

**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 20th day of August, 2019  
Pursuant to Notice**

---

**Board of Trustees Present:**

Debbie Tyler  
Bart Hopkin  
Carl Evans

**Others Present:**

Ben Hill  
Tyler Pace  
Ryan Gardner  
Marcie Burrill  
Robbie McFarland  
Lyse' Durrant

**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 July, 2019 minutes.

Mr. Hopkin complimented staff for the quick action on requests by patron.

## **Financial Statement**

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

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

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

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

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

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

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

## **Information/Discussion**

### **Citizen/Customer Comments**

There were no Citizen Comments.

### **Board District Representation Reports**

Mr. Evans: A patron was inquiring about the skate park hours. Mr. Ben Hill: The park closes at 10:00 p.m. but the gate is kept unlocked except during inclement weather.

Mr. Hopkin: A Patron commented that Antczak Park is very green and looks nice.

Ms. Tyler: Nothing to Report.

### **Aquatics Report**

Ms. Marcie Burrill presented the Aquatics Report:

- Summer has gone very well. Staffing is good for Fall and Winter. The pool will switch to a modified schedule after school begins on August 19th.
- 1200 children participated in swim lessons during the Summer. Lessons, Pre comp, and Scouts are all on break after a great summer. They will begin again after Labor Day.
- The Beehive long course finale was held on July 25-27 and was very successful. CHAT had great swims at the State meet.

- Water polo will not be held this Fall season due to lack of a Coach. Kearns and Murray will accommodate the players who would like to play this Fall.
- The indoor pools will be closed August 17-September 1 for maintenance and repairs. Operations and Visual maintenance along with Aquatics will be working on the needed maintenance and repairs. Schedules have been posted about the closure.
- A team was sent to the Lifeguard games and placed 5th out of 19. They represented very well.
- "Fit and Faster" is a swim team clinic which will be held on September 20 and 21.

### **Recreation and Fitness Report**

Mr. Warren Hallmark presented the Recreation and Fitness Report:

- Ethan Jones is the new Recreation Program Coordinator. He interned with the Recreation Center this summer.
- A Group Fitness Coordinator position is being offered and hopefully will be filled quickly.
- 1877 children participated in SuperSport in Summer 2019, approximately 100 more than last Summer.
- There were 277 participants in tennis during Summer 2019. Natalia (Intern) did a great job with the program.
- Movies in the Park attendance was down for all four movies.
- The Mayor's Cup Pickleball Tournament during Butlerville Days was very successful.
- The Charity Golf Tournament was held on August 20.

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

Mr. Ryan Gardner presented the Parks and Facility Maintenance Report:

- Visual Maintenance department is fully staffed. The department is preparing for the indoor pool and ice rink shut down which will allow for deep cleaning and sanitizing in areas not accessible during operating hours.
- Operations: The department is busy with their day to day responsibilities. In addition, the department assisted in preparing the fitness room for new equipment which included painting, fixing electrical outlets, replacing ceiling tiles, minor molding repair, converting all lights to LED and installing a new drinking and water bottle fountain. They also repaired the ice rink Zamboni and ran a new water line to the men's locker room swamp cooler.
- Parks: The Parks remain busy as well the Parks staff. The mower has been repaired but one of the Rangers is out for servicing. Golden Landscape was quick to respond to repairing the damage from Butlerville Days. Several Eagle Scout Projects are coming up in late Summer or early Fall and the staff is excited to work with them. Ryan is exploring innovative ways to avoid being understaffed at the beginning and ending of the season each year. He is also making

adjustments in the Parks job structure by streamlining Park Supervisor responsibilities, building job-specific teams and ultimately creating a more effective Parks department.

## **Directors Report**

Mr. Ben Hill presented the Directors Report:

- TRCC Application
  - The Presentation to the County will be on August 30 at 2:55 p.m. He would like several or all of the Board to attend if possible.
  - Antczak Park Improvements will be a 50/50 match.
- Cottonwood Heights PTOS Meeting
  - The next meeting will be Wednesday, August .
- CH2
  - The next meeting is Tuesday, September 10 at 1:00 and will be attended by Ms. Tyler.
- 2019 Butlerville Days
  - The City Wrap-up Dinner will be Thursday, September 12.
- Big Cottonwood Marathon
  - Saturday, September 14.
  - Additional information to come.
- NRPA Annual Conference
  - Will be held in Baltimore, MD September 24-26.
  - Bart, Lyse', Ryan and Ben will be attending.
- Utah Association of Special Districts Annual Conference
  - Will be held at the Davis Conference Center in Layton, UT on November 6th-8th.
  - All the Board Members have completed their annual training.
- Employee Appreciation Activity
  - December 2 at Fat Cats.
- Emergency Evacuation Center
  - The Recreation Center will be an Emergency Evacuation Center for Butler Middle School.
- Capital Budget

- Administration is working on the Capital Budget to present to the Board.
- Board meeting has been changed from October 15 to October 22.
- A work session will be held on October 23.

### **2019 Election Information**

Ms. Lyse' Durrant presented 2019 election information to the Board.

1. There are currently 3 candidates running.
2. The last day to withdraw and have name removed from the ballot is September 3, 2019.
3. Mail in ballots will be sent approximately one month prior to the general election which will be held on November 5.

### **2020 Budget Calendar/2020 CHPRSA Budget Timeline**

Mr. Ben Hill presented the 2020 Budget Calendar/2020 CHPRSA Budget Timeline to the Board.

- September 19 Budget 2020 Available
- October 3 Preliminary Budgets completed
- October 7 Capital Project meeting at 11:00 a.m. (after Managers meeting)
- October 8-11 Department Meetings with Ben and Lyse'
- October 22 Board Meeting
- October 23 Board of Trustee work session 9 a.m. - noon. The November Date will be set
- November \_\_ Board of Trustee work session (if needed) 9 a.m.
- November 19 Board of Trustees meeting to present the 2020 CHPRSA Proposed Budget
- December 17 Public Hearing on the 2020 CHPRSA Proposed Budget Adopt/Approve 2020 CHPRSA Budget.

Ms. Tyler moved to Special Business

**Special Business**

**Policy #450- CoEd Use of Restrooms, Locker Rooms and Shower Facilities  
Resolution 2019-12**

RESOLUTION No. 2019-12

A RESOLUTION ADOPTING CHANGES TO THE COTTONWOOD HEIGHTS  
PARKS AND RECREATION SERVICE AREA POLICY #450-CO-ED USE OF  
RESTROOMS, LOCKER ROOMS AND SHOWER FACILITIES

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

RESOLVED, to accept Resolution No. 2019-12.

Ms. Tyler adjourned the meeting. The next meeting of the Board will be September 17,  
2019.

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

July 16, 2019

Ms. Tyler called the meeting to order.

## **Minutes**

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

RESOLVED, to approve the April 23, 2019 Foundation minutes.

## **Financials**

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

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

RESOLVED, to accept the Second Quarter Financial Profit and Loss Summary.

## **Foundation Requests**

### **Granite Construction Donation**

To move \$3000 donation from Granite Construction out of Restricted funds to Movies in the Park General Budget.

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

RESOLVED, to move the \$3000 donation from Granite Construction for Movies in the Park from Foundation restricted funds, to Movies in the Park General Budget.

---

### **Butlerville Days Sponsorship**

\$2500 Sponsorship to CHC for Butlerville Days

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

RESOLVED, to donate \$2500 out of unrestricted funds to CHC for a Sponsorship to Butlerville Days.

Ms. Tyler adjourned the Foundation Meeting.