

**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 19th day of November, 2019
Pursuant to Notice**

Board of Trustees Present:

Debbie Tyler
Bart Hopkin
Carl Evans

Others Present:

Ben Hill
Warren Hallmark
Ryan Gardner
Marcie Burrill
Robbie McFarland
Lyse' Durrant
Matt Clark

Work Session

A work session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on October 23, 2019 at 9:00 a.m.

Work Session

A. 2020 Budget Planning

Work Session

A work session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on November 8, 2019 at 9:00 a.m.

Work Session

A. Facility Photo
B. 2020 Budget Planning
C. Closed Meeting to discuss the character and professional competence or physical or mental health of an individual: Personnel

Work Session

A work session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on November 19, 2019 at 3:30 p.m.

Work Session

A. A Discussion of any items listed on the General Board Meeting Agenda.

Special Business Meeting

The Special Business Meeting was called to order by Ms. Tyler at 4:00 p.m.

Verification of Compliance with the Open Meeting Law

Documentation was presented that the meeting was in compliance as presented with the Utah Open Meeting Law.

Special Business

1. Canvass of the November 5, 2019 Election of the Trustee to represent District #3 of the Cottonwood Heights Parks and Recreation Service Area.

November 5, 2019 Elections Results Report

Daniel Morzelewski.....	656 Votes-43.59%
Carolyn Wold.....	572 Votes-38.01%
Raelynn Williams.....	277 Votes-18.41%

Total Votes	1505
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Upon a motion by Mr. Hopkin, seconded by Mr. Evans and passed unanimously it was

RESOLVED, to accept the Canvass as reported.

Ms. Tyler adjourned the meeting to the General Board Meeting.

General Board Meeting

The Board Meeting was called to order by Ms. Tyler at 4:15 p.m.

Verification of Compliance with the Open Meeting Law

Documentation was presented that the meeting was in compliance as presented with the Utah Open Meeting Law.

Pledge of Allegiance

Mr. Ryan Gardner led the pledge of allegiance.

General Business

Review and Approval of Minutes

After a discussion of the minutes presented, upon a motion by Mr. Evans, seconded by Mr. Hopkin and passed unanimously it was,

RESOLVED, to approve the October, 2019 minutes.

Financial Statement

The Board reviewed the Financial Statement for October, 2019 which was presented by Mr. Ben Hill.

Upon a motion by Mr. Hopkin, seconded by Mr. Evans, and passed unanimously it was

RESOLVED, to approve the Financial Statement for October, 2019.

Accounts Payable Ledger of Selected Entries

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

Upon a motion by Mr. Evans, 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

Citizen/Customer Comments

There were no customer comments.

Board District Representation Reports

Mr. Evans: Nothing to report.

Mr. Hopkin: Nothing to report.

Ms. Tyler: Nothing to report.

Aquatics Report

Ms. Marci Burrill presented the Aquatics Report:

- Ms. Burrill introduced Mr. Matt Clark to the Board. He has been hired as the Water Polo Coach.

- Lap swim was held in the High Adventure Pool until November 15. The High School swim team will use the pool until Thanksgiving.
- Both Club and High School Swim teams are in full swing.
- Water Polo had a clinic day on November 9, 2019. A group of middle school and high school kids attended. Another clinic is tentatively planned in December, as well as January before the first parents meeting.
- Winter/Spring registration begins for programs in December.
- Lifeguard and instructor classes will be offered. A class will be held during Christmas break.
- It is requested that Friday, December 21 the racing and diving pools close at 7 p.m. and the splash and specialty pools at 8:30 for the annual Midnight Madness swim meet. December 22 the meet will be held from 7 a.m. to 12 noon. The Specialty pool will be used for lap swimming. Water aerobics will cancel their class.

Recreation and Fitness Report

Mr. Warren Hallmark presented the Recreation and Fitness Report:

- Monster Mash was held on October 25 with 370 children participating. The event is held in continued partnership with CH City.
- The Thanksgiving Day 5K will be held on Thursday, November 28 at 9:00 a.m. Currently on track to have 1600 total participants.
- With Bens approval the 2-4 p.m. public ice skating session will be cancelled on 12/6 for the annual CHFSC test Session.
- The CHFSC is teaming up with CHRC for Skate with Santa and Winter Skating Extravaganza. It will be held on Saturday December 14 with Skate with Santa held from 3:30-5:30 p.m. and the Winter Show from 1-3 p.m.
- The first Saturday of December, games begin for Jr. Jazz. 380 children have registered.

Parks and Facility Maintenance Report

Mr. Ryan Gardner presented the Parks and Facility Maintenance Report:

- Visual Maintenance is focusing on day to day routine maintenance.
- Operations Projects included bringing all flow switches up to new code. The computer controller for the splash zone air handler has been updated to be monitored and controlled with the iVue system. The steam valves on the Pool Pak glycol loop have been replaced and the bidding process for a new chiller and pool pump/impellers has been completed. The department will continue working on their last 2019 goal which is completing the labeling of all pipe lines and valves.
- Parks: The irrigation lines and all the bathrooms have been winterized and closed. The department will continue to monitor the parks for trash and provide

maintenance services for MT View park restrooms throughout the winter season. Fall leaf collection will continue until the grounds are covered with snow. The Parks and Streetscapes Exhibit has been completed and submitted to the City. A Winter to-do list has been requested from other department managers to work on during the times when they are not busy with snow removal.

Directors Report

Mr. Ben Hill presented the Directors Report:

- Paylocity was the lowest bid for HRIS/Time keeping Software which is included in the 2020 tentative budget. Software implementation will begin shortly.
- Cottonwood Heights PTOS Meeting
 - The next meeting is Wednesday, November 20. There will be no December meeting.
- CH2
 - The next CH2 meeting is Tuesday, January 14 at 10 a.m., Carl will attend.
 - A meeting with Tim Tingey (City Manager) will be held on Thursday, November 21.
- Big Cottonwood Marathon
 - The donation check was received at City Hall. A thank you, which was signed by the Board, was sent to the City.
- CHPRSA Holiday Employee Appreciation Event
 - Will be held at Fat Cats Bowling on Monday, December 2 from 6:00-8:00. The Recreation Center will close at 4:00 p.m.
 - The appreciation event is for all staff.
- A public Hearing on the proposed 2020 CHPRSA Budget will be held on Tuesday, December 17th at 6:00 p.m. A work session will be held at 5:00.
- URPA 2020 Annual Conference will be held in St. George on Monday, March 9th through Wednesday, March 11.
- Warren Hallmark was recognized for earning his CPRP which meets all the requirements to be considered a professional in his field.

Tentative 2020 Budget and Rate Schedule

Mr. Ben Hill presented the Tentative 2020 Budget and Rate schedule to the Board.

Proposed 2020 Tax Anticipation Note (Tan)

Mr. Ben Hill presented information about the proposed 2020 Tax Anticipation Note (TAN) with the Board.

Appointment of 2020 Board of Trustee Positions

Ms. Debbie Tyler presented information about the 2020 Board of Trustee Appointments to the Board.

CHAIR: Carl Evans

TREASURER: Bart Hopkin

CLERK: Dan Morzelewski

2020 CHPRSA Board of Trustee Meeting Dates

Mr. Carl Evans presented the 2020 CHPRSA Board of Trustee Meeting Dates to the Board.

January 15, 2020	Wednesday	@4:00 p.m.
February 19, 2020	Wednesday	@4:00 p.m.
March 18, 2020	Wednesday	@4:00 p.m.
April 15, 2020	Wednesday	@4:00 p.m.
May 20, 2020	Wednesday	@4:00 p.m.
June 17, 2020	Wednesday	@4:00 p.m.
July 15, 2020	Wednesday	@4:00 p.m.
August 19, 2020	Wednesday	@4:00 p.m.
September 16, 2020	Wednesday	@4:00 p.m.
October 21, 2020	Wednesday	@4:00 p.m.
November 18, 2020	Wednesday	@4:00 p.m.
December 16, 2020	Wednesday	@4:00 p.m.

•Public Hearing-Budget

Oath of Office For District 3

The oath of office for the new board member will be held in January 2020.

Ms. Tyler moved to Special Business

Resolution 2019-14 2020 Tentative Budget and Rate Schedule

A RESOLUTION ADOPTING THE TENTATIVE 2020 BUDGET AND RATE SCHEDULE FOR THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA.

Upon a motion by Mr. Hopkin, seconded by Mr. Evans and passed unanimously it was

RESOLVED, to accept Resolution 2019-14.

Resolution 2019-15 Policy #XIX-Leave Policy

A RESOLUTION ADOPTING CHANGES TO THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA POLICY #XIX-LEAVE POLICY

Upon a motion by Mr. Evans, seconded by Mr. Hopkin and passed unanimously it was

RESOLVED, to accept resolution 2019-15 Policy #XIX-Leave Policy.

Upon a motion by Mr. Hopkin, seconded by Mr. Evans and passed unanimously it was

RESOLVED, to adjourn.

The next meeting of the Board will be December, 17 at 6:00 p.m.

**Cottonwood Heights Parks and Recreation Service Area Foundation
Meeting Minutes**

October 22, 2019

Ms. Tyler called the meeting to order.

Minutes

Upon a motion by Mr. Hopkin seconded by Mr. Evans and passed unanimously it was
RESOLVED, to approve the July 16, 2019 Foundation minutes.

Financials

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

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

Review of the 990

Mr. Ben Hill presented a review of the 990 with the Board.

Foundation Requests

To move \$2500 for administrative costs from the Foundation to the General Fund.

Upon a motion by Mr. Hopkin, seconded by Mr. Evans and passed unanimously it was,
RESOLVED, to move \$2500 for administrative costs from the Foundation to the
General Fund.

Rebranding of the Foundation Resolution No. 2019-2F

A RESOLUTION OF THE COTTONWOOD HEIGHTS RECREATION CENTER FOUNDATION BOARD OF TRUSTEES TO APPROVE THE NAME CHANGE OF THE CURRENT 501c3 FOUNDATION FROM COTTONWOOD HEIGHTS RECREATION CENTER FOUNDATION to COTTONWOOD HEIGHTS PARKS & RECREATION FOUNDATION.

Upon a motion by Mr. Hopkin, seconded by Mr. Evans and passed unanimously it was,

RESOLVED, to adopt Resolution No. 2019-2F.

Ms. Tyler adjourned the Foundation Meeting.