

**Minutes for the
General Board Meeting and Work Session for the
Cottonwood Heights Parks and Recreation Service Area
Held Electronically via Zoom
On the 21st day of October 2020
Pursuant of Notice**

all minutes are pending until approved at the following Board Meeting

Board of Trustees Present:

Carl Evans

Bart Hopkins

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 October 21, 2020 @ 3:30 pm via ZOOM, where there was a discussion regarding any COVID-19 updates, a review of the budget timeline, a review on Fraud Risk Assessment and items listed on the General Board Meeting Agenda. Present at the meeting: Carl Evans, Bart Hopkin, Dan Morzelewski, Ben Hill, Lyse' Durrant.

October 21, 2020 Agenda

General Business

Called to Order by Mr. Morzelewski at 4:05pm

A. Verification of Open Meeting Law – Dan Morzelewski

**B. Determination of the Chair regarding Anchor Meeting Location
– Dan Morzelewski**

- Mr. Morzelewski 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 September 2020 Board Minutes - Dan Morzelewski

- 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 September 16, 2020 minutes.

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

- The Board Reviewed the Financial Statement for September, 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 September, 2020.

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

- The Board Reviewed the Accounts Payable Ledger of Selected Entries for the September, 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 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

- Both the outdoor racing and diving pools are open from 10am until 2pm for lap swimming. After 2pm our programs use both pools. We are going to close the outdoor racing pool sometime between October 23-31st. The diving tank will be open for a few more weeks, closing around Thanksgiving.
- We have done most of the winterizing outdoor. Operations got the sails down, parks aerated the lawn and other lawn prep. We appreciate all that they do to help us out.
- Swimming lessons have been going very well. We have taught 381 students from Labor Day to now.
- Pre comp is doing very well. We have had to open a second session again this month.

- Swim team has 185 people currently participating, compared to 150 we had at this time last year. Todd has turned people away at this point because we are so full.
- Overall our programs are full and doing very well. My staff have all worked hard to piece together and make everything work.
- We have helped out a few other teams with pool space over the summer, and this fall. We are very fortunate to have the pools and be able to use them. A lot of other pools are closed or open very little, and they are not helping accommodate programs.
- Other business

D. Recreation and Fitness Report – Warren Hallmark

- Fall Programs
 - Flag Football – Season Concluded
 - 190 total participates. Games played at Mill Hollow Park.
 - No COVID related cancelations or delays.
- Monster Mash
 - Canceled for 2020
- Thanksgiving Day 5k
 - Virtual Event – November 24-29
- Jr. Jazz
 - 257 Participants signed up as of 10/19
- Other business

E. Parks/Facility Operation Report – Ryan Gardner

- Visual Maintenance
 - The department continues to meet our elevated standard of daily cleaning, disinfecting and sanitizing. The departments number one goal is

safety and protection for themselves, staff and patrons. No special projects to report at this time.

- Operations
 - Operations continues their daily projects. In addition, they are prepping for the winter season. Specific projects completed this month are replacing the Splash Zone deck drain piping in the boiler room, replacing the variable motor drive on the indoor pool air handler, oil changes in both ice rink compressors and taking down outdoor pool shade structures. They are also continuing to install touchless fixtures throughout the building as the products arrive. The same will be done in the Parks restrooms assisted by Parks staff.
- Parks
 - This month, Parks will begin winterizing irrigation systems, prepping vegetation for the winter and, winterizing park restrooms with the exception of the county owned restrooms which still have scheduled programming, these restrooms will remain open through mid-November.
 - We're inspecting and prepping all vehicles, side x side, four wheelers and snow plow equipment for winter conditions and snow removal.
 - Tree cleanup has been completed as well as collecting bids to repair the damaged fences at Bywater.
 - The BVD Committee donated 5 trees to the rec center. These have been planted in various areas around the property and will be a nice addition for many years to come.
 - Our new Parks Supervisor is fitting in well with the other Parks staff members. He's motivated, eager to learn and bringing a fresh perspective to the team. We're happy to have him onboard.

F. Executive Director's Report – Ben Hill

- 2021 Budget Work Session
 - October 29th at 12 PM (Noon)
- 2020 Capital Projects
 - South Entrance ADA Access and Storm Drain Project
 - Bid and Phase 1 Update
- CH2
 - Report on Tuesday, October 13th Meeting
 - 2021 BV Days
 - Dates: TBD
 - Mayor's Pickleball Tournament
 - 2021 Contract Exhibit
 - East Jordan Canal Trail – Mountview Park
 - Mill Hollow Island
 - Salt Lake County conveyance of Butler and Mill Hollow Parks
 - Substation
 - Next "Zoom" Meeting is Tuesday, November 10th at 10 AM (Carl)
- CH Parks, Trails and Open Space Committee
 - Reports on Wednesday, September 23rd Meeting
 - Utah Open Lands – Open Space Campaign
 - Deadline?
 - Next "Zoom" meeting is Wednesday, October 28th (6-8PM)
- Other

Special Business

A. Consideration and Recommendation to Approve Policy #130 – Resolution 2020-11 - Use of the Facilities by Current and Past Board Members – Ben Hill

- Upon a motion by Mr. Morzelewski and a second by Mr. Hopkin and passed unanimously it was, RESOLVED, to approve Policy #130 – Resolution 2020 -11- Use of the Facilities by Current and Past Board Members.

B. Consideration and Recommendation to Approve Policy #140 – Resolution 2020-12- Compensation for Board Appointed and Non Appointed Positions – Ben Hill

- Upon a motion by Mr. Hopkin and a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve Policy #140 - Resolution 2020-12- Compensation for Board Appointed and Non Appointed Positions.

C. Consideration and Recommendation to Approve Policy #XVII – Benefits – Ben Hill

- Upon a motion by Mr. Morzelewski and a second by Mr. Hopkin and passed unanimously it was, RESOLVED, to approve Policy #XVII- Benefits –Resolution 2020-13

Meeting Adjourned

The next meeting of the Board of Trustees will be November 18, 2020
@ 4:00 PM

Cottonwood Heights Parks and Recreation Foundation Meeting Minutes

October 21, 2020

Mr. Evans called the meeting to order

A. Review minutes of July 15, 2020 – Ben Hill

- Upon a motion by Mr. Morzelewski a second by Mr. Hopkin it was, RESOLVED, to approve the July 15, 2020 Foundation Minutes.

B. Quarterly Financial Review – Ben Hill

- Mr. Hill went over the Quarterly Financial Reviews.
- Upon a motion by Mr. Hopkin a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve the Quarterly Finances.

C. Review of the 990 – Ben Hill

- Upon a motion by Mr. Morzelewski a second by Mr. Hopkin and passed unanimously it was, RESOLVED, to approve and sign the 990 form once the name has been corrected.

D. Requests / Approvals – Ben Hill

- There was one request of \$1,000 from unrestricted funds to the CHPRSA general fund for admin fees.
- Upon a motion by Mr. Hopkin a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to fund \$1,000

from unrestricted funds to the CHPRSA general fund for admin fees.

- There was a discussion between the Service Area and Canyons School District regarding matching funds for a new scoreboard.

Meeting Adjourned