

**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 17th day of May 2023
Pursuant of Notice**

all minutes pending until approved at the following Board Meeting

Board of Trustees Present:

Patti Hansen

Bart Hopkin

Dan Morzelewski

Staff Present:

Ben Hill

Lyse' Durrant

Melissa Ruff

Bonnie Harris

Emily Anderson

Kevin Suchey

Andrew Davis

Allie Brown

Alen Ljubijankic

A Work Session was held on May 17, 2023 @ 3:15pm where there was a discussion regarding any items listed on the General Board Meeting Agenda, an update from the Rec and Fit Department and the Fraud Risk Assessment.

GENERAL BOARD MEETING

4:00pm

General Business

A. Welcome and Pledge of Allegiance

- Mr. Suchey led the Pledge of Allegiance.

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

C. Review and Approval of April 19, 2023 Board Minutes – Patti Hansen

- After review, Mr. Hopkin made a motion to approve the April 2023 Board Minutes. Mr. Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin, and Mr. Morzelewski voting “Yes.”

D. Review and Approval of the Financial Statement for April 2023 – Ben Hill

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

E. Review and approval of Accounts Payable Selected Entries for April 2023 – Lyse’ Durrant

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

INFORMATION/DISCUSSION ITEMS

A. Citizen/Customer Comments

- No comments

B. Board District Representation Reports – Trustees

- No reports

C. Executive Directors Report – Ben Hill

INFORMATION & UPDATES:

- CHPRSA Website:
 - Streamline (UASD/NSDC)

- New Law Beginning in 2025: All Government Website must be a .gov (not .com or .org)
- New Assistant Aquatics Manager:
 - Emily Anderson (Started: Monday, May 15th)
- New FT Park Supervisors:
 - Edvin Sabic (Started: Monday, April 26th)
 - Alen Ljubijankic (Started: Monday, May 1st)
- Current FT Recruitments – Open Until Filled:
 - Recreation Program Coordinator (Derek Nelson’s Last day - Saturday, May 20th)
- Outdoor Pool Schedule and Staffing:
 - Opening Memorial Weekend, Invitational, etc.
- McIntire Park:
 - SLC Public Utilities: Water Tank Construction Project
- Skate Park Concept Design Package with American Ramp Company:
 - Community Engagement Meeting and Skate Session was on Friday, April 28th
 - Upcoming Site Review, Design Revisions, etc.
- Bywater Master Plan – RFP
- CH2:
 - Report on Tuesday, May 9, 2023 Meeting:
 - 2023 TRCC Applications for 2024 Funding
 - Town Center has been official purchased by the City’s CDRA
 - Splash Pad to Open the Week of May 22nd (Daily: 11AM to 7PM)
 - Next Meeting is Tuesday, June 13, 2023 at 10AM (Patti)
- CH Parks, Trails and Open Space Committee:
 - Report on Wednesday, April 26, 2023
 - East Jordan Canal Trial – Feasibility Study
 - Golden Hills Park – Consultant for East Property Line Development
 - Next Meeting is Wednesday, May 24, 2023 (6-8PM)
- Other:
 - UASD Board Meeting (Thursday, May 4th)
 - NSDC Park & Recreation Advisory Group (Tuesday, May 9th) – SD Definition
 - Upcoming 1:1 Meeting with CH City Manager (Thursday, May 18th)
 - 2023 NRPA Conference in Dallas, TX (October 10th – 12th) – Bart/Ben
 - CH Parks & Recreation Foundation:
 - Next Golf Committee Meeting: Tuesday, May 23rd (2PM)
 - Big Cottonwood Marathon Donation (Saturday, September 9th)
 - Foundation Pool Day (Monday, June 26th)

D. Fraud Risk Assessment – Lyse’ Durrant

- Discussion moved to the June 2023 Board Meeting.

E. Information and Discussion regarding Personal Policy Section III-Hiring Procedures – Melissa Ruff

- Ms. Ruff gave an update regarding Personal Policy Section III-Hiring Procedures.
- To be brought back during Special Business.

F. Information and Discussion regarding the Certified Tax Rate 2023 – Lyse' Durrant

- Ms. Durrant gave an update regarding the 2023 Certified Tax Rate.
- To be brought back in Special Business during the June 2023 Board Meeting.

G. Information and Discussion regarding the 2022 Audit – Ben Hill

- Mr. Hill gave an update regarding the 2022 Audit.
- To be brought in Special Business during the June 2023 Board Meeting.

Special Business

A. Consideration and Recommendation to Approve Policy Section III-Hiring Procedures-Resolution 2023-9-Ben Hill

- After review, Mr. Morzelewski made a motion to approve Policy Section III-Hiring Procedures-Resolution 2023 - 9. Mr. Hopkin seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin, and Mr. Morzelewski voting "Yes."

Meeting Adjourned at 4:42pm

The next meeting of the Board will be held June 21, 2023 @ 4pm.