

**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 26th day of February 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 Harris

Audrey Durfee

Kevin Suchey

Allie Brown

Melissa Ruff

Alex Ihrig

A Work Session was held on February 26th @ 3:15pm where Mike Johnson from Cottonwood Heights City presented information about the Canyon Centre CDA, and there was discussion on any items listed on the General Board Meeting Agenda.

GENERAL BOARD MEETING

4:00pm

General Business

A. Pledge of Allegiance

- Ms. Brown led the Pledge of Allegiance.

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

- After review, Mr. Hopkin made a motion to approve the January 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 January 2025 – Ben Hill

- Mr. Hill presented the Financial Statement for January 2025 to the Board.
- After review, Ms. Hansen made a motion to approve the January 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 January 2025 – Lyse’ Durrant

- Ms. Durrant presented the Accounts Payable Selected Entries for January 2025 to the Board.
- After review, Mr. Hopkin made a motion to approve the January 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. Citizen/Customer Comments

- Howard Silver asked questions regarding the Sauna, Whirlpool, and parks.
 - Mr. Hill will talk with staff and address his concerns following the meeting.

B. Board District Representation Reports – Trustees

- The Board recognized Edy Wright, who passed away this past month, and honored her contributions to improving Golden Hills Park.

C. Safety Updates – Audrey Durfee

- Ms. Durfee gave the Board a monthly safety report.

D. Executive Directors Report – Ben Hill

INFORMATION & UPDATES:

- RFP – 2025 Facility Capital Maintenance Master Plan:
 - Proposals Due: Thursday, February 20th
 - Project Awarded to: VCBO Architecture
- 2025 TRCC Project – Bywater Park Improvements:
 - Reimbursement Contract with Salt Lake County (80/20 Split) – In Process
 - Playground Area Improvements – In Process (Big T Recreation)
 - Tennis Courts – Project Awarded to Renner Sports
 - Ballfield Fencing – Proposals Due: Friday, February 21st
 - Monument Sign - TBD
- CH2:
 - Report on Wednesday, February 12th Meeting:
 - Inter-Local Agreement Expires on June 30th:
 - Redline Discussions – In Process
 - Cost Analyst of the PTOS Maintenance Exhibit Cost w/ 110%:
 - Beginning Discussions – Tuesday, March 4th
 - Completion Goal – Thursday, May 1st
 - Indoor Pool Ducky Drop is Saturday, March 29th at 11AM
 - Planning a Work Session Lunch – City Council and Trustees – Early April
 - Easter Egg Hunt is Saturday, April 19th
 - Butlerville Days is July 24th – 26th
 - Next CH2 Meeting is Wednesday, March 19th at 10AM (Dan)
- Canyons School District:
 - Lease Agreement Expires on June 30th:
 - Redline Discussions – In Process
- URPA Conference – 2025 (St. George, UT):
 - Monday – Wednesday (March 10th – 12th)
 - Trustees (3) / Staff (Ben, Lyse, Melissa, Audrey, McKenna, Preston, Andrew, Morgan)
- Other Business:
 - CH Parks, Trails, Open Space Committee Meeting (December 18th)
 - Skate with Santa (December 21st)
 - CHPRSA – Safety Meeting (February 3rd)
 - CHPRSA – 2025 Employee Planning Training/Work Shop (February 5th)
 - UASD Board Meeting (Friday, February 14th)
 - Sweet Heart Skate (Friday, February 14th)
 - CDRA Public Hearing (Tuesday, February 18th)
 - 2025 Salt Lake County Elections Meeting (Friday, February 21st)
 - CH PTOS Committee Meeting (Wednesday, February 26th)

E. Interlocal Agreement with Canyon Centre CDA– Ben Hill

- Mr. Hill and the Board discussed the Canyon Centre CDA.
- To be brought back in Special Business

F. Discussion and Information regarding the Engagement Letter from K&C Accountants for 2024 Audit Services – Lyse’ Durrant

- Ms. Durrant presented information regarding the Engagement Letter from the K & C Accountants for 2024 Audit Services.
- To be brought back in Special Business

G. Information and Discussion regarding Policy #XVII: Benefits Policy – Melissa Ruff

- Ms. Ruff presented information regarding Policy #XVII: Benefits Policy.
- To be brought back in Special Business.

H. Information and Discussion regarding Policy #XXIV: Vehicle Usage Policy – Lyse’ Durrant

- Ms. Durrant presented information regarding Policy #XXIV: Vehicle Usage Policy.
- To be brought back in Special Business.

Special Business

A. Consideration and Recommendation to Approve updated Amendments with Canyon Centre CDA- Resolution 2025 – 1

- After review, Ms. Hansen made a motion to Approve updated Amendments with Canyon Centre CDA pending our Attorney’s approval- Resolution 2025-1. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Hopkin, Ms. Hansen and Mr. Morzelewski voting “Yes.”

B. Consideration and Recommendation to Accept Engagement Letter from K & C Accountants for the 2024 Audit Services – Resolution 2025 - 2

- After review, Mr. Hopkin made a motion to Accept Engagement Letter from K & C Accountants for the 2024 Audit Service Resolution 2025-2. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Hopkin, Ms. Hansen and Mr. Morzelewski voting “Yes.”

C. Consideration and Recommendation to Approve Policy # XVII: Benefits Policy – Resolution 2025 - 3

- After review, Ms. Hansen made a motion to Approve Policy # XVII: Benefits Policy – Resolution 2025-3. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Hopkin, Ms. Hansen and Mr. Morzelewski voting “Yes.”

D. Consideration and Recommendation to Approve Policy #XXVI: Vehicle Usage Policy – Resolution 2025 - 4

- After review, Mr. Hopkin made a motion to Approve Policy # XXVI: Vehicle Usage Policy – Resolution 2025 – 4. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Hopkin, Ms. Hansen and Mr. Morzelewski voting “Yes.”

Adjourned at 4:36pm

