

OGDEN VALLEY PARKS SERVICE AREA

Board of Trustees Regular Meeting Minutes

Date: September 14, 2026

Location: Huntsville Town Hall

Time: 7:00 PM

Board Members Present

Emily Phillips, Chair

Suzanne Shaw, Vice Chair

Tim Brown, Trustee

Jori Torman, Trustee

Heather Lowe, Trustee

Brian Smith (Virtual), Trustee-designate

Staff/Other Present

Rachel Anderson, Legal Counsel

Elizabeth Krug, Finance

Call to Order

The Board called the meeting to order and led the Pledge of Allegiance. Roll call was completed. Brian Smith joined virtually and was welcomed to the Board; his oath of office will be completed when he attends in person. The Board also noted Marshall McGonegal's resignation effective August 31, 2026.

Public Comment

Marty Smith (Liberty) requested continued progress on the Liberty Park dog park, offered volunteer equipment assistance for site preparation, and asked that the website provide a clear way for residents to donate to specific park projects. The Board discussed establishing project-specific donation tracking and a future community fundraising event.

Approval of Previous Meeting Minutes

The August 10, 2026 meeting minutes were deferred to the next meeting to allow additional review.

Financial and Administrative Matters

The Board discussed the ongoing transition of financial responsibilities to Elizabeth Krug. Elizabeth will coordinate with Tom, Brenda, and Lon to complete the transition and clarify

outstanding financial and audit responsibilities. An updated financial services agreement remains pending.

Park Reservations and District Coordinator

The Board reviewed the new park reservation system, including scheduling limitations, overlapping field use, and the need for more consistent administration. The Board agreed that a district coordinator/administrator role is needed to manage reservations, serve as a public point of contact, coordinate contractors and maintenance, support Board-directed initiatives, and assist with day-to-day district operations.

Motion: Develop the coordinator position description, allow Board input through the end of the week, work with legal counsel to finalize and post the position for approximately two weeks (updated based on meeting date adjustment), and return applications to the Board for selection at the next meeting.

Motion approved (Unanimous)

Park Maintenance Contractor Roles

The Board discussed formalizing separate park maintenance roles for Liberty Park and Eden Park, with responsibilities including restroom/grounds upkeep, trash, safety or maintenance reporting, and post-event condition checks. The district coordinator would remain responsible for reservations, payments, and overall coordination.

Motion: Create and post an Eden Park maintenance manager/contractor position comparable to the Liberty Park role.

Motion approved (Unanimous) .

Liberty Park Restroom Cleaning

The Board reviewed additional restroom-cleaning duties being performed by Janet Southwick at Liberty Park.

Motion: Pay an additional \$250 per month for restroom-cleaning services backdated to August 2026 until a formal contractor role is developed and posted.

Motion approved (Unanimous)

Electronic Access and Internet

The Board discussed electronic locks, automated access tied to reservations, and the need for reliable internet service at Liberty Park. The Board authorized moving forward with internet/access improvements within the discussed small-purchase parameters, with local service options to be evaluated and the system designed to reduce manual access management.

Liberty Park Grading

The Board reviewed the sole response to the grading RFP for the undeveloped south portion of Liberty Park. The proposal included \$14,900 for grading and options for either road base or

recycled asphalt millings. The Board discussed drainage, future park uses, and the benefits of asphalt millings for dust control.

Motion: Approve the grading work using recycled asphalt millings rather than road base.

Motion approved (Unanimous)

Balloon Festival

The Board discussed the previously approved \$7,500 contribution to the Balloon Festival and concerns regarding OVPSA recognition. The Board agreed the contribution should proceed with a written agreement confirming OVPSA recognition and title-sponsor-level benefits. Future funding will be reconsidered during the 2027 budget process based on event financials and a formal request.

Motion: Release the previously approved \$7,500 contribution subject to the agreed sponsorship/recognition expectations being documented.

Motion approved (Unanimous)

Long-Term Park Planning and Community Input

The Board discussed future park planning and community engagement. No new master plan process was approved. The Board generally favored continuing near-term project implementation while considering a more structured public-input and long-range planning process in 2027.

Liberty Park Dog Park

The Board reviewed possible dog park locations, fencing needs, grading, parking/access, shade, water, and the proposed three-section layout. The Board agreed work on the RFP can proceed without waiting for grading to be completed. Tim Brown will coordinate on next steps and an RFP for fencing/site work.

Liberty Wheels Park

The Board reviewed project phasing, design and pre-construction costs, sidewalk connectivity, landscaping considerations, and future grant/fundraising needs. The contractor agreement was not ready for approval and will return to the Board at a future meeting.

Website, Logo, and Board Communications

The Board selected the green OVPSA logo for consistent use. Board members were asked to use their OVPSA email accounts consistently, add identifying signatures, and use the shared Google Drive for Board documents and meeting materials.

Volunteer Waiver

Legal counsel will circulate the proposed volunteer waiver/liability document for Board review and future approval.

Park Signs and Eden Park Restrooms

The Board received an update that park signs have been ordered and installation is pending payment. The Eden Park restroom RFP remains open without a closing date; follow-up will occur to establish an end date now that permitting restrictions have been lifted.

Snowcrest Trail MOU

The Board briefly reviewed the interlocal agreement with Ogden Valley City related to the Snowcrest-to-Liberty Park trail. The agreement will proceed through the appropriate signature process.

Budget and Fee Planning

The Board discussed the 2027 budget timeline. A tentative budget is expected for Board consideration in November, followed by a public hearing and final budget approval in December. Proposed park reservation and other district fees may be considered at the same December public hearing.

Next Meeting

The next regular Board meeting will be held Monday, October 5, 2026 at 6:00 PM.

NOTE: Moving forward, standard start time will be 6 PM. The annual meeting notice will be updated to reflect the revised meeting schedule/time, and the meeting will be publicly noticed as required.

Adjournment

There being no further business, the meeting concluded at approximately 9:43 PM.