

**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 24th day of January 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

Audrey Durfee

Melissa Ruff

Bonnie Harris

Andrew Davis

Allie Brown

Cameron Gonzolas

David White

Brayden Griffith

Oath of Office for District 3

The Oath of Office for District 3 was given by Lyse Durrant, District Clerk, to Dan Morzelewski.

A Work Session was held on January 24, 2024 @ 3:15pm where there was a discussion about the Utah Recreation and Parks Association Annual 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. Hill led the Pledge of Allegiance.

C. Review and Approval of December 2023 Public Hearing/ General Board Meeting Minutes – Bart Hopkin

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

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

- Mr. Hill presented the Financial Statement for December 2023 to the Board.
- After review, Mr. Morzelewski made a motion to approve the December 2023 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 December 2023 – Lyse’ Durrant

- Ms. Durrant presented the Accounts Payable Selected Entries for December 2023 to the Board.
- After review, Ms. Hansen made a motion to approve the December 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. McCandless inquired about boiler updates, and asked CHRC staff to evaluate maintenance procedures.

B. Board District Representation Reports – Trustees

- The Board received an email from a patron with questions regarding the boiler repairs.

C. Executive Directors Report – Ben Hill

INFORMATION & UPDATES:

- New Website:
 - Launched on Monday, January 8th!
- Butler Middle School 2024/2025 Schedule:
 - Quarters vs. Semesters (Decision by January 22, 2024)
- McIntire Park:
 - Jesse Stewart – Deputy Director of SLC Public Utilities:
 - New Inter-local Agreement is in the works (Spring 2024).
- Indoor Pool Boiler (Unforeseen breakdown on Wednesday, December 13, 2023).
 - Estimated to be fully repaired by Friday, January 26th.
 - Estimated Indoor Pool reopening is on Thursday, February 1st.
 - Indoor Women’s Showers, Rope Swing, Party Room, etc.
- Current FT Employee Recruitments:
 - David White, New FT Custodian.
 - Brayden Griffith, Park Supervisor.
 - TBD, Park Supervisor.
- CH2:
 - Report on Tuesday, January 9th Meeting:
 - Suzanne Hyland – City Council/District 2.
 - Tennis Court Resurfacing.
 - Crestwood Park Master Plan – SLCO.
 - Public Open House – Thursday, Feb 1st (4-6PM) at Whitmore Library.
 - Sweet Heart Skate - Friday, February 9th (7-9PM).
 - 2024 TRCC Application: Bywater Park Master Plan.
 - Next Meeting is Wednesday, February 14th at 10AM (Bart).
- CH Parks, Trails and Open Space Committee:
 - Next Meeting is Wednesday, January 24th (6-8PM).
- 2024 Employee Planning Workshop at City Hall:
 - Wednesday, February 7th (10AM-2PM).

- 2024 Department, Executive Director, and Board Goals (Due by March 1st).
- URPA Conference – 2024:
 - Monday – Wednesday (March 11th – 13th).
 - Board of Trustees (3) / Staff (Lyse', Bonnie, Audrey, Preston, Ruth, and Allie).
 - Leadership Academy:
 - Preston has applied for the 2024/2025 Class.
 - Award Nominations:
 - Outstanding Program: VIP Program w/ City.
- AOAP Conference – 2024:
 - Audrey (February 12th – 15th).
- Park & Recreation Maintenance Management School (NRPA):
 - Andy – Year 2 (January 28th – February 2nd)
- Revenue Development & Management School (NRPA):
 - Ben – Year 1 (March 10th – 15th)
- Other Business:
 - Holiday Staff Appreciation Party (December 21st)
 - Skate with Santa (December 23rd)
 - Free Skate Day – Brighton Bank (January 6th)

**D. Information and Discussion regarding Policy Section XVI Reimbursable Expenses –
Melissa Ruff**

- Ms. Ruff presented information regarding Policy Section XVI Reimbursable Expenses
- To be brought back in Special Business during the February General Board Meeting.

Meeting Adjourned at 4:52pm

The next meeting of the Board will be held February 28, 2023 @ 4:00pm

Chair, Bart Hopkin, adjourned the General Board Meeting to a Closed Meeting that will follow the Cottonwood Heights Parks and Recreation Center Foundation Meeting. Closed Meetings must be voted affirmatively by a majority of the Board members present.

- It was discussed and voted on to go into a Closed Meeting.

- Upon a motion by Ms. Hansen, a second by Mr. Morzelewski the motion was carried unanimously with Ms. Hansen, Mr. Morzelewski and Mr. Hopkin voting “Yes” to enter into a closed meeting.
- Upon a motion, Ms. Hansen motioned to adjourn, a second by Mr. Morzelewski, the motion was carried unanimously with Ms. Hansen, Mr. Morzelewski and Mr. Hopkin all voting “Yes”.

Cottonwood Heights Parks and Recreation Center

Foundation Meeting Minutes

January 24, 2024

A. Review and Approval of the October 18, 2023, Foundation Meeting Minutes.

- After review, Mr. Morzelewski made a motion to approve the October 28, 2023, 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. Foundation Requests

- There was a discussion on what to call and how to handle future donation projects.

Meeting Adjourned at 5:08pm