

**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 15th day of February 2023
Pursuant of Notice**

all minutes pending until approved at the following Board Meeting

Board of Trustees Present:

Patti Hansen

Bart Hopkin (absent for the Work Session)

Dan Morzelewski

Staff Present:

Ben Hill

Lyse' Durrant

Tyler Pace

Melissa Ruff

Bonnie Harris

Kevin Suchey

Andrew Davis

Allie Brown

A Work Session was held on February 15, 2023 @ 3:15pm where there was a discussion regarding The annual Board Training Requirements, a facility maintenance manager update given by Mr. Suchey, Annual Conflict of Interest Forms filled out. There was also a discussion of any items listed on the General Board Meeting Agenda.

GENERAL BOARD MEETING

4:00pm

General Business

A. Welcome and Pledge of Allegiance

- Ms. Hansen led the Pledge of Allegiance.

B. Verification of Compliance – Open Meeting Law – Patti Hansen

C. Review and Approval of January 25, 2023 Board Minutes – Patti Hansen

- After review, Mr. Morzelewski made a motion to approve the December 21, 2022 Board Minutes. Mr. Hopkin seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin, and Mr. Morzelewski voting “Aye.”

D. Review and Approval of the February 1, 2023 Board Minutes – Patti Hansen

- Ms. Hansen requested to add that the meeting “was publicly posted” to the minutes.
- After review and with Ms. Hansen’s change Mr. Morzelewski made a motion to approve the February 1, 2023 Board minutes. Ms. Hansen seconded the motion. Motion carried unanimously with Ms. Hansen and Mr. Morzelewski voting “Aye.”

E. Review and Approval of the Financial Statement for January 2023 – Ben Hill

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

F. Review and approval of Accounts Payable Selected Entries for January 2023 – Lyse’ Durrant

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

INFORMATION/DISCUSSION ITEMS

A. Citizen/Customer Comments

- No comments.

B. Board District Representation Reports – Trustees

- Mr. Morzelewski had a citizen request more hours in the nursery.

C. Executive Directors Report – Ben Hill

INFORMATION & UPDATES:

- 2023 TRCC Playground Replacement:
 - Contract with SLCO by March 1, 2023
 - Big T Recreation (State Contract)
 - Antczak Park, Mill Hollow Park, and Bywater + Swing Set
- 2023 MJP Pickleball Courts Improvements:
 - RFP Process – Resurfacing Courts 1-3, Additional Spectator Concrete, and Lights
 - \$60,000 Contribution from City, before June 30, 2023
- Current FT Recruitments – Open Until Filled:
 - Park Supervisor (3)
- AOAP Conference – 2023:
 - Audrey
 - Monday, February 13 – Thursday, February 16
- Indoor Pool Ducky Drop (Community Event)
 - Saturday, March 18, 2023 (9AM-10AM)
- McIntire Park:
 - Construction Project: McIntire Reservoir Roof Repairs
 - February 13 – April 18, 2023
 - Staging in the Outdoor Pool North - Driveway
- CH2:
 - Report on Tuesday, February 14, 2023 Meeting:
 - Easter Event will be on Saturday, April 8, 2023
 - CHPRSA will have an information tent or booth at the event.
 - Next CH2 Meeting is Tuesday, March 21, 2023 at 10AM (Patti)
- CH Parks, Trails and Open Space Committee:
 - Report on Tuesday, Next Meeting is Wednesday, January 25, 2023 (6-8PM)
 - Taft – Big T Recreation
 - Dover Hill’s Park: Parking, Small Playground and Walking Path.
 - Next Meeting is Wednesday, Feb 22, 2023 (Lyse’)
 - Ferguson Dog Park
- 2023 Department, Board, Executive Director’s Goals – Due by March 1, 2023
- URPA Conference – 2023:
 - Monday, March 13 – Wednesday, March 15
 - Board of Trustees (3) – Staff (Ben, Lyse’, Allie, Bonnie, Audrey, and Courtney)

- Leadership Academy
 - Bonnie – Will be graduating in the 2022/2023 Class
- Other:
- Temporary Indoor Pool Schedule Update.
- An Amendment to Canyons School District Inter-Local Agreement is needed and will be included, as an information item, in the next Board Meeting.

D. Election Information Update – Lyse’ Durrant

- Ms. Durrant gave an update and information on the upcoming election.
- We were notified by Salt lake county election office that the Board of Canvassers meeting needs to be held on Tuesday Nov. 21, 2023.
- It was discussed to move the Board Meeting from Nov. 15th to Nov. 21, 2023

E. Information and Discussion of Engagement Letter from K & C Accountants for the 2022 Audit Services – Lyse’ Durrant

- Ms. Durrant presented Information regarding the engagement letter from K & C Accountants for the 2022 Audit Services.
- Requested that the Board vote to allow Mr. Hill to sign the letter when he receives it.

SPECIAL BUSINESS

A. Consideration and Recommendation to Approve Policy 500: Independent Contractors – Resolution 2023-2

- Mr. Morzelewski made a motion to approve Policy 500: Independent Contractors – Resolution 2023-2. Mr. Hopkin seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Aye.”

B. Consideration and Recommendation to Approve Policy Section II – CHPRSA relationship with Independent Contractors and Licensees – Resolution 2023 – 3

- Mr. Hopkin made a motion to approve Policy Section II – CHPRSA relationship with Independent Contractors and Licensees – Resolution 2023 – 3. Mr.

Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Aye.”

C. Consideration and Recommendation to Accept Engagement Letter from K & C Accountants for 2022 – Audit Services – Resolution 2023 – 4

- Mr. Morzelewski made a motion to Accept Engagement Letter from K & C Accountants for 2022 – Audit Services – Resolution 2023 – 4. Mr. Hopkin seconded motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Aye.

Meeting Adjourned at 4:58PM

The next Meeting of the Board will be March 22, 2023 @ 4pm