

**Minutes for the
General Board Meeting for the
Cottonwood Heights Parks and Recreation Service Area
Held at 7500 South 2700 East, Salt Lake City, Utah
On the 20th day of October 2021
Pursuant of Notice**

all minutes pending until approved at the following Board Meeting

Board of Trustees Present:

Bart Hopkin
Dan Morzelewski
Carl Evans

Others Present:

Ben Hill
Lyse' Durrant
Melissa Ruff
Marcie Burrill
Warren Hallmark
Ryan Gardner
Kevin Suchey
Allie Brown

A Work Session was held on October 14th @ 10am where the Board participated in a Cost Recovery Workshop presented by 110 percent.

A Work Session was held on October 20th @ 3:30pm where there was a review of the Budget Timeline and the Fraud Risk Assessment. There was also a discussion regarding the Smart Approach to Cost Recovery and items listed on the General Board Meeting Agenda.

A Work Session was held on October 21st @ 9am where there was a discussion about the 2022 Budget Planning.

General Board Meeting

4:00pm

GENERAL BUSINESS

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

- It was verified that we are in compliance with notification of a public meeting.

B. Pledge of Allegiance

- Mr. Morzelewski led the Pledge of Allegiance.

C. Review and Approval of September 2021 Board Minutes – Bart Hopkin

- After a discussion of the minutes, upon a motion by Mr. Evans, a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve the September Minutes.

D. Approval of the Financial Statement – September 2021 – Ben Hill

- The Board reviewed the Financial Statement for September, 2021 which was presented by Mr. Hill.
- Upon a motion by Mr. Morzelewski, a second by Mr. Evans and passed unanimously it was, RESOLVED, to approve the Financial Statement for September 2021.

E. Approval of Accounts Payable Selected Entries – Lyse' Durrant

- The Board reviewed the Accounts Payable Selected Entries presented by Ms. Durrant.
- Upon a motion by Mr. Evans, a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve the Accounts Payable.

INFORMATION/DISCUSSION ITEMS

A. Citizen/Customer Comments

- Patrons were presented but didn't address the Board.

B. Board District Representation Reports

- Mr. Morzelewski thanked the staff for helping accommodate Little League Football this season.

C. Aquatics Report – Marcie Burrill

- The outdoor racing pool closed on Friday October 15th. The Diving tank will be open for a few more weeks. We will have lap swimming on Tuesdays and Thursdays from 10am-2pm. The swim team will also use it for practices.
- We have winterized most of the outdoor pool and deck areas. There will be a few more things to do once we close the diving tank. Operations took down the sails and sign, the clock will stay up a bit longer.
- Swimming lessons have been going very well, we continue to fill all classes that we offer.
- Pre comp continues to fill 2 separate sessions. We are running the 4pm and 6pm sessions.
- Swim team has 192 people currently participating. We are still looking for another age group coach. We have had a few applications and interviews.
- Overall our programs are full and doing very well. My staff have all worked hard to piece together and make everything work.
- We continue to recruit lifeguards and instructors. We are offering lifeguard classes every month.
- Other business

D. Recreation and Fitness Report – Warren Hallmark

Information & Updates

- Fall Programs
 - Flag Football – Season Concluded
- Monster Mash
 - Scheduled for Friday, October 29
 - Ice skating event only
- Thanksgiving Day 5k
 - In-Person event on Thanksgiving with COVID precautions, as instructed by the City
- Jr. Jazz
 - 534 participants signed up as of 10/13
 - 467 total participates in 2020/2021 season
- Other business

E. Parks Report – Ryan Gardner

- Winterizing Parks

- sprinklers shut off Oct. 4
- Begin blow-outs late Oct./early Nov.
- over seeded outdoor pool
- get in one more cut at each park
 - Park restrooms closed beginning Oct 18th
 - bathrooms locked excluding Butler and M.H which are still being used for programming and MTView - open year-round.
 - 4wheelers, SxS, trucks/plows are being serviced for winter use
 - S.W. entrance of Bywater Park fence relocation completed
 - E. Parking lot project completed
 - eliminated senior parking stalls
 - 5 properly installed handicap stalls with hatch marks and signs

F. Facility Maintenance Report – Kevin Suchey

- The Indoor Public showers were improved from original design to be more vandal resistant and as a result more economical also. All the credit goes to Alex for this improvement.
- The Red Zamboni was finally sold.
- Replaced lights in Racquetball Court #4 with LED tubes. This leaves court #3 without LED tubes which will be completed by the end of the year.
- It was discovered that we had some bacteria growth in one of our glycol heat loops. We have treated and flushed the system out.
- Operations is currently in the process of replacing/upgrading all outdated exit and emergency lighting.
- I did a safety walkthrough with Utah Local Government Trust and monthly safety logs of fire extinguishers and eyewash areas throughout the building.
- Other Miscellaneous Items

G. Executive Directors Report – Ben Hill

- American Recue Plan Act (ARPA)
 - Requested thru the City – Reduction in Revenue due to the COVID-19 Pandemic

- CHPRSA 2020 Revenue Reduction: \$846,900 (GFOA Calculation)
 - City Approved: \$398,257 (2021)
 - Remaining amount will be considered in 2022.
 - Infrastructure: Antczak Park Master Plan, etc.
 - LWCF Grant
- CH2:
 - Report on Tuesday, October 12th Meeting
 - Tim Tingey will be reaching out to SLC Public Utilities, regarding McIntire Park
 - Ferguson Canyon Park has been awarded for construction
 - Parking Lot (Spring 2022) and Park (Fall 2021)
 - Exhibit to our Inter-Local Agreement
 - Next CH2 Meeting is Tuesday, November 9th at 10AM (Bart)
- CH Parks, Trails and Open Space Committee
 - Report on Wednesday, September 15th Meeting
 - Ferguson Canyon Park – Citizen Park Donation Pilot
 - Next Meeting is Wednesday, October 20th (6 - 8 PM)
- UASD Annual Conference:
 - Wednesday, November 3rd (1 – 5PM)
 - Utah Valley Convention Center – Provo
- Update of 2021 Capital Project: Splash Zone Pool Toy
 - Timeline, etc.
- Other

SPECIAL BUSINESS

A. Consideration and Recommendation to Approve Policy VII-Disciplinary Action-Resolution 2021-14 -Ben Hill

- Upon a motion by Mr. Evans a second by Mr. Morzelewski and passes unanimously it was, RESOLVED, to adopt Resolution 2021-14.

Meeting Adjourned @ 4:44pm

The next Meeting of the Board will be November 16, 2021 @ 4PM

**Cottonwood Heights Parks and Recreation Foundation Meeting Minutes
October 20, 2021**

Mr. Hopkin called the meeting to order

A. Review minutes of July 21, 2021

- Upon a motion by Mr. Morzelewski, a second by Mr. Evans and passed unanimously it was, RESOLVED, to approve the July 21, 2021 Foundation Minutes.

B. Quarterly Financial Review – Ben Hill

- Mr. Hill went over the Quarterly Financial Review
- Upon a motion by Mr. Evans, a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve the Quarterly Finances.

C. Foundation Requests – Ben Hill

- Continual discussion was had about a future request regarding a lifejacket station at the Outdoor and Indoor Pools.
- The Foundation will be used to collect the citizen donations, for the park amenity donation pilot program at Ferguson Canyon Park.
- The CHPRSA Administration cost, of \$2,500 was discussed. A lesser amount will be requested during the CHPRSA budget process.
- The Foundation will receive a \$1 donation for each runner/participate from the 2021 CHPRSA Thanksgiving 5K.
- The Big Cottonwood Canyon Marathon Donation was received and has been deposited in the Foundation's bank account.

Meeting Adjourned @ 5PM

