

**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 22nd day of October, 2019
Pursuant to Notice**

Board of Trustees Present:

Debbie Tyler
Bart Hopkin
Carl Evans

Others Present:

Ben Hill
Warren Hallmark
Ryan Gardner
Marcie Burrill
Robbie McFarland
Lyse' Durrant

Work Session

A work session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on October 22, 2019 at 3:30p.m.

Work Session

A. A Discussion of items 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. Ben Hill 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 September, 2019 minutes.

Financial Statement

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

Accounts Payable Ledger of Selected Entries

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

Citizen/Customer Comments

There were no customer comments.

Board District Representation Reports

Mr. Evans: Nothing to report.

Mr. Hopkin: Has had several inquiries about Board elections.

Ms. Tyler: Nothing to Report.

Aquatics Report

Ms. Marci Burrill presented the Aquatics Report:

- The racing pool closed as of Friday, October 18th. The dive tank will remain open a few more weeks.
- Aquatics has begun to winterize the outdoor pool. Operations put away the sails and Parks is winterizing the lawn and getting it prepared for Winter.
- Matt Clark has been hired as the new Head Water Polo Coach. He played Water Polo for Cottonwood High School and swam for CHAT. He played college Water Polo at the Air Force Academy and also University of Utah. He has also coached at Cottonwood Heights, Jordan High School and Cottonwood High School. A parents meeting was held on October 10. On Friday October 18 a scrimmage was held. Clinics have been set up for November 2 and 9 from 10 am to Noon.

Recreation and Fitness Report

Mr. Warren Hallmark presented the Recreation and Fitness Report:

- Fall Flag Football has 112 participants. The Games are played at Mill Hollow Park.
- Fall Biggest Loser has 22 participants.
- Learn to Play and Learn to Skate have begun.
- Monster Mash will be October 25 from 5-7pm in the gym/ice rink in continued partnership with CH City.
- Jr. Jazz registration is open and play begins the week of December 1 at both Butler Middle school and CHRC. 197 kids are enrolled as of October 22.
- The Thanksgiving 5K has 183 signed up as of October 22.

Parks and Facility Maintenance Report

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

- Visual Maintenance continues to complete daily and nightly duties while preparing for the increased workload created by the Fall and Winter seasons. Due to the success of the last "Sunday Blitz" another session was scheduled for October 13th. The areas included deep cleaning all carpeted areas on the ice balcony, washing racquetball court walls and floors and sanitizing the spin room mats.
- Operations has winterized the outdoor pool and pool deck. The department is also working on finalizing their 2019 Department Goals, one of which is labeling all gas lines, steam lines, water lines and tagging all valves throughout the building.

Other projects include converting the lights in racquetball court #3 to LED, replacing the splash zone pool chlorine tank and replacing the back-up system for the lights in the ice rink and main lobby.

- Parks: The parks department is in the process of closing the parks for the season which includes pruning trees and shrubs, cutting back perennials, removing annuals and shutting off the water supply to the irrigation systems and bathrooms. The parks will continue to be watered weekly until the third week of October. The last week of October and first week of November will be used to blow out the irrigation lines with compressed air and winterize all restrooms except for Mt. View. The snow removal equipment has been serviced. A new UTV equipped with a snow removal package has been purchased using credit received from an old unrepairable UTV. Ryan is in the process of drafting a new Landscape Maintenance/Snow Removal Contract between the Service Area and Cottonwood Heights City. He is also working on a new updated, comprehensive maintenance log to ensure proper care and routine maintenance of all Service Area vehicles.

Directors Report

Mr. Ben Hill presented the Directors Report:

- TRCC Application-Antczak Park Improvements
 - The TRCC Application did not receive finding.
- Gilson Engineering-South Side of the Recreation Center/ADA Access
 - Survey and Rendering will be presented to the Board when it is available.
- Cottonwood Heights PTOS Meeting
 - The next meeting will be Wednesday, October 23rd.
 - An off leash dog park is being considered at Mt. View park.
- CH2
 - Monster Mash is Friday, October 25th from 5-7 p.m.
 - The City's New Engineer is Matt Ship.
 - The next CH2 meeting is Tuesday, November 12 at 10 a.m., Debbie will attend.
Skate Park: CHPD will attend the next CH2 meeting, so the group can talk about some public concerns regarding the skate park.
- Big Cottonwood Marathon
 - The donation Presentation to the CHRC Foundation will be at City Hall on Tuesday, November 5th at 7:00 p.m.
- CHPRSA Holiday Employee Appreciation Event

- Will be held at Fat Cats Bowling on Monday, December 2. The Recreation Center will close at 4:00 p.m.
- The Board Work Session for the 2020 Budget will be held on Wednesday, October 23 at 9 a.m.

UASD Board of Trustees

A discussion about possible nomination of Ben Hill to the UASD Board of Trustees.

Information and Discussion of Policy #XIX-Leave

Mr. Ben Hill presented Policy #XIX-Leave to the Board. Policy #XIX-Leave has been sent to the Attorney and will be brought back in November as Special Business. The Board will have until the first week of November for suggestions/changes to Policy #XIX-Leave.

Ms. Tyler moved to Special Business

Resolution 2019-13

A RESOLUTION OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA BOARD OF TRUSTEES TO SUPPORT THE NOMINATION FOR BEN HILL TO THE UTAH ASSOCIATION OF SPECIAL DISTRICTS (UASD) BOARD OF TRUSTEES.

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

RESOLVED, to accept Resolution 2019-13.

Ms. Tyler adjourned the meeting to the Foundation Meeting. The next meeting of the Board will be November 19 at 4:00 p.m.

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

October 22, 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 July 16, 2019 Foundation minutes.

Financials

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

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

Review of the 990

Mr. Ben Hill presented a review of the 990 with the Board.

Foundation Requests

To move \$2500 for administrative costs from the Foundation to the General Fund.

Upon a motion by Mr. Hopkin, seconded by Mr. Evans and passed unanimously it was,
RESOLVED, to move \$2500 for administrative costs from the Foundation to the
General Fund.

Rebranding of the Foundation Resolution No. 2019-2F

A RESOLUTION OF THE COTTONWOOD HEIGHTS RECREATION CENTER FOUNDATION BOARD OF TRUSTEES TO APPROVE THE NAME CHANGE OF THE CURRENT 501c3 FOUNDATION FROM COTTONWOOD HEIGHTS RECREATION CENTER FOUNDATION to COTTONWOOD HEIGHTS PARKS & RECREATION FOUNDATION.

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

RESOLVED, to adopt Resolution No. 2019-2F.

Ms. Tyler adjourned the Foundation Meeting.