

**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 16<sup>th</sup> day of October 2024  
Pursuant of Notice**

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

**Board of Trustees Present:**

Bart Hopkin  
Dan Morzelewski  
Patti Hansen

**Staff Present:**

Ben Hill  
Lyse' Durrant  
Preston Jones  
Bonnie Harris  
Audrey Durfee  
Cameron Gonzales  
Allie Brown  
Melissa Ruff

A Work Session was held on October 16th @ 3:15pm where there was a Compensation Consulting Services Report presented by Brandon Staheli (Consultant – Employers Council). A discussion about the UASD upcoming conference and any items listed on the General Board Meeting Agenda.

**GENERAL BOARD MEETING**

4:00pm

**General Business**

**A. Verification of Compliance – Open Meeting Law – Bart Hopkin**

## **B. Pledge of Allegiance**

- Mr. Jones led the Pledge of Allegiance.

## **C. Review and Approval of September 2024 General Board Meeting Minutes – Bart Hopkin**

- After review, Ms. Hansen made a motion to approve the September 2024 Board Minutes. Mr. Morzelewski seconded the motion. Motion carried unanimously with Mr. Hopkin, Mr. Morzelewski, and Ms. Hansen voting “Aye.”

## **D. Review and Approval of the Financial Statement for September 2024 – Ben Hill**

- Mr. Hill presented the Financial Statement for September 2024 to the Board.
- After review, Mr. Morzelewski made a motion to approve the September 2024 Financial Statement. Ms. Hansen 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 September 2024 – Lyse’ Durrant**

- Ms. Durrant presented the Accounts Payable Selected Entries for September 2024 to the Board.
- After review, Ms. Hansen made a motion to approve the September 2024 Accounts Payable Selected Entries. Mr. Morzelewski 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. Morzelewski thanked the Rec & Fit and Aquatic Coordinators for all the work they put into making CHRC programs successful.

## C. Executive Directors Report – Ben Hill

### **INFORMATION & UPDATES:**

- TRCC Application - 2024:
  - Bywater Park Improvements
  - SLCO Request: Priority of Projects
    - Tennis, Baseball, Playground/Swings Surface, Monument Sign
- Fitness Room Closure for New Equipment:
  - Removal of Old Equipment – Tuesday, October 22<sup>nd</sup>
  - Fitness Room Painting – Wednesday, October 23<sup>rd</sup> – Friday, October 25<sup>th</sup>
  - New Equipment Installed Monday, October 28<sup>th</sup> – Friday, November 1<sup>st</sup>
  - Re-Opening: Monday, November 4<sup>th</sup>
- Adaptive Hour – Ice Skating:
  - Wednesday, October 16<sup>th</sup> (5:45-6:45PM)
- CH2:
  - Report on Wednesday, October 9<sup>th</sup> Meeting:
    - Monster Mash: Friday, October 25<sup>th</sup> (5-7PM)
    - Dover Hill’s Park: Pre-Landscape Meeting
    - 2025 Inter-Local Maintenance Exhibit
  - Next Meeting is Wednesday, November 13<sup>th</sup> at 10AM (Bart)
- Upcoming Board Meetings:
  - Work Session – 2025 Budget: Tuesday, October 22<sup>nd</sup> (9AM-12PM)
  - General Board Meeting: Wednesday, November 20<sup>th</sup> (3:15PM/4PM)
    - 2025 CHPRSA Proposed Budget
  - Work Session – 2025 Budget: TBD
  - General Board Meeting: Wednesday, December 18<sup>th</sup> (5:15PM/6PM)
    - Public Hearing and Approval of the 2025 Proposed Budget
- Other Business:
  - URPA Leadership Summit (September 19<sup>th</sup>)
  - TRCC Presentation to SLCO/TRCC Board (September 20<sup>th</sup>)
  - CHPRSA 2025 Capital Project Request Meeting (September 23<sup>rd</sup>)
  - Butler Middle School – Lunch Meeting (September 24<sup>th</sup>)
  - Utah Drowning Prevention Coalition – URPA (September 25<sup>th</sup>)
  - City’s Community Block Party at Hillside Plaza (September 30<sup>th</sup>)
  - CHPRSA Department Budget Meetings (October 1<sup>st</sup>-3<sup>rd</sup>)
  - UASD Board Meeting (October 3<sup>rd</sup>)
  - Butlerville Days Wrap-up Meeting (October 3<sup>rd</sup>)
  - CHPRSA Safety Meeting (October 7<sup>th</sup>)
  - NRPA Conference 2024 (October 8<sup>th</sup>-10<sup>th</sup>)

**D. Discussion and Information regarding Facility Policy #530-Sex designated facilities and privacy space compliance plan – Ben Hill and Lyse’ Durrant**

- Mr. Hill and Ms. Durrant gave the Board an update regarding the Facility Policy #530-Sex designated facilities and privacy space compliance plan.
- To be brought back in Special Business.

**E. Discussion and Information regarding the Lease Agreement with Zions Bank for new fitness equipment – Ben Hill**

- Mr. Hill gave the Board an update regarding the Lease Agreement with Zions Bank for new fitness equipment.
- To be brought back in Special Business.

**Special Business**

**A. Consideration and Recommendation to approve Facility Policy #530-Sex designated facilities and privacy compliance plan – Resolution 2024-11**

- After review, Mr. Morzelewski made a motion to approve Facility Policy #530-Sex designated facilities and privacy compliance plan – Resolution 2024-11. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Hopkin, Ms. Hansen and Mr. Morzelewski voting “Yes.”

**B. Consideration and Recommendation to Approve the Lease Agreement with Zions Bank for new fitness equipment – Resolution 2024-12**

- After review, Ms. Hansen made a motion to approve the Lease Agreement with Zions Bank for new fitness equipment – Resolution 2024-12. Mr. Morzelewski seconded the motion. Motion carried unanimously with Mr. Hopkin, Ms. Hansen and Mr. Morzelewski voting “Yes.”

Meeting adjourned at 4:48 PM

The next meeting of the Board will be held on November 20, 2024 @ 3:15pm

## **Cottonwood Heights Parks and Recreation Center**

### **Foundation Meeting Minutes**

**October 16, 2024**

#### **A. Review and Approval of the July 17, 2024, Foundation Meeting Minutes**

- After review, Mr. Morzelewski made a motion to approve the July 17, 2024, Foundation Meeting Minutes. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Hopkin, Mr. Morzelewski, and Ms. Hansen voting “Yes.”

#### **B. Quarterly Financial Review – Ben Hill**

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

#### **C. REVEL Big Cottonwood Canyon Marathon Donation – Darrell Phippen (Brooksee – Head of Events)**

- Mr. Phippen presented the Cottonwood Heights Parks and Recreation Center Foundation with a check in the amount of \$2,700 for the CHPRSA volunteer efforts at the REVEL Big Cottonwood Canyon Marathon Donation

#### **D. Charity Golf Tournament – Bonnie Lee**

- Ms. Lee gave the Board the financial breakdown from the 2024 Cottonwood Heights Parks and Recreation Foundation Charity Golf Tournament.

#### **E. Upcoming Thanksgiving 5k – Bonnie Lee and Allie Brown**

- Ms. Lee and Ms. Brown gave the Board an update on the progress of the upcoming 40<sup>th</sup> Annual Cottonwood Heights Thanksgiving 5k.

#### **F. Annual 990 Review – Ben Hill**

- Upon review, Mr. Morzelewski made a motion to approve Mr. Hill to sign the Annual 990 on behalf of the Board. Ms. Hansen seconded the motion. Motioned carried unanimously with Mr. Hopkin, Ms. Hansen and Mr. Morzelewski voting “Aye”

#### **G. Foundation Requests**

**H. Mr. Hill requested \$2,500 from the Foundation for the Administrative fee**

- Board approves request.
- Mr. Morzelewski made a motion to approve \$2,500 to be moved from the Foundation to the General Fund for administrative costs. Ms. Hansen seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

Meeting adjourned at 5:35PM

The next Foundation Meeting will be held on tentatively on January 29, 2025 directly following the General Board Meeting.