

**Minutes for the
General Board Meeting for the
Cottonwood Heights Parks and Recreation Service Area
Held at 7500 South 2700 East, Cottonwood Heights, Utah
On the 18th day of November 2025
Pursuant of Notice**

all minutes pending until approved at the following Board Meeting

Board of Trustees Present:

Dan Morzelewski
Patti Hansen
Bart Hopkin

Staff Present:

Ben Hill Lyse' Durrant
Andrew Davis Bonnie Lee
Audrey Durfee Kevin Suchey
Melissa Ruff Allie Brown

A work session was held on November 18, at 2:45 PM. During the session, the board reviewed the 2026 Tentative Budget and Fee Schedule and any items from the General Board Meeting agenda.

SPECIAL BUSINESS MEETING – 4PM

Special Business

- 1. Canvass of the November 4, 2025 Election for the Trustee position to represent District #1 of the Cottonwood Heights Parks and Recreation Service Area.**
 - Mr. Morzelewski announced the results of the November 4, 2025 Election for District #1, confirming Jennifer Cottam as the elected Trustee.

Meeting Adjourned @ 4:03PM

GENERAL BOARD MEETING - 4:05pm

General Business

A. Pledge of Allegiance

- Ms. Brown led the Pledge of Allegiance.

B. Review and Approval of October 2025 General Board Meeting Minutes – Dan Morzelewski

- After review, Mr. Hopkin made a motion to approve the October 2025 General Board Minutes. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen and Mr. Hopkin voting “Yes.

C. Review and Approval of the Financial Statement for October 2025 – Ben Hill

- Mr. Hill presented the Financial Statement for October 2025 to the Board.
- After review, Ms. Hansen made a motion to approve the October 2025 Financial Statement. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin “Yes.”

D. Review and Approval of Accounts Payable Selected Entries for October 2025 – Lyse’ Durrant

- Ms. Durrant presented the Accounts Payable Selected Entries for October 2025 to the Board.
- After review, Mr. Hopkin made a motion to approve the October 2025 Accounts Payable Selected Entries. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin “Yes.”

INFORMATION/DISCUSSION ITEMS

A. Public Comment – No Comments

B. Board District Representation Reports – None

C. UASD Distinguished Board Member Award Presented to Bart Hopkin – Ben Hill

- Mr. Hill presented Mr. Hopkin with the Award.

D. Safety Updates – Audrey Durfee

- Ms. Durfee presented the November 2025 safety meeting update.

E. Executive Directors Report – Ben Hill

INFORMATION & UPDATES

- 2025/2026 ZAP Application:
 - CHRC Master Plan | VCBO | Phase #1 | Outdoor 50 Meter Pool
 - SLCO Master Plan | Call for Applications | TBA
- CH2 | November 12th Meeting:
 - CHRC Master Plan | Phase #1
 - ZAP Application Support
 - Mountview Park:
 - East Field Damage
 - RFP | Master Plan
 - Thanksgiving Day 5K:

- Thursday, November 27th | 9AM
 - Skate with Santa:
 - Saturday, December 20th | 2 – 4PM
 - Skate Day with Brighton Bank:
 - Saturday, January 10th | 12:30 – 4PM
- 2026 Budget Timeline:
 - 2nd Work Session | December 3rd | 10AM
 - Public Hearing | Wednesday, December 17th | 6PM
 - Approval of the 2026 Budget, Fee Schedule, and Board Compensation Increase
- Save the Date:
 - CHPRSA Holiday Staff Appreciation Party:
 - Monday, December 8th | 5:30 – 7:30PM
 - Facility will Close at 4PM
 - Bart Hopkin | Open House:
 - Friday, December 12th | 2:30 – 4PM
 - 2026 CHPRSA Planning Retreat:
 - Wednesday, February 4th | 10AM – 2PM
- Other Business:
 - URPA | Aquatics | October 21st
 - CH Parks, Trails, and Open Space | Committee Meeting | October 22nd
 - UASD Board Meeting | October 24th
 - Monster Mash | October 24th
 - Work Session | 2026 Budget | October 28th
 - CHPRSA | Safety Meeting | November 3rd
 - 60% Meeting | McKinstry | November 4th
 - UASD Annual Conference | November 5 – 7th
 - Health in the Heights Coalition Dinner | November 10th

F. Information and Discussion on the Tentative 2026 Budget and Fee Schedule – Ben Hill

- Mr. Hill gave information regarding Tentative 2026 Budget and Fee Schedule. To be brought back in Special Business

G. Information and Discussion of the Appointment of the 2026 Board of Trustees Positions – Dan Morzelewski

- Mr. Morzelewski presented information regarding the Appointment of the 2026 Board of Trustees Positions. To be brought back in Special Business in the December 2025 Board Meeting.

H. Information and Discussion of the 2026 Board of Trustee Meeting Dates – Dan Morzelewski

- Mr. Morzelewski presented information regarding the 2026 Board of Trustees meeting dates. To be brought back in Special Business during the December 2025 Board Meeting.

Special Business

A. Consideration and Recommendation to Approve the CHRC Master Plan – Resolution 2025-16 - Ben Hill

- After review, Ms. Hansen made a motion to Approve the CHRC Master Plan – Resolution 2025 – 16. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Morzelewski, Mr. Hopkin, and Ms. Hansen voting “Yes.”

B. Consideration and Recommendation to Approve the 2026 Tentative Budget and Fee Schedule – Resolution 2025- 17 – Ben Hill

- After review, Mr. Hopkin made a motion to Approve the 2026 Tentative Budget and Fee Schedule – Resolution 2025 – 17. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Morzelewski, Mr. Hopkin, and Ms. Hansen voting “Yes.”

C. Consideration and Recommendation to Approve Policy XIX-Leave- Resolution 2025-18 – Ben Hill

- After review, Ms. Hansen made a motion to Approve Policy XIX-Leave- Resolution 2025-18. Mr. Hopkin seconded the motion. Motion carried the Mr. Morzelewski, Ms. Hansen and Mr. Hopkin voting “Yes.”

Meeting Adjourned 4:44 pm

Next meeting of the Board will be held December 17 @ 6PM