

**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 23rd day of April, 2019  
Pursuant to Notice**

---

**Board of Trustees Present:**

Debbie Tyler  
Carl Evans  
Bart Hopkin

**Others Present:**

Ben Hill  
Warren Hallmark  
Ryan Gardner  
Marcie Burrill  
Lyse' Durrant  
Robbie McFarland  
Doug Folsom  
Todd Etherington  
Curtis Dickson  
Jim York

**Work Session**

A Work Session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on April 23, 2019 at 3:30.

**Work Session**

A. A discussion of any item 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. Ryan Gardner 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 March 19, 2019 minutes.

### **Financial Statement**

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

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

The Board reviewed the Accounts Payable Ledger of selected entries for March, 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**

#### **TAP Award**

Mr. Doug Folsom from ULGT presented the TAP award to the Board.

#### **URPA Award**

Mr. Curtis Dickson, current URPA President, presented the award for Outstanding Program to CHAT.

#### **Citizen/Customer Comments**

Mr. Jim York had noticed that the website referred to the budget as "proposed budget" and was wondering if that was correct. Lyse' will change it to read "approved budget" on the website.

## **Board District Representation Reports**

Mr. Evans: Nothing to Report.

Mr. Hopkin: had a patron who nearly hit the waste management container and was concerned about its location. Staff will place orange cones around it so it will be more visible.

Ms. Tyler: Nothing to Report.

## **CHAT Annual Report**

Mr. Todd Etherington presented the annual CHAT report:

- Thank you to the Board, Administration and Staff for all the support that CHAT receives.
- The program continues to grow with a large group of younger swimmers.
- Boys took first at the State Championships.
- Girls took 5th at the State Championships.
- Rachel Butler was named female swimmer of the year for the 5A High School classification.
- Todd received 5A Coach of the Year for the second year.
- CHAT participated in the USA Swimming JR National Championships in Austin, Texas; The Sectional Championships in Phoenix, Arizona and the Elite Single Age Group Showcase in Mission Viejo, California.

## **Aquatics Report**

Ms. Marcie Burrill presented the Aquatics Report:

- Hiring has begun for summer staff. Need 130 guards to staff pools for summer. Currently visiting local high schools, offering classes and sending out emails to former guards.
- Lap swimming opened the first of April for the outdoor diving tank, and mid-April for the racing pool. CHAT is also using the outdoor racing pool.
- Water polo will travel to Cedar City where they will have 2 teams participating in the summer games.
- CHAT has begun their long course season.
- Summer program season begins June 10th. The outdoor pool will open to the public on Saturday May 25th at 12 noon.
- The next Red Cross AES is May 31st. Aquatics received an award for teaching over 1000 lessons last year and for teaching the second most certifications in the state.

- American Red Cross has added one additional visit to the year making the total four. One outside and three inside.
- The CHAT invitational is being planned and will be held on June 19-22.
- The stairs have been painted as well as the slides. The women's outdoor dressing rooms will open soon.
- Two additional water polo coaches will be hired.

Mr. Ben Hill complimented Marcie for all her hard work.

### **Recreation and Fitness Report**

Mr. Warren Hallmark presented the Recreation and Fitness Report:

- Flag Football games are being played at Mill Hollow Park.
- Learn to Skate will continue through the summer and Learn to Play will start again in the Fall.
- SuperSport and Tennis registrations are filling up.
- 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.
- Fitness and Trx/High Fitness Room  
New equipment and flooring will be in place tentatively mid-June. Working with Erick Anderson from Precor via State contract.
- An Intern from BYU-I and an Intern from BYU will begin in Mid-May.
- A search for a replacement for Loni who will leaving the end of April will begin in mid summer.
- The Golf Tournament will be Tuesday, August 20. The first committee meeting will be Tuesday, May 28 at 2:00 p.m.

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

- Visual Maintenance: Along with regular maintenance the visual maintenance department will be working on preparing the Outdoor Pool for its opening.
- Operations: In addition to daily maintenance, the department has been assisting in the construction of the Outdoor Family Change Rooms. Some other projects included repairing a sewer back up in the indoor pool, replacing a sump pump in the Specialty Pool mechanical room, replacing 2 steam line gaskets for the indoor pool and running conduit to the newly built Parks shed outside. They also installed a new Outdoor Pool Heater Exhaust Flue.
- Parks: Aeration has been completed and the first application of fertilizer was applied. All the restrooms are open and functioning. The irrigation systems are being tested to make sure they are operating correctly as well as making clock and sprinkler head adjustments. 30 trees have been donated to the city by Ivory Green Builders and the trees will be planted in various locations around Mt. View Park. A Grasshopper mower has been purchased and it works well.

## **Directors Report**

March Personnel Actions are attached to the April Directors Report.

Mr. Ben Hill presented the Directors Report:

- Replacement of Gym Roof , Specialty Pool Roof and Splash Zone Roof
  - The gym roof is complete with a 20 year materials warranty and 1 year labor warranty.
  - Specialty pool roof is 90% complete
  - Splash Zone, Party Room and basketball gym roofs still need to be completed.
  
- Butler Park- Pickleball Courts
  - The landscaping has begun and 11 new trees will be planted throughout the park.
  - The swing set should be open in the next few weeks.
  - The estimated completion of the project is the end of May.
  - Considering a grand opening for the new courts.
  
- CH2 Report on the Tuesday, April 9 Meeting
  - TRCC Projects for 2020 will be discussed at the May 14th meeting at 1:00 p.m. (Bart will attend).
  - Discussed bolting down the Mountview Pavilion tables.
  - The Ferguson trail signage has been put on hold.
  
- Outdoor ADA/Family Change Rooms-Outdoor Locker Room Roof, etc.
  - TRCC Contract with SLCO is in place and the first payment has been received.
  - The estimated completion date is May 15th.
  
- Restoration of Outdoor Water Slides
  - The structure is being repainted with a fresh coat of white.
  - The stairs are being power washed and new traction tape installed.
  - Each slide will be gel-coated white, with color added to the underside (blue/orange).
  - The frog is being re-painted.
  - The estimated completion date is May 15.
  
- Blomquist Hale-Employee Assistance
  - Contract is from April 1st, 2019 to December 31st, 2020.
  - Managers and Supervisors have been trained and informed.

- Report on the Wednesday, April 17 Cottonwood Heights PTOS Meeting
  - A trail has been approved that will run from Target to Mount View Park.
  - Providing a dog park was discussed.
- Audit with Squire will begin April 29th.
- Antczak Park Master Plan Open House April 23
  - Will gather information received from the open house for each plan and combine.
- Arbor Day Friday May 26
  - Ivory Homes has donated trees and arranged for volunteers. Public Works will dig all the holes and the trees will be planted on Friday, May 26.

**Policy XIV-Salary Planning.**

Mr. Ben Hill presented Policy XIV-Salary Planning to the Board.

**Canyon School District Interlocal Agreement**

Mr. Ben Hill presented the Canyon School District Interlocal Agreement to the Board.

Chairwoman Debbie Tyler moved into Special Business

**Special Business**

**Interlocal Cooperation Agreement with Canyons School District Resolution 2019-7**

A RESOLUTION OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA BOARD OF TRUSTEES TO APPROVE AN INTERLOCAL COOPERATION AGREEMENT WITH CANYONS SCHOOL DISTRICT.

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

RESOLVED, to adopt Resolution No. 2019-7.

---

Chairwoman Debbie Tyler adjourned the meeting to the Foundation Meeting. The next meeting of the Board will be May 21, 2019

# **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.