

**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 21st day of May, 2019
Pursuant to Notice**

Board of Trustees Present:

Debbie Tyler
Bart Hopkin

Others Present:

Ben Hill
Warren Hallmark
Ryan Gardner
Marcie Burrill
Lyse' Durrant
Robbie McFarland
Dave Hansen
Alex Buxton
Ethan Jones

Work Session

A Work Session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on May 2, 2019 at 11:00 a.m.

Work Session

- A. A discussion of the Antczak Park Master Plan.
- B. A discussion of feedback received from the Master Plan Open House.
- C. A discussion of any items listed on the General Board Meeting Agenda.

Work Session

A Work Session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on May 21, 2019 at 3:30 p.m.

Work Session

- A. A discussion of any items listed on the General Board Meeting Agenda.
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General Board Meeting

Mr. Carl Evans was excused from the 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. Hopkin, seconded by Ms. Tyler and passed unanimously it was,

RESOLVED, to approve the April 23, 2019 minutes.

Financial Statement

The Board reviewed the Financial Statement for April, 2019 which was presented by Mr. Ben Hill.

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

RESOLVED, to approve the Financial Statement for April, 2019.

Accounts Payable Ledger of Selected Entries

The Board reviewed the Accounts Payable Ledger of selected entries for April, 2019 which was presented by Ms. Lyse' Durrant.

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

RESOLVED, to approve the Accounts Payable Selected Entries as written in the bill pay register.

Information/Discussion

ZIONS BANK LEASE FOR FITNESS EQUIPMENT

Mr. Alex Buxton from Zions Bank presented information regarding the Zions Bank Lease for Fitness Equipment to the Board.

Citizen/Customer Comments

There were no Citizen/Customer Comments

Board District Representation Reports

Mr. Evans: Was excused from the meeting.

Mr. Hopkin: Nothing to Report.

Ms. Tyler: Nothing to Report.

Aquatics Report

Ms. Marcie Burrill presented the Aquatics Report:

- Aquatics continues to hire and train summer staff. Two additional lifeguard classes will be taught in May and two in June.
- Varsity Water Polo Championships were held the weekend of May 18. They are in the process of hiring two more coaches to teach this summer and stay on for fall.
- Eight water safety presentations have been set up at various local elementary schools. They will follow up with a swimming day at the outdoor pools the week after Memorial Day.
- Summer program season begins June 10th. The outdoor pool will open for the public Saturday May 25 at noon. Outdoor and indoor pool hours have been adjusted from Memorial Day through June 6th when school gets out.
- The next Red Cross AES is May 30th. Two outdoor visits have been scheduled for the summer and two inside visits for Fall.
- The B/C and Mini Meet will be June 13th and 14th. CHAT Invitational will be held on June 19-22.

Recreation and Fitness Report

Mr. Warren Hallmark presented the Recreation and Fitness Report:

- Makeup Flag Football games for Spring are being played at Mill Hollow Park on May 22 and May 29.

- Warren introduced Intern Ethan Jones from BYU- Idaho to the Board.
- Learn to Skate and Tennis start on June 10. Learn to play hockey will take a break for Summer.
- SuperSport starts on June 5 and is very popular.
- Summer Ice will be busy with freestyles, stick 'n puck, drop in and private ice rentals. The County's Sports Complex Ice Arena will close for repairs and the Recreation Center will be picking up two of their regular leagues M-Th.
- Movies in the Park:
June 14 at Mountview Park, *Hotel Transylvania 3*.
June 28 at Mill Hollow Park, *Charlie and the Chocolate Factory*.
- New equipment will be installed in the Fitness and Cross Fitness rooms by the end of August.

Parks and Facility Maintenance Report

- Visual Maintenance: Along with regular maintenance the visual maintenance department has been preparing the outdoor locker rooms and family change rooms for the summer season. They are also focusing on wall and window washing.
- Operations: In addition to daily maintenance, the department has been assisting in the construction on the new outdoor pool family change rooms and locker rooms. The outdoor pool toys and slides are up and running and all shade structures have been set up. They also helped oversee the new door cut into racquetball court number one to make way for the new High Fitness room. Other projects completed include installing additional outlets in the outdoor pool area, assisting with a new hand rail for the diving rock and fixing the outdoor pool deck motion sensor lights.
- Parks: All Park amenities at the Rec Center and City are open and operating. The west field at Mountview Park will remain open and the East Field closed until this Fall and the East Field will be then be open and the west field closed. Programs, Parks and Cottonwood Heights City decided to reserve the fields at Mountview Park for practice only, and only to Cottonwood Heights based organizations.
- Cottonwood Heights City sent a thank you to Ryan and his crew for all their help with tree planting. 38 trees were planted for Arbor Day.

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
 - Deadline for completion is May 25th.

- Butler Park- Pickleball Courts
 - Now working on the punch list.
 - Estimated completion is mid-June
 - The grand opening date will be decided when the completion date is determined.

- CH2 Report on the Tuesday, May 14th Meeting
 - TRCC applications are due July 15.
 - TRCC Projects for 2019 applications
 - Antczak Park Master Plan
 - ADA Access to Recreation Center (South)
 - Butler Park Connectivity

- Outdoor ADA/Family Change Rooms-Outdoor Locker Room Roof, etc.
 - Working on the final punch list.
 - Waiting on lighting.

- Restoration of Outdoor Water Slides
 - Has been completed.

- Report on the Wednesday, May 15 Cottonwood Heights PTOS Meeting
 - Discussed dog parks with Pros and Cons of each location.
 - Types of materials for the signage at Ferguson Trailhead will be tested for three months.

- Audit with Squire
 - Has been completed.
 - Will be presented at the Board Meeting on June 18th, 2019.
 - Board Member Annual Training needs to be completed by November 14th, 2019.

- 2019-2020 Jr. Jazz
 - The Jr. Jazz program will transition from the County to the Service Area.

- 2019 Butlerville Days
 - Friday, July 26th and Saturday, July 27th. The Parade will be on Saturday, July 21 at 11:00 a.m. and will go down Bengal Blvd. The Fireworks will be on Saturday, July 27.
 - 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, May 28th at 2:00 p.m.
 - The Board meeting will remain on Tuesday, August 20.

- Elections for District 3
 - Applications for candidates will be accepted June 3-7.

Policy XIV-Salary Planning.

Mr. Ben Hill and Ms. Melissa Ruff (HR Manager) presented Policy XIV-Salary Planning to the Board. This policy will be brought back in June as Special Business.

Certified Tax Rate for 2019

Ms. Lyse Durrant presented information about the Certified Tax Rate to the Board. This will be brought back as Special Business in June.

Antczak Park Master Plan

Mr. Ben Hill presented information about the Antczak Park Master Plan to the Board. Electronic versions of the plan will be e-mailed to the Board.

Chairwoman Debbie Tyler moved into Special Business

Special Business

Lease with Zions Bank for Fitness Equipment Resolution 2019-8

Resolution 2019-8

A resolution approving the form of the Lease/Purchase Agreement with ZIONS BANCORPORATION, N.A. Salt Lake City, Utah and authorizing the execution and delivery thereof.

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

RESOLVED, to approve Resolution No. 2019-8 pending approval of the Service Area Attorney.

Chairwoman Debbie Tyler adjourned the meeting to a closed Meeting.

I, Debbie Tyler, the Chairperson, for the Cottonwood Heights Parks & Recreation Service Area Board of Trustees swear that the sole purpose for closing the meeting, with no recording or written minutes, is to discuss the following issues:

The character, competence or health of an individual.

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

RESOLVED, to accept the Closed Meeting-Sworn Written Statement.

The next meeting of the Board will be June 18, 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.