

**Minutes for the  
Public Hearing/General Board Meeting for the  
Cottonwood Heights Parks and Recreation Service Area  
Held at 7500 South 2700 East, Cottonwood Heights, Utah  
On the 20th day of December 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

Kevin Suchey

Bonnie Harris

Andrew Davis

Allie Brown

A Work Session was held on December 20, 2023 @ 5:15pm where there was a discussion on any items listed on the General Board Meeting Agenda, and a Quarterly Safety Report given by Mr. Suchey and Ms. Durrant.

**PUBLIC HEARING**

6:00pm

**A. Welcome and Verification of Compliance – Patti Hansen**

**B. Pledge of Allegiance**

- Ms. Hansen led the pledge.

**C. 2023 Amended Budget, 2024 Proposed Budget, and the 2024 Fee Schedule - Ben Hill**

- Mr. Hill presented information regarding the 2023 Amended Budget, 2024 Proposed Budget, and the 2024 Fee Schedule.

**D. Public Hearing to Receive citizen Comment on the 2023 Amended Budget, the 2024 Proposed Budget, and the 2024 Fee Schedule**

- Mr. Nielsen asked where the Budget and Fee Schedule is posted for the public to view.
  - Staff informed Mr. Nielsen that it is available in mid-November on the Public Notice website, CHPRSA's website and there is a hard copy at the main office of the Recreation Center.

Adjourned. The Public Hearing regarding the 2023 Budget Amendments, 2024 Budget and Fee Schedule. @6:12pm

**GENERAL BOARD MEETING**

As soon as public hearing has ended. @6:13pm

**A. Review and Approval of November 2023 Board Minutes – Patti Hansen**

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

**B. Review and Approval of the Financial Statement for November 2023 – Ben Hill**

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

**C. Review and approval of Accounts Payable Selected Entries for November 2023 – Lyse' Durrant**

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

## **INFORMATION/DISCUSSION ITEMS**

### **A. Citizen/Customer Comments**

- Mr. Evans asked about where he can find the Accounts Payable records.
- Mr. Nielsen asked about the future of the Recreation Center.

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

- Mr. Morzelewski complimented the new skate park lights.

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

## **INFORMATION & UPDATES:**

- Cottonwood Heights Community Playgrounds (TRCC):
  - Antczak, Mill Hollow, and Bywater Park Playgrounds – Completed.
  - Bywater and Antczak Park – Additional Site Improvements and Contingencies:
    - TRCC Funding in place until March 31, 2024.
- McIntire Park:
  - Laura Briefer – Director of SLC Public Utilities has been out of the office on medical leave.
  - Jesse Stewart – Deputy Director of SLC Public Utilities:
    - Letter and Permit are under review with an expected meeting in January 2024.
- SLCO “All County Youth Pass”:
  - Approved by SLCO Council and will start in June of 2024.
  - Pass Includes: Free access for youth (5-18 years old) to all SLCO Recreation Centers.
- Skate Park Improvements:
  - Upgrades to lights, security cameras, and fencing – Completed
- Indoor Pool Boiler:
  - Unforeseen breakdown on Wednesday, December 13<sup>th</sup>.
  - Estimated repair time and cost.
- Indoor Women’s Locker Room – Showers:
  - Maintenance, to address the showers, scheduled for January 2024.
- FT Employee Positions that we are currently recruiting:
  - Park Supervisor (2), Custodian (1).
- Brighton Bank:
  - Free Skate Day – Saturday, January 6<sup>th</sup> (12:45-4PM).
  - Bruce D. Ashcroft – New President/COO, John Briggs – Branch Manager/SBA Manager:
    - Meeting and Tour of CHRC (Wednesday, December 13<sup>th</sup>):
      - Free Skate Day, Gym Score Boards, and Foundation Golf Sponsorship.
- CH2:

- Report on Tuesday, November 28<sup>th</sup> Meeting:
  - Skate with Santa: Saturday, December 23<sup>rd</sup> (2-4PM):
    - North Pole Post!
  - Bywater Master Plan – TRCC 2024/2025.
  - 2024 Exhibit – Updated and Approved:
    - Mountview and Ferguson Park – Winter Restroom Hours are 9AM-6PM.
    - Updated snow removal plan.
  - Crestwood Park Master Plan – SLCO.
    - CWH Council Work Session (Tuesday, November 21<sup>st</sup>)
- Next Meeting is Tuesday, January 9<sup>th</sup> at 10AM (Bart).
- CH Parks, Trails and Open Space Committee:
  - Report on Wednesday, November 29<sup>th</sup> Meeting:
    - VIP’s Report – Andrew Davis (Park Manager).
    - Bywater Master Plan – Scott Peters.
  - Next Meeting is Wednesday, January 24<sup>th</sup> (6-8PM).
- Holiday/Appreciation Staff Party – Thursday, December 21<sup>st</sup> (5-7PM):
  - Facility Closes at 4PM.
- Employee Planning Retreat at City Hall:
  - Wednesday, February 7<sup>th</sup> (10AM-2PM)
- Other Business:
  - Thanksgiving 5K (November 23<sup>rd</sup>) - \$2,000 Donation to the Foundation!
  - ~~Swim with the Grinch! (December 16<sup>th</sup>)~~ – Canceled, due to Indoor Pool Closure.
  - Scott Bracken’s Farewell Open House (December 19<sup>th</sup>)

**D. Information and Discussion regarding Bywater Park Master Plan– Ben Hill**

- Mr. Hill presented information regarding the Bywater Park Master Plan
- To be brought back in Special Business.

**E. Information and Discussion of appointment of 2024 Board of Trustees Positions – Patti Hansen.**

- Ms. Hansen presented information regarding the Appointment of the 2024 Board of Trustees Positions.
- To be brought back in Special Business during the December 2023 Board Meeting

## **Special Business**

### **A. Consideration and Recommendation to Approve the 2024 CHPRSA Board of Trustee Meeting Dates– Resolution 2023-17**

- After review, Mr. Hopkin made a motion to approve the 2024 CHPRSA Board of Trustee Meeting Dates – Resolution 2023-17. Mr. Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

### **B. Consideration and Recommendation to Approve the 2024 Board of Trustee Positions – Resolution 2023-18**

- After review, Mr. Morzelewski made a motion to approve the 2024 Board of Trustees Positions – Resolution 2023 – 18. 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 2023 Amended Budget – Resolution 2023-19.**

- After review, Mr. Hopkin made a motion to approve the 2023 Budget – Resolution 2023-19. Mr. Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

### **D. Consideration and Recommendation to Approve the 2024 Budget and Fee Schedule for the Cottonwood Heights Parks and Recreation Service Area – Resolution 2023 -20.**

- After review, Mr. Morzelewski made a motion to approve the 2024 Budget and Fee Schedule for the Cottonwood Heights Parks and Recreation Service Area – Resolution 2023 – 20. Mr. Hopkin seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

### **E. Consideration and Recommendation to Approve the Bywater Park Master Plan as presented – Resolution 2023 – 21.**

- After review, Mr. Hopkin made a motion to approve the Bywater Park Master Plan as presented – Resolution 2023 – 21. Mr. Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

**F. Consideration and Recommendation to Approve the Personnel Policy XII – Employment Classification – Resolution 2023-22.**

- After review, Mr. Morzelewski made a motion to approve the Personnel Policy XII – Employment Classification Resolution 2023-22. Mr. Hopkin seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

Meeting Adjourned at 7:06pm

The next meeting of the Board will be held January 24, 2024 @ 4:00pm