

**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 March, 2019  
Pursuant to Notice**

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**Board of Trustees Present:**

Debbie Tyler  
Carl Evans  
Bart Hopkin

**Others Present:**

Ben Hill  
Warren Hallmark  
Ryan Gardner  
Marcie Burrill  
Lyse' Durrant  
Robbie McFarland  
Scott Peters

**Work Session**

A Work Session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on February 27, 2019 at 1:00.

**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.

1. A discussion and presentation about the Antczak Park Master Plan by Mr. Scott Peters, EPG.
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**Work Session**

A work session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on March 19, 2019 at 2:30 p.m.

- A. Discussion of Employee Assistance Program-Blomquist Hale.
- B. Discussion of fees for non-resident memberships and admissions-Ben Hill.
- C. Discussion of any items listed on the General Board Meeting Agenda.

## **General Board Meeting**

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

### **Pledge of Allegiance**

Mr. Carl Evans 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. Evans, seconded by Mr. Hopkin and passed unanimously it was,

RESOLVED, to approve the February 19, 2019 minutes.

### **Financial Statement**

The Board reviewed the Financial Statement for February, 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 February, 2019.

### **Accounts Payable Ledger of Selected Entries**

The Board reviewed the Accounts Payable Ledger of selected entries for February, 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 Citizen/Customer Comments.

## **Board District Representation Reports**

Mr. Evans: Nothing to Report.

Mr. Hopkin: Nothing to Report.

Ms. Tyler: Ms. Tyler received a letter from Mr. Jay Williams complimenting staff.

## **Discussion and Information of Antczak Park Master Plan**

Mr. Scott Peters presented the Antczak Park Master Plan Park Program to the Board.

## **Aquatics Report**

Ms. Marcie Burrill presented the Aquatics Report:

- Hiring has begun for summer staff. New signs and banners will be placed around the community as well as attending job fairs at some of the local high schools.
- CHAT finished up the short course season with the Short Course Age Group Championships at South Davis Recreation Center. Nine athletes will be participating at the Sectionals meet in Phoenix the weekend of March 21. A group will also be sent to Far Westerns in April.
- Water polo began on February 19. We are offering High School teams, a Jr. High team and a splash ball team. Oranges will be delivered on Wednesday, March 27.
- American Red Cross has added one additional visit to the year making the total 4. One outside and three inside.
- Ms. Burrill thanked the Board for the opportunity to attend the Association of Aquatic Professionals (AOAP) Conference in Texas.

## **Recreation and Fitness Report**

Mr. Warren Hallmark presented the Recreation and Fitness Report:

- Spring Ice Skating Show will be held April 8-9. The 7-9 p.m. public sessions have been cancelled as requested.
- Annual Easter Egg Hunt  
The Teen event will be on April 19 from 7-9 p.m. with the "Candy Grab" at 8:30.  
The Kiddo Event will be held on April 20 beginning at 9:30 a.m. The "hunt" starts at 10:00 a.m.
- Flag Football  
Coaches Meeting will be on March 23. Games begin on April 10 at Mill Hollow Park. As of March 19th, 146 players have registered.
- Registration for all Summer Programs opens on April 8.
- Movies in the Parks will be:  
June 14 at Mountview Park  
June 28 at Mill Hollow Park  
July 12 at Bywater Park

July 26 at Butler Park (BV Days)

- An Intern from BYU-I will begin in Mid-May
- The tentative date of the Golf Tournament will be August 20.

### **Parks and Facility Maintenance Report**

- **Visual Maintenance:** the department is alternating chore charts for the staff. Members of the crew will be cleaning areas typically cleaned by their co-workers. This will benefit the cleaning process by putting a fresh set of eyes in specific areas. It will also allow the less experienced staff to become familiar with new areas inside the Recreation Center.
- **Operations:** In addition to daily maintenance, the department has been assisting in the demolition of the existing Outdoor Men's Locker Room to make way for the new Family Change Rooms. They will continue to remain available to help assist this project. They also made preparations to open the Outdoor Dive Tank on March 1st, replaced the combustion air blower on the boiler and collected bids for Capital Projects.
- **Parks:** The Parks Supervisors have spent time at their Parks getting organized, painting fields, cleaning winter debris and preparing for the season. The winter to-do list is nearly completed. The department is purchasing a new trailer to haul equipment around the City. This will save wear and tear on the mowers.

### **Directors Report**

February Personnel Actions are attached to the March Directors Report.

Mr. Ben Hill presented the Directors Report:

- Gym Roof, Specialty Pool Roof and Splash Zone Roof Damage
  - Is moving along quickly to finish.
- Outdoor ADA/Family Change Rooms-Outdoor Locker Room Roof, etc.
  - KDK Construction is meeting weekly with staff.
  - Administration is waiting for the final copy of the TRCC Contract with SLCO.
- Butler Park Pickleball Courts
  - The landscaping is being completed.
  - The courts will be completed when the temperatures are slightly higher.
- CH2 Report on the Tuesday, March 19th Meeting
  - The Easter Egg Hunt
  - Butlerville Days
  - TRCC Application Process
- 2019 Fee Schedule

- A work session was held on March 19 at 2:30 to discuss the current Fee Schedule.
- Audit
  - The Audit (Squire) will begin on April 29.
- URPA
  - "CHAT" was awarded Outstanding Program at URPA.
- SLCO Interlocal Agreement
  - SLCO is working on an Interlocal Agreement for all facilities with Ice.

### **2019 Local District Election Information**

Mr. Ben Hill presented the 2019 Local District Election Information to the Board.

Chairwoman Debbie Tyler moved into Special Business

### **Special Business**

#### **Personnel Policy Section IX-Performance Evaluations Resolution 2019-5**

A RESOLUTION APPROVING CHANGES TO THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA POLICY XI-PERFORMANCE EVALUATIONS

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

RESOLVED, to adopt Resolution No. 2019-5.

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#### **Interlocal Cooperation Agreement for the 2019 Local District Election Resolution 2019-6**

A RESOLUTION OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA BOARD OF TRUSTEES TO APPROVE AN INTERLOCAL COOPERATION AGREEMENT WITH SALT LAKE COUNTY on behalf of the COUNTY CLERK'S ELECTION'S DIVISION FOR LOCAL DISTRICT ELECTION.

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

RESOLVED, to accept Resolution No. 2019-6 and authorize Ben Hill to sign the contract.

Chairwoman Debbie Tyler adjourned the meeting to a closed meeting.

We would like to go into a closed meeting to discuss land acquisition. The recording will remain on. We will ask for an individual vote.

Mr. Carl Evans: Yes

Mr. Bart Hopkin: Yes

Ms. Debbie Tyler: Yes

The next meeting of the Board will be April 23 at 4:00 p.m.

**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.