

Minutes for the  
General Board Meeting and Work Session for the  
Cottonwood Heights Parks and Recreation Service Area  
Held Electronically via Zoom  
On the 16<sup>th</sup> day of September 2020  
Pursuant to Notice

**\*\*all minutes are pending until approved at the following Board Meeting\*\***

Board of Trustees Present:

Carl Evans

Bart Hopkin

Dan Morzelewski

Others Present:

Ben Hill

Lyse' Durrant

Warren Hallmark

Marcie Burrill

Melissa Ruff

Ryan Gardner

Allie Brown

Marc Call

A Work Session was held on September 16, 2020 @ 3:30 pm via ZOOM, where there was a discussion regarding any COVID-19 updates, a review of the budget timeline and items listed on the General Board Meeting Agenda. Present at the meeting: Carl Evans, Bart Hopkin, Dan Morzelewski, Ben Hill, Lyse' Durrant.

September 16, 2020 Agenda

General Business

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

A. Verification of Open Meeting Law – Carl Evans

B. Determination of the Chair regarding Anchor Meeting Location – Carl Evans

- Mr. Evans read the Determination of the Chair of the Board of Trustees, for the Cottonwood Heights Parks and Recreation Service Area, Concerning Electronic Meeting Anchor Location.

C. Review and Approval of August 2020 Board Minutes – Carl Evans

- After a discussion of the minutes, upon a motion by Mr. Hopkin, a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve the August 19, 2020 minutes.

D. Approval of the Financial Statement – August 2020 – Ben Hill

- The Board Reviewed the Financial Statement for August, 2020 which was presented by Mr. Ben Hill.
- Upon a motion by Mr. Morzelewski, a second by Mr. Hopkin and passed unanimously it was, RESOLVED, to approve the Financial Statement for August, 2020.

#### E. Approval of Accounts Payable Selected Entries – Lyse' Durrant

- The Board Reviewed the Accounts Payable Ledger of Selected Entries for August, 2020 which was presented by Ms. Lyse' Durrant.
- Upon a motion by Mr. Hopkin, a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve the Accounts Payable Selected Entries.

#### INFORMATION/DISCUSSION ITEMS

##### A. Citizen/Customer Comments

- No comments were made.

##### B. Board District Representation Reports

- Nothing to Report.

##### C. Aquatics Report – Marcie Burrill

- Summer went very well for all of our programs. We had a lot of participation. We did throw in another session of Pre Comp, Swimming Lessons, and Splash Ball August 17<sup>th</sup> through September 4<sup>th</sup>. The session was very well attended.
- Fall programs have begun. Swimming Lessons are doing very well. Pre Comp and Splash Ball are bigger than we expected. They are about double in size at this time.
- Water Polo has been great. We have a High School girls and High School boy, and 2 middle school teams. Games have just

started and will continue through October. We have hired a female coach to work with the girls and middle school kids.

- We currently have 110 employees between lifeguards and instructors that are staying on this fall. We are doing well with daytime guards and have been able to maintain the outdoor pools to be open for lap swimming and water aerobics.
- Other business

#### D. Recreation and Fitness Report – Warren Hallmark

- Flag Football
  - 191 total players registered.
  - Games at Mill Hollow Park, starting Saturday, September 12.
- Learn to Skate
  - 58 total fall registration, great rebound from the low numbers in the summer.
- Monster Mash
  - Canceled for 2020.
- Thanksgiving Day 5k
  - Event plan submitted to CH City with detailed COVID-19 precautions.
  - Hinges on whether or not the City will provide a permit.
- Jr. Jazz
  - Registration opens Tuesday, September 15.
  - Planes to use Butler/CHRC as normal, but also have backup plan to use CHRC for the entire program in the event Butler is shut down.
- Ice Rink
  - Booked to the max!
- Other Business

## E. Parks/Facility Operations Report – Ryan Gardner

- Visual Maintenance
  - Staff continues their day-to-day, routine cleaning and disinfecting. All equipment, locker rooms, restrooms and workout rooms are getting extra attention each day. They are beginning preparations for the transition of summer to winter and making schedule adjustments as needed.
  - No special projects to report.
- Operations
  - In addition to daily projects, the department has ordered and started receiving the products funded by the CARES Act. This includes touchless faucets for sinks, touchless hardware for urinal's and toilets, and hand soap/sanitizer dispensers. Installation will be a rather time consuming task, but the department will work diligently on this project until finished. Installing these touchless amenities will not only be a significant upgrade for the Rec Center, but also an added layer of protection to staff and patrons against the spread of COVID-19 and other transmitted viruses and bacteria.
- Parks
  - As we approach the cool season, Parks staff are making seasonal adjustments and preparations. The watering has been dialed back and the final application of fertilizer will be completed in October.
  - Round-two interviews for our Parks Supervisor position were completed last week. We offered the position to a qualified candidate that I feel will be a good fit with the Parks Crew and the entire Rec Center as a whole.

- The windstorm that came through on Sept. 7<sup>th</sup> created a rather chaotic scene. All immediate safety concerns were addressed within 24 hours and the remaining clean-up is underway.
  - Over a dozen trees at Golden Hills, Berry Hills and the Trail System were either uprooted, snapped in half or are standing at a 45-degree angle. In the Service Area, Bywater has several uprooted trees as well as structural damage to the center field, backstop, bleachers and volleyball fence. Antczak sustained minimal damage. All affected trees will be removed and damaged structures will need to be repaired or replaced. I'm working with the city and a professional tree company to get the damaged trees at all parks cleaned up as quickly as possible.

#### F. Executive Director's Report

- Recognition of Employees for Years of Service
  - 20 Years
    - Amir Dervisevic
    - Richard Evans
  - 15 Years
    - Ruth Brown
  - 10 Years
    - Melissa Ruff
  - 5 Years
    - Ben Hill
    - Kathy Lockington
- 2020 Capital Projects
  - South Entrance ADA Access and Storm Drain Project
    - Bid and Phase 1 Update

- CH2
  - Report on Tuesday, September 8<sup>th</sup> Meeting
    - CARES ACT Funding (\$75,000)
      - 1<sup>st</sup> Invoice has been Received
    - East Jordan Canal Trail – Mountview Park
      - Maintenance Needs
    - Salt Lake County Conveyance of Butler and Mill Hollow Parks
      - Substation
  - Next “Zoom” meeting is Tuesday, October 13<sup>th</sup> at 10 AM (Carl)
- CH Parks, Trails and Open Space Committee
  - Report on Wednesday, August 19<sup>th</sup> Meeting
    - Utah Open Lands – Open Space Campaign
      - Tentative September 10<sup>th</sup> Deadline
  - Next “Zoom” meeting is Wednesday, September 23<sup>rd</sup> (6-8 PM)
- Other

G. Discussion and Information regarding Policy #130- Use of the Facilities by Current and Past Board Members – Ben Hill

- Mr. Hill presented information regarding Policy #130 – Use of the Facilities by Current and Past Board Members, to be brought back in Special Business during the October 21, 2020 Board Meeting for possible approval.

H. Discussion and Information regarding Policy #140 – Compensation for Board Appointed and Non Appointed Positions – Ben Hill

- Mr. Hill presented information regarding Policy #140 – Compensation for Board Appointed and Non Appointed Positions, to be brought back in Special Business during the October 21, 2020 Board Meeting for possible approval.

I. Discussion and Information regarding Policy - #XVII- Benefits – Ben Hill

- Mr. Hill presented information regarding Policy - #XVII – Benefits, to be brought back in Special Business during the October 21, 2020 Board Meeting for possible approval.

Meeting Adjourned

The next meeting of the Board of Trustees will be October 21, 2020 @ 4:00pm.