

**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 18th day of June 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 Lee
Melissa Ruff	Kevin Suchey
Laura Green	Allie Brown

A work session was held on June 18th at 3:15 PM. During the session, Mr. Hill provided updates on the CHRC Master Plan and the CHPRSA logo design. The session also included discussion of items listed on the General Board Meeting agenda.

GENERAL BOARD MEETING

4:00pm

General Business

A. Pledge of Allegiance

- Ms. Durrant led the Pledge of Allegiance.

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

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

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

- Ms. Durrant presented the Accounts Payable Selected Entries for May 2025 to the Board.
- After review, Mr. Hopkin made a motion to approve the May 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. Public Comment

- None

B. Board District Representation Reports – Trustees

- Ms. Hansen noted the need for cleanup at Bywater Park following the recent construction improvements and shared that children and families are enjoying the new amenities. Staff addressed the concern. Ms. Hansen also mentioned some upcoming activities at this year’s NRPA Conference, should any staff members be attending.
- Mr. Hopkin brought to staff’s attention that a few areas at Antczak Park need additional watering. Staff acknowledged the concern and will take appropriate action

C. Presentation of the 2024 Annual Audit – K&C, CPA’s

- Mr. Arbuckle presented the 2024 Annual Audit to the Board.
- To be brought back in Special Business.

D. Safety Updates – Audrey Durfee

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

E. Fraud Risk Assessment – Lyse’ Durrant

- Ms. Durrant gave the Board an update on the Fraud Risk Assessment.

F. Executive Directors Report – Ben Hill
INFORMATION & UPDATES

- 50th Annual CHAT Invitational Swim Meet:
 - Wednesday, June 18th – Saturday, June 21st
- Ice Arena Closure for Maintenance:
 - Sunday, June 22nd – Saturday, July 26th
- New Cardio Equipment | Cardio Room Closure:
 - Monday, July 28th – Friday, August 8th
- CHPRSA Full-Time Recruitment:
 - Parks Supervisor (1)
- CH2 | Report on Wednesday, June 11th Meeting:
 - Butlerville Days is Thursday, July 24th – Saturday, July 26th
 - Exhibit Update for 2026 | Meeting is being scheduled with CH City and 110%
 - SLCO | ZAP Application
- Other Business:
 - Meet the South Valley Chamber Lunch | May 22nd
 - CHPR Foundation | Committee Meeting | May 27th
 - CHPRSA Updates with CH City Manager | May 28th
 - CH Park, Trails, and Open Space | Committee Meeting | May 28th
 - Declaration of Candidacy | June 2nd – June 9th
 - CHPRSA | Safety Meeting | June 2nd
 - CHRC | Facility Master Plan Meeting | June 3rd
 - Parents Empowered Community Partnership Project Grant Meeting | June 4th
 - South Valley Chamber of Commerce | SVC Chamber 101 | June 12th
 - UASD Board Meeting | June 13th
 - CHRC | Facility Master Plan Meeting | June 17th

G. Information and Discussion regarding the Certified Tax Rate 2025 – Lyse’ Durrant

- Ms. Durrant gave an update regarding the 2025 Certified Tax Rate of 0.000653.
- To be brought back in Special Business

H. Information and Discussion regarding a lease for new cardio equipment approved during the budget process – Ben Hill

- Mr. Hill gave the board an update regarding the lease for new cardio equipment approved during the 2025 budget process.
- To be brought back in Special Business in July 2025.

Special Business

A. Consideration and Recommendation to Approve the 2024 Audit Report- Resolution 2025-12

- After review, Ms. Hansen made a motion to Approve the 2024 Audit Report – Resolution 2025-12. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Hopkin, Ms. Hansen and Mr. Morzelewski voting “Yes.”

B. Consideration and Recommendation to Establish and Adopt the pending Certified Tax Rate for the Cottonwood Heights Parks and Recreation Service Area – Resolution 2025-13

- After review, Mr. Hopkin made a motion to Establish and Adopt the pending Certified Tax Rate for the Cottonwood Heights Parks and Recreation Service Area – Resolution 2025-13. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Hopkin, Ms. Hansen and Mr. Morzelewski voting “Yes.”

Meeting Adjourned @ 4:41pm

Next meeting of the Board will be held July 16, 2025 @ 4pm

Chair, Dan Morzelewski, adjourned the General Board Meeting to a Closed Meeting. Closed Meetings must be voted affirmatively by a majority of the Board members present.

- It was discussed and voted on to go into a Closed Meeting.
- Mr. Hopkin, Ms. Hansen, and Mr. Morzelewski voting “Yes” to enter into a closed meeting.