

**Minutes for the
General Board Meeting for the
Cottonwood Height Parks and Recreation Service Area
Held at 7500 South 2700 East, Salt Lake City, Utah
On the 15th day of January 2020
Pursuant to Notice**

Board of Trustees Present:

Carl Evans
Bart Hopkin
Dan Morzelewski

Others Present:

Ben Hill
Lyse Durrant
Warren Hallmark
Ryan Gardner
Marcie Burrill
Lois Fisher
Roz Dalebout
Kevin Wellard
Brian Tonetti
Melissa Fields
Jennifer Shah

Work Session

A work session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on January 15th, 2019 at 3:30pm.

Work Session

A Work Session was held at 3:30 p.m.

Items discussed:

- A. Discussion about the URPA Annual Conference
- B. Discussion of any items listed on the General Board Meeting Agenda

Oath of Office

The Oath of Office for District 3

A. Oath of Office

- a. The Oath of Office for District 3 was given by Lois Fisher, a Notary Public, to Dan Morzelewski.

General Business

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

Pledge of Allegiance was given by Roz Dalebout

Verification of Open Meeting Law-Carl Evans

Review and Approval of Minutes

After a discussion of the minutes presented, a change was noticed under the Executive Director's Report that the Employee Planning retreat will be held on Thursday, January 23rd, not Thursday, January 24. A motion was made by Mr. Morzelewski with a second by Mr. Hopkin and passed unanimously it was RESOLVED, to approve the December, 2019 minutes with changes.

Financial Statement

The Board reviewed the Financial Statement for December, 2019 which was presented by Mr. Ben Hill. It was noted that the amendments made to the budget for 2019 (approved at the December 2019 Board meeting, were showing on the financial statement).

Upon a motion by Mr. Hopkin with a second by Mr. Morzelewski and passed unanimously it was RESOLVED, to approve the Financial Statement for December, 2019.

Accounts Payable Ledger of Selected Entries

The Board reviewed the Accounts Payable Ledger of the selected entries for December, 2019 which was presented by Lyse' Durrant.

Upon a motion by Mr. Morzelewski, seconded by Mr. Hopkin, and passed unanimously it was RESOLVED to approve the Accounts Payable Selected Entries as written in the bill pay register.

Information/Discussion Items

A. Citizen/Customer Comments

- Citizen, Lois Fisher, commented that she appreciates the budget management from the staff of the Recreation Center.

B. Board District Representation Reports

- Mr. Hopkin reported that the fence of the Waldron residence is ready for final inspection. Ryan Gardner will contact him this week to set that up.

C. Aquatics Report

Ms. Marcie Burrill presented the Aquatics Report:

- Recap of 2019 Aquatics-1746 swimming lessons were taught, 191 Boy Scout merit badges were earned and 566 kids passed through the Pre-comp program. CHAT has 181 swimmers on the team. We certified 126 new lifeguards and 37 new WSI's. The outdoor pool had a long season from March-November!
- A LGT class was held over the Christmas Break
- Swim lessons and pre-comp are in full swing again
- Water polo begins in mid-February. The team will be selling oranges again as a fundraiser.
- Brighton High school region meet will be held January 31 @ the South Davis Recreation Center. The 5A state meet will be held February 14-15 @ BYU. The BHS swim team will be coming back to CHRC on February 15 from 8-11 pm to celebrate the season. They will be using the indoor pool areas. Senior State will be held in St. George, February 20-22.
- A swim meet will be held Sunday, February 16 from 7:30-10:30 am at the Recreation Center.

D. Parks and Facility Maintenance Report

Mr. Ryan Gardner presented the Parks and facility Maintenance Report

- Visual Maintenance: The VM staff is changing up their scheduling for the full and part time staff to increase the available man hours available and to provide better coverage
- Operations: Finished up the 2019 capital projects. Ongoing projects include converting the lights in the splash zone and ongoing maintenance.
- Parks: Clearing snow☺ working on the winter to-do-list which includes painting, assembling benches in the indoor pool, reupholstering sound panels in cardio and specialty rooms, showers, converting the employee breakroom restroom into closet space and the indoor lifeguard room They anticipate completing all projects before the warm weather season begins.
- With the restrooms at Mountview Park being open year round the department is making daily trips to the park for cleaning, refilling supplies and maintenance.

E. Recreation and Fitness Report

Mr. Warren Hallmark presented the Recreation and Fitness report

- Junior Jazz is in full swing. There are 201 participants in the 3-8th grade program and 183 in the K-2nd grade. Ethan has done a great job

- Free Skate Clinic was held on January 11. It was sponsored by Brighton Bank. Kudos to Kathy Valburg for her help with the clinic in conjunction with a Skate show.
- Sweetheart Skate will be held Friday, February 14- 2 for 1 promo
- YSA Activity-rental of the facility from 9-midnight on Saturday, February 22
- New program Coordinator-Athens Jonson. She will start January 27
- Other Business-Flag football has partnered with Under Armour for the rec league at the facility

F. Executive Director's Report

Mr. Ben Hill presented the Directors Report:

- Salt Lake County Park Possible Divestment
 - Butler Park/Mill Hollow Park
- TRUST Leadership Conference
 - Thursday, January 16th (9 AM – 12 PM)
- CH2
 - Report on Tuesday, January 14th Meeting
 - Next meeting is Tuesday, February 11th at 10 AM (Carl)
- CH Parks, Trails and Open Space Committee
 - No December Meeting
 - Next meeting is Wednesday, January 22nd (6 -8 PM)
- 2020 Employee Planning Retreat
 - Thursday, January 23rd (10 – 2 PM)
 - Recreation Center: Specialty Room
- URPA 2020 Annual Conference – St. George
 - Monday, March 9th – Wednesday, March 11th
 - Awards Nominations
 - Department Class II
 - Young Professional – Tyler Pace (Aquatics)
 - Special Events - 35th Annual 5K

G. Information and Discussion on Policy #XII-Employment Classification/Compensation-Ben Hill

- **Mr. Ben Hill presented the changes and updates to the policy. The policy will be brought back as Special Business in the February Meeting.**

Meeting Adjourned

Upon a motion by Mr. Hopkin and a second by Mr. Morzelewski, the January 2020 Board Meeting was adjourned.

The next meeting of the Board will be February 19, 2020 at 4:00 p.m.

PENDING

Cottonwood Heights Parks and Recreation Service Area Foundation Meeting Minutes

January 15, 2020

Mr. Evans called the meeting to order.

Minutes

Upon a motion by Mr. Morzelewski seconded by Mr. Hopkin and passed unanimously it was
RESOLVED, to approve the October 22, 2019 Foundation minutes.

Financials

Mr. Ben Hill reviewed the Fourth Quarter Profit and Loss Summary.

Upon a motion by Mr. Hopkin, seconded by Mr. Morzelewski and passed unanimously it was
RESOLVED, to accept the Fourth Quarter Financial Profit and Loss Summary.

Name, Logo, Website and Mission Statement

Mr. Ben Hill reviewed the name change that was passed at a Foundation meeting in 2019. A new logo has been designed and the Marketing Manager Kevin is in the process of creating a new website and a Mission Statement is being worked on.

Charity Golf Tournament

Mr. Warren Hallmark reviewed the 2019 golf tournament and potential changes to the 2020 golf tournament. Some of the changes discussed were: committee breakouts, possible new course, and change of date. More information forthcoming.

Seven Greenways Visioning Plan

Mr. Brian Tonetti presented the seven greenways visioning plan to the Board. Essentially it is creating greenway corridors along the seven major waterways flowing out of the Wasatch Range. They are looking for matching funds from various entities to apply for a grant to fund the plan.

Foundation Request

There was one request of \$2,000 for the Seven Greenways Visioning Plan.

Upon a motion made by Mr. Bart Hopkin, seconded by Mr. Morzelewski and passed unanimously to fund \$2,000 from unrestricted funds to the Seven Greenways Visioning Plan.

Mr. Morzelewski motioned to adjourn and a second by Mr. Hopkin adjourned the Foundation Meeting.

The next Foundation meeting will be held April 2020.

PENDING