

**Minutes for the
General Board Meeting and Work Session for the
Cottonwood Heights Parks and Recreation Service Area
Held Electronically via ZOOM
On the 18th day of November 2020
Pursuant of Notice**

all minutes pending until approved at the following Board Meeting

Board of Trustees Present:

Carl Evans

Bart Hopkin

Dan Morzelewski

Others Present:

Ben Hill

Lyse' Durrant

Warren Hallmark

Marcie Burrill

Melissa Ruff

Ryan Gardner

Allie Brown

Marc Call

- A Work Session was held on October 29, 2020 @ 12:00 pm via ZOOM, where there was a discussion regarding the 2021 Budget. Present at the meeting: Carl Evans, Bart Hopkin, Dan Morzelewski, Ben Hill, Lyse' Durrant. A Closed meeting was voted on unanimously by all Board members present to discuss the character and professional competence or physical or mental health of an individual.

- A Work Session was held on November 5, 2020 @ 3:00 pm via ZOOM, where there was a discussion regarding the 2021 Budget. Present at the meeting: Carl Evans, Bart Hopkin, Dan Morzelewski, Ben Hill, Lyse' Durrant. A Closed meeting was voted on unanimously by all Board members present to discuss the character and professional competence or physical or mental health of an individual.
- A Work Session was held on November 18, 2020 @ 3:30 pm via ZOOM, where there was a discussion regarding the items listed on the General Board Meeting Agenda. Present at the meeting: Carl Evans, Bart Hopkin, Dan Morzelewski, Ben Hill, Lyse' Durrant.

November 18, 2020 Agenda

General Business

Called to Order by Mr. Evans at 4:00pm

A. Verification of Open Meeting Law – Carl Evans

B. Determination of the Chair regarding Anchor Meeting Location – Carl Evans

- Mr. Evans read the Determination of the Chair of the Board of Trustees, for the Cottonwood Heights Parks and Recreation Service Area, Concerning Electronic Meeting Anchor Location.

C. Review and Approval of the October 21, 2020 Minutes – Carl Evans

- After a discussion of the minutes, upon a motion by Mr. Hopkin, a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve the October 21, 2020 minutes.

D. Approval of the Financial Statement – October 2020- Ben Hill

- The Board Reviewed the Financial Statement for October, 2020 which was presented by Mr. Ben Hill.
- Upon a motion by Mr. Morzelewski, a second by Mr. Hopkin and passed unanimously it was, RESOLVED, to approve the Financial Statement for October, 2020.

E. Approval of Accounts Payable – October 2020 – Lyse’ Durrant

- The Board Reviewed the Accounts Payable for October, 2020 which was presented by Ms. Lyse’ Durrant.
- Upon a motion by Mr. Hopkin, a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve Accounts Payable.

Information / Discussion Items

A. Citizen/Customer Comments

- No comments were made.

B. Board District Representation Reports

- Nothing to report.

C. Aquatics Report – Marcie Burrill

- The outdoor racing pool was closed October 31st. The outdoor diving tank was closed on November 9th. We decided with the cold snap of weather, and the High School team postponed it would be best to close it down for the season.
- Water Polo finished its last game on October 31st. The teams had a good season. Matt said they did well, and he is looking forward to next season. We are having some water polo practices on Tuesdays and Thursdays when we get back up and running. Erin has been a

great addition to our Coaching staff, and is planning to stay on and continue coaching.

- December 2nd will be the registration date for our Winter/Spring programs.
- We held a CHAT inters quad met on October 30th. It was a different meet, we didn't not allow spectators because of the pandemic. All in all, it was a great success. We are going to try for another swim meet on December 11th and 12th.
- Other business.

D. Recreation and Fitness Report – Warren Hallmark

- Thanksgiving Day 5k
 - Virtual Event – November 24-29
 - 278 signed up as of 11/16
- Jr. Jazz
 - Registration closed
 - 467 total kiddos signed up
 - 371 total in 2019/2020 season
 - Games start December 5
- Skate w/ Santa
 - Plans are tentative
 - December 12 and 19
- Other business

E. Parks and Facilities Report- Ryan Gardner

- Visual Maintenance
 - The department is fully staffed for the first time in months. This provides time and manpower to focus on several projects that have been postponed. These projects include deep cleaning the carpets, indoor pool decking, racquetball courts and walls. We have scheduled a deep clean day on Dec. 7th that all departments will be participating in. This will

significantly help Visual Maintenance get a jumpstart on facility preparation for the winter months, display additional sanitizing efforts to our patrons and community and, elevate our overall level of cleanliness.

- Operations
 - In addition to daily, routine maintenance, specific projects completed this month include updating all ammonia pressure relief valves on the ice rink compressors, winterizing the outdoor pool, pool toys and water slides. The conversion from manual to touchless bathroom fixtures continues as time permits.
- Parks
 - All parks have been winterized including restrooms, vegetation and irrigation systems. The MTView Park restroom is stocked with supplies and ready for winter use. All snow removal equipment and attachments have been inspected and are ready to be put to work. Our ATV's are ready to go and our side x sides are being tuned-up and evaluated for needed repairs.
The Wasatch Front Waste & Recycling Leaf Collection Program is in full swing with the containers being filled and emptied weekly.

F. Executive Director's Report – Ben Hill

- Governor Executive Order 2020-73
 - Monday, November 9th – Sunday, November 22nd
- South Entrance ADA Access and Storm Drain – Capital Project
 - Phase 1 Update (Monday, November 15th – Saturday, December 12th)
- CH2
 - Report on Tuesday, November 10th Meeting
 - 2021 Inter-Local Agreement – Exhibit
 - Salt Lake County Conveyance of Butler and Mill Hollow Parks

- Substation
 - Next 1:1 Meeting with City Manager is Thursday, November 19th
 - Next “Zoom” Meeting is Tuesday, January 12th at 10 AM (Bart)
 - CH Parks, Trails and Open Space Committee
 - Report on Wednesday, October 28th Meeting
 - Utah Open Lands- Open Space Campaign
 - The Goal was accomplished and the City will own the land
 - Next “Zoom” meeting is Wednesday, November 18th (6–8 PM)
 - Other

G. Discussion and Information of the Tentative 2021 Budget Rate Schedule – Ben Hill

- Mr. Hill presented information of the Tentative 2021 Budget Rate Schedule, to be approved in Special Business.

H. Discussion and Information of Proposed 2021 Tax Anticipation Note (TAN) –Ben Hill

- Mr. Hill presented information of Proposed 2021 Tax Anticipation Note (TAN).

I. Discussion and Information of Appointment of 2021 Board of Trustee Positions – Carl Evans

- Mr. Evans presented information about the 2021 Board of Trustees Appointments to the Board.
 - CHAIR: Bart Hopkin
 - TREASURER: Dan Morzelewski

○CLERK: Carl Evans

J. Discussion and Information of 2021 CHPRSA Board of Trustees Meeting Dates – Carl Evans

- Mr. Evans presented 2021 CHPRSA Board of Trustees Meeting Dates to the Board.
 - January 20,2021 Wednesday @4:00 P.M.
 - February 17, 2021 Wednesday @4:00 P.M.
 - March 17, 2021 Wednesday @4:00 P.M.
 - April 21, 2021 Wednesday @4:00 P.M.
 - May 19, 2021 Wednesday @4:00 P.M.
 - June 16, 2021 Wednesday @4:00 P.M.
 - July 21, 2021 Wednesday @4:00 P.M.
 - August 18, 2021 Wednesday @4:00 P.M.
 - September 15, 2021 Wednesday @4:00 P.M.
 - October 20, 2021 Wednesday @4:00 P.M.
 - November 17, 2021 Wednesday @4:00 P.M.
 - December 15, 2021 Wednesday @6:00 P.M.
 - Public Hearing – Budget

K. Discussion and Information regarding the Fraud Risk Assessment – Lyse’ Durrant

- Ms. Durrant presented information regarding the Fraud Risk Assessment. It was determined that the Fraud Risk Assessment does not need a resolution.

Special Business

A. Consideration and Recommendation to Approve the 2021 Tentative Budget and Rate Schedule – Resolution 2020 – 14

- Upon a motion by Mr. Morzelewski, a second by Mr. Hopkin and passed unanimously it was, RESOLVED, to approve the 2021 Tentative Budget and Rate Schedule – Resolution 2020 – 14

Meeting Adjourned

The next meeting of the Board of Trustees will be December 16, 2020

@ 6:00 P.M.