

**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 16th day of July, 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  
Jim York

**Work Session**

A Work Session of the Cottonwood Heights Parks and Recreation Service Area Board of Trustees was held on July 16, 2019 at 3:30 p.m.

**Work Session**

A. Any 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**

Ms. Marcie Burrill 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 June 18, 2019 minutes.

### **Financial Statement**

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

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

The Board reviewed the Accounts Payable Ledger of selected entries for June, 2019 which was presented by Mr. Ben Hill.

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**

Mr. Jim York had several comments:

1. Would like to see information about the Foundation on the website. Mr. Ben Hill commented that it is in the process of being completed.
2. Has noticed that the shower gel in the indoor men's locker room is often empty.
3. Complimented the new pickleball courts.
4. Made a request to post holiday hours on the web site. Mr. Ben Hill commented that the website has now been updated with information that is easier to find.

## **Board District Representation Reports**

Mr. Evans: A patron wanted to know about green space at the new gravel pit development.

Mr. Hopkin: Antczak Park patrons excited about the Masterplan for the park.

Ms. Tyler: Nothing to Report.

## **Aquatics Report**

Ms. Marcie Burrill presented the Aquatics Report:

- 846 children have been enrolled in swim lessons and Pre-comp is finishing it's second session with 103 students.
- The 44th annual CHAT Invitational held on June 19-22 was a huge success. 459 athletes participated in the Invitational, 222 in the BC meet and 178 in the mini meet.
- The Beehive long course finale will be held on July 25-27 from 7:00 am to Noon. Open plunge and other programs will continue as scheduled.
- 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.

## **Recreation and Fitness Report**

Mr. Warren Hallmark presented the Recreation and Fitness Report:

- Tennis lessons has 277 registered as of 7/11/19. 35 higher than last year at the same point.
- SuperSport has 1,688 registered as of 7/11/19, 200 higher than last year at the same point.
- LTS and various mini-camps have 287 registered collectively as of 7/11/19.
- Movies in the Park:  
July 12 at Bywater Park *Little Giants*. Attendance has been down. Will be looking at ways to change it up for next year.
- Butlerville Days  
Mayor's Cup Pickleball Tournament
  - Men's, Women's and Mixed Doubles Tournaments
  - 7/22-7/23, 7/25-7/27 with Championship Saturday Morning.
  - "Grand Opening" of Pickleball courts on Monday, July 22.
  - Movie July 26 "Spiderman"
- Charity Golf Tournament
  - Will be held on August 20
  - Sponsorships are consistently coming in
  - Next meeting is July 30.
- The Recreation Coordinator Position has been posted.

## **Parks and Facility Maintenance Report**

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

- Visual Maintenance: is very busy with their regular duties as well as the outdoor pools. Also Butlerville Days and the two holidays add an extra amount of work.
- Operations: In addition to overseeing our third party contractors preparing the new Cross Fitness room for opening day, the department has been challenged with several unforeseen issues. Some of these issues include hyper-chlorinating all pools, repairing a Freon leak and recharging the Splash Zone Pool air handler, having a new UV lamp installed for the Specialty Pool and replacing a hot water recirculation pump. The propane tank was repaired on the old Zamboni and the Specialty Pool chilled water cooler valves and copper pipes were all upgraded.
- Parks: The Parks department has been without the large lawnmower for the majority of the season. Rocky Mountain Turf gave us a loaner machine until ours is repaired and working properly. The irrigation systems in several of our parks have required more repairs this year due to aging and damaged parts. Extra time has been spent on irrigation, but the Parks crew has been able to stay on top of all other park maintenance responsibilities.

## **Directors Report**

Mr. Ben Hill presented the Directors Report:

- Butler Park- Pickleball Courts
  - The punch list is nearly completed.
  - Tentative completion date is July 22.
  - The ribbon cutting will July 22 at 5:00 p.m. Mayor Peterson and Mr. Ben Hill will speak.
- Cross Fitness Room
  - Completed and will open to the public on Monday, July 22.
- Fitness Room
  - The relocation of equipment to the ice balcony will be on Monday, July 22.
  - The new floor will be installed on Thursday, July 25 and Friday, July 26.
  - New equipment is arriving on Monday, July 29.
- Outdoor ADA/Family Change Rooms-Outdoor Locker Room Roof, etc.
  - Has been completed.
- TRCC Application
  - Deadline is July 15th
  - Antczak Park Improvements (Tennis Courts)
- Cottonwood Heights PTOS Meeting
  - The next meeting will be Wednesday, July 17.

- 2019 Butlerville Days
  - Butlerville Days 2019 will be Friday, July 26 and Saturday, July 27.
  - The parade starts at 11 a.m. The Board will meet at 10:15 at the Recreation Center.
  - The Recreation Center hours on Saturday, July 27th will be 6:00 a.m. to 4:00 p.m.
  - The new Pickleball Courts ribbon cutting will be on Monday, July 22.
  
- CHRC Foundation Charity Golf Tournament
  - Tuesday, August 20th at 8:30 a.m.
  - The next committee meeting is on Tuesday, July 30 at 2:00 p.m.
  
- Big Cottonwood Marathon
  - Saturday, September 14.

**Discussion and Information of Policy #450-CoEd Use of Restrooms, Locker Rooms and Shower Facilities**

Mr. Ben Hill discussed Policy #450-CoEd Use of Restrooms, Locker Rooms and Shower Facilities. This policy will be brought back in August as Special Business.

Ms. Tyler adjourned the meeting to the Foundation Meeting. The next meeting of the Board will be August 20 at 4:00 p.m.

# **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.