

**Minutes for the  
General Board Meeting for the  
Cottonwood Heights Parks and Recreation Service Area  
Held at 7500 South 2700 East, Cottonwood Heights, Utah  
On the 22nd day of March 2023  
Pursuant of Notice**

\*\*all minutes pending until approved at the following Board Meeting\*\*

**Board of Trustees Present:**

Patti Hansen

Bart Hopkin

Dan Morzelewski

**Staff Present:**

Ben Hill

Lyse' Durrant

Audrey Durfee

Melissa Ruff

Bonnie Harris

Kevin Suchey

Andrew Davis

Allie Brown

A Work Session was held on March 22, 2023 @ 3:15pm where there was a discussion regarding The quarterly Safety Report, a 2023 UPRA Conference Review and the 2023 CHPRSA Goals. There was also a discussion of any items listed on the General Board Meeting Agenda.

**GENERAL BOARD MEETING**

4:00pm

**General Business**

**A. Welcome and Pledge of Allegiance**

- Ms. Harris led the Pledge of Allegiance.

**B. Verification of Compliance – Open Meeting Law – Patti Hansen**

**C. Review and Approval of February 15, 2023 Board Minutes – Patti Hansen**

- After review, Mr. Morzelewski made a motion to approve the January 2023 Board Minutes. Mr. Hopkin seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin, and Mr. Morzelewski voting “Yes.”

**D. Review and Approval of the Financial Statement for February 2023 – Ben Hill**

- Mr. Hill presented the Financial Statement for February 2023 to the Board.
- After review, Mr. Hopkin made a motion to approve the February 2023 Financial Statement. Mr. Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin, and Mr. Morzelewski voting “Yes.”

**E. Review and approval of Accounts Payable Selected Entries for February 2023 – Lyse’ Durrant**

- Ms. Durrant presented the Accounts Payable Selected Entries for February 2023 to the Board.
- After review, Mr. Morzelewski made a motion to approve the February 2023 Accounts Payable Selected Entries. Mr. Hopkin seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin, and Mr. Morzelewski voting “Yes.”

**INFORMATION/DISCUSSION ITEMS**

**A. Citizen/Customer Comments**

- No comments.

**B. Board District Representation Reports – Trustees**

- Mr. Hopkin shared how pleased he has been with the number of volunteers the City’s new V.I.P. (Volunteers in Parks) program has brought to Antczak Park.

**C. Executive Directors Report – Ben Hill**

**INFORMATION & UPDATES:**

- Lyse’ Durrant – 25 Years of Full-Time CHPRSA Employment/Service! (March 2023)

- 2023 TRCC Playground Replacement:
  - Playgrounds have been ordered - Big T Recreation (State Contract)
  - Antczak Park, Mill Hollow Park, and Bywater + Swing Set (June – August)
- 2023 MJP Pickleball Courts Improvements:
  - RFP Bid Awarded to Parkin Tennis Courts
  - Resurfacing Courts 1-3, Additional Spectator Concrete, and Lights
  - \$60,000 Contribution from City – Invoiced
  - Project estimated for completion on May 31, 2023
- Current FT Recruitments – Open Until Filled:
  - Park Supervisor (3)
- Skate Park Concept Design Package with American Ramp Company:
  - Community Engagement, Site Review, Design Revisions, etc.
  - URPA Vender and First Kickoff Meeting
- CH2:
  - Report on Tuesday, March 21, 2023 Meeting:
    - Easter Event will be on Saturday, April 8, 2023
    - Proposed Updates/Amendments to the City’s Inter-Local Agreement
  - Next Meeting is Tuesday, April 11, 2023 at 10AM (Patti)
- CH Parks, Trails and Open Space Committee:
  - Report on Wednesday, February 22, 2023 (Lyse’)
    - Antczak Park Donation Program
  - Next Meeting is Wednesday, March 22, 2023 (5:30-7:30PM)
- SLCO Crestwood Steering Committee:
  - CHPRSA, Sandy, Holladay, Midvale, etc.
  - Friday, March 31, 2023
- Other:
  - Graffiti at Antczak Park Update
  - Facility Tour/Collaboration with The Park Center in Murray (Tuesday, March 7<sup>th</sup>)
  - CHPRSA/Canyons School Meeting (Wednesday, March 8<sup>th</sup>)
    - Robynn Lefler and Matt Wolford
  - CH Parks & Recreation Foundation - Golf Tournament Coordination (Thursday, March 9<sup>th</sup>)
    - Cottonwood Heights – Hope Zitting-Goeckeritz – Business Development Specialist
    - Committee Meetings Start – Tuesday, March 28, 2023
  - Ducky Drop (March 18<sup>th</sup>)
  - CHPD CERT Training (March 18<sup>th</sup>)

**D. Information and Discussion regarding the 2023 Election Contract with SLCO – Ben Hill**

- Mr. Hill gave an update regarding the 2023 Election Contract with SLCO
- To be brought back in Special Business

**E. Information and Discussion regarding the Amendment to the Interlocal Agreement with CSD regarding the Brighton High Tennis Courts and Restroom – Ben Hill**

- Mr. Hill gave an update regarding the Amendment to the Interlocal Agreement with CSD regarding the Brighton High Tennis Courts and Restroom.
- To be brought back in Special Business.

**F. Information and Discussion regarding the Interlocal Agreement with SLCO for TRCC funding – Ben Hill**

- Mr. Hill gave an update regarding the Amendment to the Interlocal Agreement with SLCO for TRCC funding.
- To be brought back in Special Business.

**G. Information and Discussion regarding the Policy #240 – Refunds – Lyse’ Durrant**

- Ms. Durrant gave an update regarding Policy #240 – Refunds.
- To be brought back in Special Business.

**Special Business**

**A. Consideration and Recommendation to Approve Election Contract with SLCO – Resolution 2023 – 5.**

- Mr. Hopkin made a motion to approve the Election Contract with SLCO – Resolution 2023 – 5. Mr. Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

**B. Consideration and Recommendation to Approve an Amendment to the Interlocal Agreement with Canyons School District regarding Brighton Tennis Courts and Restrooms – Resolution 2023 – 6.**

- Mr. Morzelewski made a motion to approve an Amendment to the Interlocal Agreement with Canyons School District regarding Brighton Tennis Courts and Restrooms – Resolution 2023 – 6. Mr. Hopkin seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

**C. Consideration and Recommendation to Approve the Interlocal Agreement with SLCO regarding TRCC funding for Playgrounds – Resolution 2023 – 7.**

- Mr. Hopkin made a motion to approve the Interlocal Agreement with SLCO regarding TRCC funding for Playgrounds – Resolution 2023 – 7. Mr. Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

**D. Consideration and Recommendation to Approve Policy #240 – Refunds – Resolution 2023-8.**

- Mr. Morzelewski made a motion to approve Policy #240 – Refunds – Resolution 2023 – 8. Mr. Hopkin seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

**Meeting Adjourned at 4:47pm**

**The next meeting of the Board will be held April 19, 2023 @ 4pm.**