the experience reflected on her resume doesn't seem relevant to the position. The Directors also agreed with that evaluation, and are unanimous in the decision to pass. Ms. Liljegren will send an email to that effect.

The Mission

To provide diverse year-round recreation opportunities through the creation and maintenance of high quality parks, trails, facilities and programs.



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LIZA TANGUAY: VP Smith noted that Liza has already been doing the job and would likely be the best fit. Director Verity noted that she's been working almost like an intern already and proven her abilities. Director Cody's only concern is regarding the bookkeeping duties. Discussion followed as to the level of bookkeeping required. Ms. Liljegren reiterated that the job was set up to eliminate her position entirely. On a side note, we did budget to move to QuickBooks Online in 2025. She can find the time to handle the bookkeeping, and stay on through the end of the year for training.

Director Verity asked that the time-consuming tasks could be identified and handed off right away. Ms. Liljegren also noted that the Governmental Compliance piece of the administration and accounting will take some time to transition by its nature.

Director Cody and Ms. Liljegren are both concerned that all the tasks of this combined job can be done in 10 hours a week. But also noted that whoever is hired does not operate from the area of expertise that Michelle has, and will need extra time.

One concern of note that Ms. Liljegren has is submission of payroll. Having an hourly employee submit hours can result in a conflict of interest. There may be a way to set up a self-submitting of hours process with ASAP Services. Again, this is just something that has to be figured out by the end of the year.

Recap of Compensation to be Offered

The pay range offered in the posting was \$30-35 per hour. It was agreed that the best practice may be to offer to start at the lower end of the range, with a review in 90 days and opportunity for increase. After further discussion, \$32 per hour and a start date of "as soon as possible will be the offer".

Director Kody made a motion to offer the position of Part Time Executive Director to Liza Tanguay at the pay rate of \$32 per hour with a start date as soon as the offer is accepted. Director Stanger seconded. Motion passed unanimously.

Ms. Liljegren will send an email with the official offer, anticipating an official acceptance.

Adjournment

With a motion from Director Verity and a second from VP Smith, the meeting was adjourned at 8:06 pm.

Secretary for the District

NEXT REGULAR MEETING: MONDAY September 8, 2025, at 7:00 P.M.

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