

**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 January, 2019
Pursuant to Notice**

Board of Trustees Present:

Debbie Tyler
Carl Evans
Bart Hopkin

Others Present:

Ben Hill
Warren Hallmark
Ryan Gardner
Marcie Burrill
Lyse' Durrant
Robbie McFarland
Ken Nielsen
Jim York
Pete Simmons
Jeremy Anderson

Work Session

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

1. A discussion of URPA Annual Conference
2. A discussion of any item listed on the Agenda

General Board Meeting

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

Pledge of Allegiance

Ms. Lyse' Durrant led the Pledge of Allegiance.

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.

General Business

Review and Approval of Minutes

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

RESOLVED, to approve the December 19 and 20, 2018 minutes.

Financial Statement

The Board reviewed the Financial Statement for December, 2018 which was presented by Mr. Ben Hill.

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

RESOLVED, to approve the Financial Statement for December, 2018.

Accounts Payable Ledger of Selected Entries

The Board reviewed the Accounts Payable Ledger of selected entries for December, 2018 which was presented by Ms. Lyse' Durrant.

Upon a motion by Mr. Hopkin, seconded by Mr. Evans 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

Mr. Ben Hill received an inquiry about using the Recreation Center for Boy Scouts.

Ken Nielsen: Appreciates Ben following up with him after last meeting. Thanked Ms. Tyler for asking for a 12% decrease in the property tax increase. Silver Sneakers is no longer covered by United Health Care. How will the Service Area adjust? Suggests when Seniors who live in the Service area reach a certain age they would be able to receive a reduced rate and/or use the Center for no charge.

Ms. Tyler asked Staff to look into Mr. Nielsen's ideas.

Jim York: Select Health has gone to a gym re-imburement. Does the Recreation Center qualify? Would like to see user fees increased for those who live out of the area.

Mr. Ben Hill explained the process of raising fees. Staff is exploring the possibility of raising fees for out of area users.

Recreation and Fitness Report

Mr. Warren Hallmark presented the Recreation and Fitness Report:

- A free skate clinic sponsored by Brighton Bank was held on January 5. There was a good turnout, although a bit smaller than last year.
- A sweetheart skate will be held on Friday, February 8.
- Date night will be held on Friday, February 15 and will include fitness classes and a food discount at a local restaurant.
- A YSA Stake activity will be held on Friday, February 22 from 9 p.m. to 12 midnight.
- Biggest loser will begin on Friday, February 22.
- Warren is working with Kevin to make online registration easier.

Rocky Mountain Power Easement at Antczak Park

Mr. Pete Simmons from Verizon presented information about the Rocky Mountain Power Easement at Antczak Park. The Board directed Administration to send the proposal to the Service Area Attorney and then they will get back with Verizon.

Board District Reports

Evans: Nothing to report

Hopkin: Nothing to report.

Tyler: Nothing to report.

Aquatics Report

Ms. Marcie Burrill presented the Aquatics Report:

- Will begin interviewing to fill the Aquatic Program Coordinator Job.
- Lifeguard and Water Safety Instructor classes begin the end of January and will continue through May.
- Swim lessons and Pre comp have begun.
- Water polo begins in February. Parent meeting is January 15. Orange sales will begin soon.
- Brighton High Region meet will be held on January 25 at South Davis Recreation Center.
- Brighton State meet will be held on February 8th and 9th at BYU.

Parks and Facility Maintenance Report

- **Visual Maintenance:** Has completed all their December projects which included cleaning the ice balcony carpets and spot cleaning the indoor pool decks. The department is fully staffed. January projects include routine daily maintenance, ongoing training and assisting Parks with their Winter to-do list.
- **Operations:** Operations projects include replacing one boiler feed pump and installing a new gas valve vent for the pool heaters in order to meet code requirements. Several lights have been replaced with LED's. The next project will be addressing electrical/lighting issues on the Grand Staircase and the bollards along the east entrance. A qualified candidate was hired to fill the recently approved part-time Facilities Maintenance position.
- **Parks:** Parks remains on-call to push snow through the winter months. The City has complimented staff for the quick response time and preparedness from the Parks crew with each snow storm. The City added a small sidewalk to the list of areas to maintain. The department is working on their winter to-do list. These projects include patching and painting several areas around the facility and assisting Operation/VM in larger projects. Mr. Jeremy Anderson has been hired to be a Parks Supervisor.

Directors Report

December Personnel Actions are attached to the January Directors Report.

Mr. Ben Hill presented the Directors Report:

- **Gym Roof , Specialty Pool Roof and Splash Zone Roof Damage**
 - One roof has been completed and is waiting for a walk through to receive warranty (5 years Labor and 15 years on materials). Have received an ok from the insurance to complete the other 4 roofs.
- **Outdoor ADA/Family Change Rooms-Outdoor Locker Room Roof, etc.**
 - Working with Brent Tippetts to finalize getting bids.
 - The project will need to be completed by Memorial Day.
- **Antczak Park-Tennis Courts Capital Project**
 - Will work on securing a Park Master Plan. Will tentatively put off project until late Summer.
- **CH2**
 - Report on Tuesday, January 8th meeting:
 - Butlerville days will be July 26 and 27.
 - Complimented staff on Snow removal.
 - When the Pickleball courts are finished the Service Area will be the lead and will invite the County and City to the ribbon cutting.
 - The City is not encouraging sledding at Mount View Park.
 - The City received a \$1.3 million grant to develop a portion of the Bonneville Shoreline Trail.

- The next CH2 meeting will be February 12th.
- City's Parks, Trails and Open Space Committee
 - The next meeting is scheduled on Wednesday, January 16.
- 2019 CHPRSA Employee Planning Retreat
 - Will be held on January 23rd from 10-2 p.m. at City Hall.
- URPA Award Nominations
 - Outstanding Facility-High Adventure Pool
- URPA Board of Directors (2019-2021) Region 2 Representative
 - Warren Hallmark

Chairwoman Debbie Tyler moved into Special Business

Special Business

Resolution No. 2019-1 Consideration and Recommendation to Approve the 2019 CHPRSA Policy Section XXIV-Vehicle Usage

A RESOLUTION ADOPTING THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA POLICY XXIV-VEHICLE USAGE POLICY

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

RESOLVED, to adopt Resolution No. 2019-1 with the following changes

Under Section XXIV: Vehicle Usage Policy

2. "that management is defined and referred to"
 3. Procedures
 - that (8) have the word "inspected" deleted
 - that (9) and (10) add failure to do so may result in disciplinary action up to including termination.
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Consideration and Recommendation to Approve the Agreement with Rocky Mountain Power for an Easement at Antczak Park Resolution 2019-2

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

RESOLVED to table Resolution 2019-2 until an approval from the Attorney is received.

Chairwoman Debbie Tyler adjourned the meeting to the Foundation Meeting.

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

Minutes are pending approval at the next Board meeting

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

January 15, 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 October 15, 2018 Foundation minutes.

Financials

Mr. Ben Hill and Ms. Lyse' Durrant reviewed the Fourth Quarter Profit and Loss Summary.

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

Foundation Request

There were no Foundation requests.

Ms. Tyler adjourned the Foundation Meeting.