

West Warren Park Staff Meeting

I. Welcome & Introductions (5 minutes)

Park Staff Meeting located at 7100 W 900 S Ogden Utah 84404 at 7 p.m. Joe Girodano, Riley Skinner, Amy Coleman, Chris Clem, and Jeremy Jacob were in attendance. Jeff Davis was excused. Joe called the meeting to order at 7:01 p.m.

II. Park Updates & Announcements (10 minutes)

- **Project Updates:**
 - Meeting with the county
 - The other park districts have had more success meeting with the developers. The other park board wanted to be more hands-on. The West Warren Park Board was hoping to streamline the process. The county will respond to Joe.
 - Developer Agreement
 - The county sent a development agreement. The agreement has changed not meeting the needs of Vaquero Village. There is no way to secure the agreement moving forward. Joe wants to send the county an email to let them know that we are involved in the process that means we have an agreement with the developer to meet the terms, or the park board is out and cannot be involved in the management of a new park, it will be the county's responsibility. The developer must conform to the park district agreement for the board to manage it. (8.8.8.3.1.7. in the county agreement.)
 - Without the park's legal agreement there is nothing in place to hold the developer accountable, which is the board's main concern.
 - Peer to Peer Payments
 - No restriction against using Venmo or Zelle.
 - Can not be connected or associated with anyone's personal account and needs to be reconciled monthly.
 - Adopt a policy on how to use peer to peer payments, i.e. who is authorized to make payments, what payments can be made with peer-to-peer payment apps. Amount to be deposited.
 - Having true separation of duties to work for the account may look like Steve having the oversight and adding funds to the account balance. Amy would make payments and reconcile statements with Steve.
 - Amy will look at how to set up a Venmo accounts and determine if you can create an account without being directly linked to a bank account. She will also ask Steve if he is comfortable with overseeing the Venmo account.
 - Master Plan
 - Jeff was not in attendance and item was tabled until the next meeting. There will be comments and changes coming to the master plan.
- **Upcoming Events:**

III. Departmental Reports (15-20 minutes)

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- **Maintenance Report:**
 - Project and Task Tracker
 - Assign tasks for maintenance crew and identify riding club projects
 - Apply SikaFlex to the cracks in the new pavilion
 - Rebuild the announcer stand stairs, remove the trash near the warmup arena and level out the dirt in the parking lot.
 - Sand and repaint the picnic tables in the old pavilion
 - The 4H and the Posse clubs will distribute woodchips.
 - Kaleb Progress Review
 - He has accumulated 17 hours this year and 31 hours cumulative. Riley will check to make sure the light in the women's bathroom is installed correctly and check the dirt pile near the arena to see if he needs to redistribute it a little more.
 - Soffit Project
 - The proposal was emailed to the board. Rivet the L channel to the brick. Or mortar the brick. The l channel is \$1800.00 and the mortar was \$3000.00.
 - Ride on Toys Replacement
 - The ride on toy is broken. Amy will look for the information for the company we ordered the ride on toys from. and order a baby swing
 - Dirt Mound Project
 - Take the dirt and spread it across the parking lot, use the road base to extend the end of the road.
 - Dust Guard Arena
 - Compass Mineral donated the dust guard and Josh will apply it on the next rainy day. Amy will post the dust guard is donated by compass mineral on the website.
- **Open Forum:**

V. Action Items & Next Steps (5 minutes)

VI. Adjournment

Meeting Adjourned at 8:02 p.m.