

**Minutes for the  
General Board Meeting for the  
Cottonwood Height Parks and Recreation Service Area  
Held at 7500 South 2700 East, Salt Lake City, Utah  
On the 19<sup>th</sup> day of February 2020  
Pursuant to Notice**

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**Board of Trustees Present:**

Carl Evans  
Bart Hopkin  
Dan Morzelewski

**Others Present:**

Ben Hill  
Lyse Durrant  
Warren Hallmark  
Ryan Gardner  
Marcie Burrill

**Work Session**

A work session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on February 19, 2020 at 4:30pm.

Items discussed:

- A. Discussion about the URPA Annual Conference
- B. Discussion of any items listed on the General Board Meeting Agenda

**General Business**

Called to Order by Mr. Evans at 5:00 pm

Pledge of Allegiance was given by Dan Morzelewski

Verification of Open Meeting Law-Carl Evans

**Review and Approval of Minutes**

After a discussion of the minutes presented a motion was made by Mr. Morzelewski with a second by Mr. Hopkin and passed unanimously it was RESOLVED, to approve the January 2020 minutes.

## **Financial Statement**

The Board reviewed the Financial Statement for January, 2020 which was presented by Mr. Ben Hill.

Upon a motion by Mr. Hopkin with a second by Mr. Morzelewski and passed unanimously it was RESOLVED, to approve the Financial Statement for January 2020.

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

The Board reviewed the Accounts Payable Ledger of the selected entries for January, 2020 which was presented by Lyse' Durrant.

Upon a motion by Mr. Morzelewski, 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 Items**

### **A. Citizen/Customer Comments**

- No citizens were present.

### **B. Board District Representation Reports**

- Mr. Hopkin reported that CJ Waldron was waiting for follow through from the Recreation Center.
- Mr. Evans reported he had a request to move TRX back to the gymnasium. He asked Warren to look at the numbers and report back.
- Mr. Morzelewski had nothing to report.

### **C. Aquatics Report**

Ms. Marcie Burrill presented the Aquatics Report:

- Brighton High School Boys took 2<sup>nd</sup> place at Region and Girls took 3<sup>rd</sup> place in their Region swim meets. Brighton will swim in their State meet on February 14<sup>th</sup> and 15<sup>th</sup>. Coach Todd Etherington was recognized the boys Coach of the year.
- CHAT is participating in the Senior State Championships in St. George February 20-22, with around 25 swimmers competing.
- Water Polo practices began on February 24<sup>th</sup>. Oranges will be delivered between March 12<sup>th</sup> and 26<sup>th</sup>. We are offering High School teams, a Jr. High team, and splash ball team. We had a successful near drowning rescue. The Board commented on their appreciation of the response of the lifeguards and instructor that assisted.

### **D. Recreation and Fitness Report**

Mr. Warren Hallmark presented the Recreation and Fitness report

- New Coordinator – Athens Jonson
- Jr. Jazz recap
  - 388 total participants
- Biggest Loser rebranded to “Healthy in the Heights”
  - 29 participants
- LTS Winter #2 kicks off next week.
- Tennis court reservations – No reservations of Brighton High courts
- Field Rentals
  - Brighton LAX @ Butler Park
  - Mountview open but for practices only
  - Regular Renters back, always asking for more
- Flag Football
  - Under Armour
  - Coaches meeting on March 21, games start week of April 13
  - Mill Hollow Park
- Other Business
  - Golf Tournament June? River Oaks Golf Course?
  - YSA activity Feb. 22 from 9pm-12am

#### **E. Parks and Facility Maintenance Report**

Mr. Ryan Gardner presented the Parks and facility Maintenance Report

- Visual Maintenance: As reported in January, the department implemented a new schedule for 2020. This has been proven to be very beneficial for routine projects and additional projects without patron interference. Staff feedback in positive. They are adapting to the new schedule and acknowledging the benefits. During the month of February, the department is staying on top of routine maintenance and focusing specifically on buffing the indoor pool decks.
- Operations: Although short staffed due to the unfortunate incident involving Kevin Suchey, the department has stepped up and is maintaining daily, routine operations. Specific projects completed include lights in racquetball court #2 converted to LED, tightening collars on the diving surge tank return line pipe for the outdoor pool (normal procedure after first year of operation and covered under warranty) and reattaching and making adjustments to the center divider curtain in the ice rink which had come apart. Projects that are in-progress include preparations for the outdoor diving pool to open March 2<sup>nd</sup> and running new CAT2 wires for our phone and computer network
- Parks: The departments winter-to-do list is shrinking and staff is excited to implement the new Parks job structure come this season. With only a few winter items left to complete before the season starts, Park Supervisors are already beginning to plan and organize their specific area of focus. They are working together to develop a schedule that will create stronger team cohesion and effectiveness as we launch our new job

structure. Snow removal is ongoing and feedback continues to be positive from patrons, residents and City staff members.

## **F. Executive Director's Report**

Mr. Ben Hill presented the Directors Report:

- Ice Arena Driving Loop / Parking (Drain Pit)
  - Gilson Engineering
- Splash Zone's Pool Structure
  - Water Design / VCBO
- HRIS and Time Attendance Software (Paylocity)
  - Brighton Bank System Upgrade (Direct Deposit)
- CH2
  - Report on Tuesday, February 11<sup>th</sup> Meeting
  - Next Meeting is Tuesday, March 17<sup>th</sup> at 10am (Carl)
  - Next 1:1 Meeting with Tim (City Manager) is Thursday, March 19<sup>th</sup>
- CH Parks, Trails and Open Space Committee
  - Report on Wednesday, January 22<sup>nd</sup> Meeting
  - Next meeting is Thursday, February 20<sup>th</sup> (5-6 PM)
    - Bonneville Shoreline Trail Open House 6-8 PM
    - 7 Greenways is appreciative of the donation.
- Cottonwood Heights CRA Projects
  - Report on Wednesday, February 12<sup>th</sup> Discussion (Bart)
    - Discussed adding another work session
- URPA 2020 Annual Conference – St. George
  - Monday, March 9<sup>th</sup> – Wednesday, March 11<sup>th</sup>
  - Award Nominations
    - Outstanding Professional – Young Professional (Tyler Pace)
    - Outstanding Special Event (Thanksgiving 5K)
    - Outstanding Department Class II (CHPRSA)
- Canyons School Lease for Indoor Pools, Locker Rooms, and Racquetball Courts
  - Lease Expires June 30<sup>th</sup>, 2020
- City of Cottonwood Heights
  - Inter-Local Agreement Expires June 30<sup>th</sup>, 2020. The two County Parks that will be coming to the Service Area or the City will need to be discussed for the new agreement.
- Other
  - Mr. Hill will email the Board the Foundation Mission Statement it will be put on the Board agenda for the next Foundation meeting.
  - TARP was a successful program in 2019 and was awarded \$3204.00. TARP program will continue in 2020.

## **G. Information and Discussion on Policy #XII-Employment Classification/Compensation-Ben Hill**

H. Information and Discussion of Engagement Letter from SQUIRE for the 2019 Audit Services was presented by Ben Hill

### **Special Business**

**RESOLUTION 2020-1:** A resolution adopting changes to the Cottonwood Heights Parks and Recreation Service Area Personnel Policy XII-Employment Classifications/Compensations

Upon a motion by Mr. Hopkin, seconded by Mr. Morzelewski and passed unanimously it was **RESOLVED**, to accept Resolution 2020-1

**RESOLUTION 2020-2:** A Resolution of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees to Approve an Engagement Letter from SQUIRE for it's 2019 Audit Services

Upon a motion by Mr. Morzelewski, seconded by Mr. Hopkin and passed unanimously it was **RESOLVED**, to accept Resolution 2020-2.

Upon a motion by Mr. Hopkin and a second by Mr. Morzelewski, the January 2020 Board Meeting was adjourned.

The next meeting of the Board will be March 18, 2020 at 4:00 p.m.

# **Cottonwood Heights Parks and Recreation Service Area Foundation Meeting Minutes**

January 15, 2020

Mr. Evans called the meeting to order.

## **Minutes**

Upon a motion by Mr. Morzelewski seconded by Mr. Hopkin and passed unanimously it was  
RESOLVED, to approve the October 22, 2019 Foundation minutes.

## **Financials**

Mr. Ben Hill reviewed the Fourth Quarter Profit and Loss Summary.

Upon a motion by Mr. Hopkin, seconded by Mr. Morzelewski and passed unanimously it was  
RESOLVED, to accept the Fourth Quarter Financial Profit and Loss Summary.

## **Name, Logo, Website and Mission Statement**

Mr. Ben Hill reviewed the name change that was passed at a Foundation meeting in 2019. A new logo has been designed and the Marketing Manager Kevin is in the process of creating a new website and a Mission Statement is being worked on.

## **Charity Golf Tournament**

Mr. Warren Hallmark reviewed the 2019 golf tournament and potential changes to the 2020 golf tournament. Some of the changes discussed were: committee breakouts, possible new course, and change of date. More information forthcoming.

## **Seven Greenways Visioning Plan**

Mr. Brian Tonetti presented the seven greenways visioning plan to the Board. Essentially it is creating greenway corridors along the seven major waterways flowing out of the Wasatch Range. They are looking for matching funds from various entities to apply for a grant to fund the plan.

## **Foundation Request**

There was one request of \$2,000 for the Seven Greenways Visioning Plan.

Upon a motion made by Mr. Bart Hopkin, seconded by Mr. Morzelewski and passed unanimously to fund \$2,000 from unrestricted funds to the Seven Greenways Visioning Plan.

Mr. Morzelewski motioned to adjourn and a second by Mr. Hopkin adjourned the Foundation Meeting.

The next Foundation meeting will be held April 2020.