

**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 18th day of June, 2019
Pursuant to Notice**

Board of Trustees Present:

Debbie Tyler
Bart Hopkin
Carl Evans

Others Present:

Ben Hill
Warren Hallmark
Ryan Gardner
Marcie Burrill
Lyse' Durrant
Robbie McFarland
Aleta Fairbanks
Laura Green
Danny Barlow

Work Session

A Work Session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on June 18, 2019 at 3:00 p.m.

Work Session

A. Board Member Annual Training.

General Board Meeting

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

Pledge of Allegiance

Ms. Marcie Burrill 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 May 23, 2019 minutes.

Mr. Bart Hopkin expressed that the Board will not approve a Dog Park in any established park in the Service Area.

Financial Statement

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

Accounts Payable Ledger of Selected Entries

The Board reviewed the Accounts Payable Ledger of selected entries for May, 2019 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

There were no Citizen/Customer Comments

Board District Representation Reports

Mr. Evans: Nothing to Report.

Mr. Hopkin: Nothing to Report.

Ms. Tyler: Nothing to Report.

2018 Annual Audit

Mr. Danny Barlow from Squire presented the 2018 Annual Audit to the Board. The Board thanked Staff for a job well done.

Aquatics Report

Ms. Marcie Burrill presented the Aquatics Report:

- Currently there are 110 lifeguards, would prefer to have 130 and also a few more instructors. A lifeguard class will be offered at the end of June, an instructor class in July and a Lifeguard Instructor class for all of the sites in July. Tyler is training a lifeguard games team and getting them ready to compete in August at Guard games.
- American red Cross did their AOLA visit. It turned out well with great ideas. Sunday, June 16th was an outside visit with several tips to make our facility better.
- Water Aerobics has moved outside.
- Swim lessons and Pre-comp started on June 10. Ashley is working with the instructors to help them teach quality lessons.
- Summer water polo began on June 17th. High School, middle school and splash ball is being offered. Still looking for a Head Coach.
- The B/C and Mini Meet was held on June 13th and 14th with 304 swimmers. CHAT Invitational will be held on June 19-22 with 458 swimmers registered for the meet.

Recreation and Fitness Report

Mr. Warren Hallmark presented the Recreation and Fitness Report:

- Tennis lessons have 224 registered as of 6/13/19.
- SuperSport started on June 5 and has 1392 registered for the summer.
- LTS and various mini-camps have 247 registered collectively as of 6/13/19.
- Movies in the Park:
June 28 at Mill Hollow Park, *Charlie and the Chocolate Factory*.
July 12 at Bywater Park *Little Giants*
- Butlerville Days
In the process of getting registrations for the Mayor's Cup Pickleball Tournament. The movie in the park will be on July 26
- In the process of updating agreements with the Skate Pros and Personal Trainers.
- The intern is running a pickleball mini camp.
- The two summer interns are managing SuperSport and Tennis. Kudos for doing a great job.

Parks and Facility Maintenance Report

- **Visual Maintenance:** Their main focus for the next couple months will be maintenance in and around the Outdoor Pool.
- **Operations:** In addition to daily maintenance, and completing construction in the Family Change Rooms, the department has completed changing out the hot tub filter and sand, replaced the Zamboni exhaust manifold, changed out drain covers in Splash Zone, installed additional power at the Outdoor Kiosk and collected lighting, fans and security camera bids for the new High Fitness Room.
- **Parks:** The Parks department has been busy keeping the Parks groomed. The department is fully staffed which also includes several additional part time seasonal employees to cover the extra work load due to assuming all maintenance responsibilities at Antczak and Bywater Parks.

Directors Report

April Personnel Actions are attached to the May Directors Report.

Mr. Ben Hill presented the Directors Report:

- **Replacement of Gym Roof, Specialty Pool Roof and Splash Zone Roofs**
 - Has been completed.
 - Currently waiting on inspection and warranties.
 - The final payment is coming from the insurance.
- **Butler Park- Pickleball Courts**
 - The completion date is July 15th.
 - The ribbon cutting will be the first night of the Mayors Cup.
- **CH2 Report on the Tuesday, June 11th Meeting**
 - No meetings in July and August.
- **Outdoor ADA/Family Change Rooms-Outdoor Locker Room Roof, etc.**
 - Has been completed.
- **TRCC Application**
 - Deadline is July 15th
 - Antczak Park Improvements (Tennis Courts)
- **Cottonwood Heights PTOS Meeting**
 - The next meeting will be Wednesday, June 19th.
 - The Board is not in favor of a dog park in any of the established parks in the Service Area.

- 2019 Butlerville Days
 - Friday, July 26th and Saturday, July 27th.
 - The Recreation Center hours on Saturday, July 27th will be 6:00 a.m. to 4:00 p.m.

- CHRC Foundation Charity Golf Tournament
 - Tuesday, August 20th at 8:30 a.m.
 - The next committee meeting is on Tuesday, June 25 at 2:00 p.m.
 - Brighton Bank will sponsor the Luncheon.

- Annual Public Hearing Date for the 2020 Budget is set for Tuesday, December 17th at 6:00 p.m.
- The Lt. Governor website information is now up to date.

Schedule of Capital Projects for 2019

Mr. Ben Hill discussed Capital Projects for 2019, those that have been completed, are scheduled to be completed and those that have been delayed.

Special Business

2018 Audit Report Resolution 2019-9

Resolution 2019-9

A RESOLUTION ADOPTING THE 2018 INDEPENDENT AUDIT REPORT FROM SQUIRE 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 No. 2019-9.

Certified Tax Rate for 2019 Resolution 2019-10

Resolution 2019-10

A RESOLUTION ADOPTING TAX RATES FOR THE PURPOSE OF LEVYING TAXES WITHIN THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA FOR THE YEAR 2019.

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

RESOLVED, to adopt Resolution 2019-10.

Policy XIV-Salary Planning Resolution 2019-11

Resolution 2019-11

A RESOLUTION ADOPTING CHANGES TO THE COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA PERSONNEL POLICY XIV-SALARY
PLANNING.

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

RESOLVED, to adopt Resolution 2019-11.

Chairwoman Debbie Tyler adjourned the meeting.

The next meeting of the Board will be July 16, 2019 at 4:00 p.m.

Cottonwood Heights Parks and Recreation Service Area Foundation Meeting Minutes

April 23, 2019

Ms. Tyler called the meeting to order.

Minutes

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

RESOLVED, to approve the January 15, 2019 Foundation minutes.

Financials

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

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

RESOLVED, to accept the First Quarter Financial Profit and Loss Summary.

Foundation Request

\$3000 was requested from the Foundation for Movies in the Park.

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

RESOLVED to approve the \$3000 expenditure for Movies in the Park in conjunction with \$3000 from Cottonwood Heights City, and \$3000 from Granite Construction.

Ms. Tyler adjourned the Foundation Meeting.