

**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 15th day of September 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
Ryan Gardner
Kevin Suchey
Warren Hallmark
Allie Brown
Marc Call

A Work Session was held on September 15th @10am where there was a discussion of any items listed on the General Board Meeting Agenda. There was also a discussion regarding the 2022 Budget Calendar.

General Board Meeting

10:30am

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. Hopkin led the Pledge of Allegiance.

C. Review and Approval of August 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 August Minutes.

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

- The Board reviewed the Financial Statement for August, 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 August 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

- No comments.

B. Board District Representation Reports

- Mr. Hopkin complimented all the work the volunteers did for the Day of Service.
- Mr. Morzelewski requested CHRPSA works with Butler Middle School to block off a section of the parking lot for emergency vehicles during busy field days.
- Mr. Evans inquired about putting a drinking fountain for dogs at Bywater park.

C. Aquatics Report – Marcie Burrill

- Summer went very well for all our programs. Participation for our programs: Pre comp – 265, Swimming Lessons – 1682, Water Polo – 84.
- CHAT hosted the 45th annual CHAT Invitational and Non Qualifier swim meets Over 700 athletes participated in these two events. We were also fortunate to host the Beehive Finale swim meet with over 200 athletes participating in that event. The meets went off without a problem. We also offered the Invitational

sponsorship membership and that money has been transferred to the membership account. The coaches, staff, and parent volunteers did a great job running both meets.

- Fall programs have begun. Swimming lessons are doing very well. We added an extra 6 classes to try to accommodate all of those that wanted lessons. Pre-comp is running 2 sessions; one at 4p and another at 6pm.
- Water Polo started the end of August. We are running a High School boys team, a girls' co-op team, and 2 JR high teams. We have 4 coaches running that program currently. The season runs through October 30th.
- We, like everyone else are not immune to staffing struggles. We have less guards on staff that we normally do, that has caused us to open either indoor or outdoor in the day time-not both like we are used to in September and October. The schedule is out for the month of September. We are currently evaluating what the schedule can be for October.
- We have job posting on social media pages, Indeed, and KSL. Melissa, Tyler, Ashley, and myself are trying to find other incentive and ways to hire people.
- URPA was great again this year. I was asked to present on the High Adventure pool. It was 20 slides for 20 seconds, describing what we learned, liked, disliked, how we programmed the pool, and what would we do differently. It was a fun and fast presentation. I was paired with other facilities around the State, each teaching about a program or something they have added to their facility. I appreciate attending, learning, and working with other facilities at the annual URPA conference.
- Other

D. Recreation and Fitness Report – Warren Hallmark

INFORMATION & UPDATES:

- Flag Football
 - Games at Mill Hollow Park, started Wednesday, 9/8
- Cottonwood Heights Youth Soccer/AYSO
 - 620 participates
 - Considering Cottonwood FC's numbers, there are more than 1,000 kids in the CWH area playing soccer this fall.
- Jr. Jazz
 - Registration is open, practices/games will start the week after Thanksgiving.
- Monster Mash

- Schedule for Friday, October 29
- Ice Rink
 - LTS, LTP and private rentals are going at full-speed.
- Other business

E. Parks Report – Ryan Gardner

- Concrete shaving at Bywater and Antczak Parks completed
 - Shaved all sidewalk panels with lift >.3/8” from adjacent panel
 - Sidewalk panels with a lift >2.5” were not shaved – these require replacement
- Labor
 - Parks is operating with 6 employees, this includes myself and 4 full-time supervisors – 1 Groundskeeper has been interviewed and hired, but has yet to complete on-boarding process
- Received new truck. Thank you Board Members for approving this. Moving forward, we’re anticipating full replacement of our old fleet with new, implementing a rotation strategy every 5-7 years
- Staying proactive with drought conditions, unless the weather is unseasonably hot, we will be stopping all watering at the end of the month and shutting down the splash pad after the last weekend in Sept.
- Meeting with Mountain States Fence for estimate on relocating fence at the S.W. entrance of Bywater Park
- E. Parking lot project is underway – should be completed Oct. 2
 - Replacing damaged asphalt
 - Crack sealing
 - Seal coating
 - Re-striping
- The Day of Service volunteers put around 1000 man hours into our parks, and they all look beautiful.

F. Facility Maintenance Report – Kevin Suchey

- Our annual maintenance program was completed which included repairing a leak in an inlet, that was in the tunnel, to the racing pool which required partial draining of the pools to fix. Visual Maintenance Scrubbed and buffed of the pool decks. We replacing and updating multiple electrical and plumbing components.

- The Men's adult and public shower ceilings were painted with a water proof paint.
- Operations and Visual Maintenance worked with the Figure Skating Club to make sure Oktoberfest went smoothly.
- The Gym and Racquetball Court #1 floors were refinished.
- The Mondo pieces that have become worn out and a safety hazard were replaced.
- Operations is in the process of repairing and touching-up areas and surfaces in public areas, paint blemished, uneven lighting, ceiling tiles and other imperfections.
- Racquetball hallway carpet was shampooed
- All handrails and doorknobs and public surfaces were sanitized with the Electrostatic Sanitizing gun before Oktoberfest.
- Unfortunately, we lost two-part time Visual Maintenance workers this month.

G. Executive Director's Report – Ben Hill

- Smart Approach to Cost Recovery (110% / SmartRec)
 - Project Team, Service Category Development Team, and a Data Gathering Team
 - Utah Cohorts:
 - CHPRSA, Oquirrh Recreation & Parks District, and South Davis Recreation District
- McIntire Park / Reservoir
 - Repairs to the top of the water tank, projected to begin in January of 2022
 - No permanent installed structures will be allowed, after the project is completed
 - Passive recreational use is still possible?
 - Fair Market Value Lease / Engineering report on the cause of the damage?
- American Rescue Plan Act (ARPA)
 - Request with the City – Reduction in Revenue due to the COVID-19 Pandemic
 - CHPRSA 2020 Revenue Reduction: \$398,257 (GFOA Calculation)
 - Infrastructure: Antczak Park Master Plan
 - City Council Report: Tuesday, September 7th

- Next 1:1 With Tim Tingey (City Manager) is on Tuesday, September 16th
- CH2:
 - Report on Tuesday, September 14th Meeting
 - Next CH2 Meeting is on Tuesday, October 12th at 10AM (Bart)
- CH Parks, Trails and Open Space Committee
 - Report on Wednesday, August 18th Meeting
 - Ferguson Canyon Parking Lot (Spring 2022) and Park (Fall 2021)
 - Next Meeting is Wednesday, September 15th (6-8 PM)
- URPA Conference 2021 Report:
 - Winning Awards and Scholarships Included:
 - Outstanding Department – Class II (CHPRSA)
 - Outstanding Professional – Facility Maintenance/Custodial (Roz Dalebout)
 - Mike Peterson “Learn & Lead” Scholarship (Kevin Suchey / Warren Hallmark)
 - Board of Directors – Region 2 Representation 2019-2021 (Warren Hallmark)
- NRPA Conference in Nashville, TN (September 20th – 24th)
- City Council Meeting: Big Cottonwood Canyon Marathon Check Presentation (10-19-21)
- UASD Annual Conference
 - Wednesday, November 3rd (1 – 5PM)
 - Utah Valley Convention Center – Provo
 - Registration by September 30th
- Other
 - The Land and Water Conservation Fund Grant went through to the State level.

H. Discussion and Information regarding Policy Section VII – Disciplinary Action – Ben Hill

- There was a discussion regarding Policy Section VII – Disciplinary Action.

I. Discussion and Information regarding Lease Agreement with Zions Bank for an Automobile – Ben Hill

- There was a discussion regarding a Lease Agreement with Zions Bank for an Automobile.

SPECIAL BUSINESS

A. Consideration and Recommendation to Approve Lease Agreement with Zions Bank for an Automobile – Resolution 2021-13 – Ben Hill

- Upon a motion by Mr. Evans a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to adopt Resolution 2021-13.

Meeting Adjourned @ 11:45AM

The next Meeting of the Board will be October 20, 2021 @ 4PM