

**Minutes for the
General Board Meeting and Work Session for the
Cottonwood Heights Parks and Recreation Service Area
Held Electronically via Zoom
On the 19th day of August 2020
Pursuant to Notice**

all minutes are pending until approved at the following Board Meeting

Board of Trustees Present:

Bart Hopkin

Dan Morzelewski

Others Present:

Ben Hill

Lyse' Durrant

Warren Hallmark

Marcie Burrill

Ryan Gardner

Allie Brown

A **Work Session** was held on August 19, 2020 @ 3:30 pm via ZOOM, where there was a discussion regarding any COVID-19 updates, Annual Board Member training and items listed on the General Board Meeting Agenda. Present at the meeting: Bart Hopkin, Dan Morzelewski, Ben Hill, Lyse' Durrant

August 19, 2020 Agenda

General Business

Called to Order by Mr. Hopkin at 4:00pm

A. Verification of Open Meeting Law - Bart Hopkin

B. Determination of the Chair regarding Anchor Meeting locations

- On behalf of Mr. Evans, 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 July 2020 Board Minutes - Bart Hopkin

- After a discussion of the minutes presented, upon a motion by Mr. Morzelewski, a second by Mr. Hopkin and passed unanimously it was, RESOLVED, to approve the July 15, 2020 minutes.

D. Approval of Financial Statement - July 2020- Ben Hill

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

E. Approval of Accounts Payable Selected Entries

- The Board Reviewed the Accounts Payable Ledger of Selected Entries for July, 2020 which was presented by Ms. Lyse' Durrant.

- Upon a motion by Mr. Morzelewski, a second 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 comment.

- No citizens were present.

B. Board District Representation Reports

- Nothing to report.

C. Aquatics Report – Marcie Burrill

- Just 3 weeks to Labor Day. Summer has gone very well. Our staffing is looking fantastic for fall and winter. We will switch to a modified pool schedule when school starts on Monday, August 24th through Labor Day. We will have another schedule for September, and then a final schedule for October. In September we are going to try and change up open plunge by holding it outside on the weekends (Saturday and Sunday) and then switch back to indoors either when the weather turns or October to our winter schedule.
- We are holding an extra session of swim lesson and Pre-Comp from August 17th through September 3rd and then a new session will start back up after Labor Day, on September 8th for the Fall.
- CHAT held and end of season inter squad meet on August 8th and then started their scheduled team break until August 24th. The swimmers were so glad to get out and have some normalcy and be able to compete.

- Water polo season is upon us. August 15th and 22nd we are holding skills camp on the outdoor Diving Tank. Team practice will begin on August 31st with games beginning shortly thereafter. All fall league games will be held at Kearns Oquirrh Park on the weekends through October 31st.
- The indoor pools will not be closed for our annual end of summer cleaning. During our shut down this spring, we were able to get our items done. Visual maintenance, Operations and Parks helped us to complete those items. During our modified schedule August 24th - Labor Day, we will be utilizing the indoor pools for lessons, pre- comp and early morning lap swimming until Labor Day.
- August 1st we sent a team to Lifeguard games and placed 5th out of 17 teams. They represented us very well. We also did and internal lifeguard games on July 31. The lifeguards were placed on teams and the winning team all received cool lifeguard gator masks 😊 We followed up on the lifeguard competitions with a spirit week and our end of summer party that was held on August 8th. It was a great time and good healthy competition.
- Other business.

D. Recreation and Fitness Report – Warren Hallmark

- Mayor’s Cup Pickleball Tournament
 - July 15-23, our biggest pickleball tournament to date.
 - Very well attended and successful; most every division offered maxed out in registration.
- **Summer Programs**
 - Tennis lessons ended the first week of July, Athens did a fantastic job with the program this summer.
 - Kids camp was extended a week as school was pushed back, and ended today. Ethan likewise has done a great

job with the program considering the COVID-19 precautions and limitations we've had.

- Learn to Skate had fair participation, and next re-launches in September.

- **Fall/Winter Ice**
 - Being one of the only rinks that seemingly has plans to be open this winter, our ice has been in high demand through the summer and we're scheduled to the max into the fall/winter season.

- **Oktoberfest**
 - Scheduled for September 10-13, COVID-19 precautions will be taken and the event will not be the same magnitude as years past.
 - Public ice skating through the weekend has been canceled.

- **After School Program**
 - Ethan and Athens will be programming the gym every school day from 3-5pm, in an effort to help with the after-school issues that frequently arise in our facility.

- **Youth Flag Football**
 - Registration is open, season would start after Labor Day.
 - COVID-19 precautions are being taken and communication upon registration.

- **Other Business**
 - n/a

E. Parks / Facility Operations Report – Ryan Gardner

- **Visual Maintenance**

- Visual maintenance continues to maintain their two-step process of cleaning and sanitizing throughout the day. Staff is taking this process very seriously. They are prioritizing the safety of themselves, other staff members and our patrons. I am very pleased with their persistence and commitment. There are no special projects to report at this time.

- **Operations**

- OPS is staying busy with their routine, day to day projects include the annual boiler and pressure vessel inspection and rebuilding the backup motor for the ice rink brine system. No other special projects to report.

- **Parks**

- The Parks season has peaked and I'm extremely pleased with the overall condition of all the Parks considering our staffing issues. Each member has stepped up their game and given more than expected. The new Parks structure has proven to be very effective by allowing each Supervisor the ability to dial in on their specific roles. All Supervisors will be receiving the annual Storm Drain Water Training provided by the city this month. We've had a few qualified candidates apply for the vacant Parks Supervisor position and we are currently in the interviewing process.

F. Executive Director's - Ben Hill

Information & Updates:

- 2020 Capital Projects
 - South Entrance ADA Access and Storm Drain Project
 - Bid and Phase 1 Update
 - All Other Projects are Completed or Postponed until 2021
 - Splash Zone - Play Feature and Pool
- CH2
 - Report on Tuesday, August 11th Meeting
 - CARES ACT Funding (\$75,000)
 - 1st Invoice has been submitted
 - Salt Lake County Conveyance of Butler and Mill Hollow Parks
 - Substation
 - Next "Zoom" Meeting is Tuesday, September 8th at 10am (Carl)
- CH Parks, Trails and Open Space Committee
 - Report on Wednesday, July 16th Meeting
 - Utah Open Lands - Open Space Campaign
 - Tentative September 10th Deadline
 - Next "Zoom" meeting is Wednesday, August 19th (6 - 8 PM)
- ~~CHPR Foundation Charity Golf Tournament~~ - Canceled
 - Appreciation Letters and CHRC VIP Passed are in the Mail
- Other

G. 2021 Budget Timeline - Ben Hill

- Mr. Hill presented the 2020 Budget Calendar/2021 CHPRSA Budget Timeline.
 - **September 17** Budget 2021 Available
 - **October 1** Preliminary Budgets completed
 - **October 5** Capital Project meeting @ 11am (after managers meeting)

- **October 8,9,12,13** Department Meetings with Ben and Lyse'
- **October 21** Board Meeting @ 4pm
- **October 29** Board of Trustee work session 9am-noon
- **November TBD** Board of Trustee work session (if needed) @ 9am
- **November 18** Board of Trustees meeting to present the 2021 CHPRSA Proposed Budget
- **December 17** Public Hearing on the 2020 Amended Budget and 2021 Proposed Budget to Adopt/ Approve 2021 CHPRSA Budget

H. Discussion and Information regarding Policy #XIII- Employee Use of the Service Area Facilities and Equipment - Resolution 2020-10 - Ben Hill

- Mr. Hill presented information regarding Policy #XIII - Employee Use of the Service Area Facilities and Equipment, to be approved in Special Business.

Special Business

A. Consideration and Recommendation to Approve Policy #XIII - Employee Use of the Service Area Facilities and Equipment - Resolution 2020 - 10 - Ben Hill

- Upon a motion by Mr. Hopkin, a second by Mr. Morzelewski and passed unanimously it was, RESOLVED, to approve Policy #XIII - Employee Use of Service Area Facilities and Equipment - Resolution 2020-10.

Meeting Adjourned

The next meeting of the Board of Trustees will be September 16, 2020 at 4:00pm.