

**Cottonwood Heights
Parks and Recreation
Service Area**

**Board of Trustees
Board Meeting**

January 25, 2023

3:15 pm Work Session

4:00 pm Board Meeting

**Cottonwood Heights Parks and Recreation Service Area
Board of Trustees
January 25, 2023**

**Work Session-3:15 pm
Board Meeting – 4:00 pm
Foundation Meeting – after the Board Meeting**

AGENDA

WORK SESSION - *no action will be taken during the work session*

3:15 pm

- A. Discussion about the Utah Recreation and Parks Association Annual Convention
- B. Discussion about Antczak, Bywater and Mill Hollow Playgrounds – Big T Recreation
- C. Discussion of any items listed on the General Board Meeting Agenda

GENERAL BOARD MEETING

4:00 pm

GENERAL BUSINESS

- A. Pledge of Allegiance
- B. Verification of Compliance – Open Meeting Law –Patti Hansen
- C. Review and Approval of December 14, 2022 Public Hearing Minutes – Patti Hansen
- D. Review and Approval of December 21, 2022 Board Minutes-Patti Hansen
- E. Review and Approval of the Financial Statement for December 2022 – Ben Hill
- F. Review and Approval of Accounts Payable Selected Entries for December 2022 – Lyse' Durrant

INFORMATION/DISCUSSION ITEMS

- A. Citizen/Customer Comments
- B. Board District Representation Reports – Trustees
- C. Executive Director's Report – Ben Hill
- D. Discussion and Information regarding Policy 500 –Independent Contractors-Lyse' Durrant
- E. Discussion and Information regarding Policy Section II –CHPRSA relationship with Independent Contractors and Licensees – Lyse' Durrant

SPECIAL BUSINESS

- A. Consideration and Recommendation to Approve Policy XIII: Employee Use of the Service Area Facilities and Equipment – Resolution 2023-1

ADJOURN

CLOSED MEETING (if needed and voted upon)

FOUNDATION MEETING

- A. Review Minutes of October 19, 2022 – Ben Hill
- B. Quarterly Financial Review – Ben Hill
- C. Golf Tournament Review- Ben Hill
- D. Foundation Requests – Ben Hill

ADJOURN

The above items will be discussed at the Board meeting on January 25, 2023 at 4:00 p.m. with a work session held at 3:15 pm. This meeting will be held at the Cottonwood Heights Recreation Center, 7500 S. 2700 E. CWH, UT 84121. If you would like to submit written comment, please email all comments to lysed@cottonwoodheights.com. All comments received by 2:00 pm on January 25, 2023 will be summarized for the public record (Full name and address must be submitted as well). Comments made after that time will be forwarded to the Board of Trustees but will not be on the record. Posted on the PNW, CHPRSA website and Recreation Center.

**Minutes for the
Public Hearing Meeting for the
Cottonwood Heights Parks and Recreation Service Area
Held at 7500 South 2700 East, Cottonwood Heights, Utah
On the 14th day of December 2022
Pursuant of Notice**

****all minutes pending until approved at the January 2023 Board Meeting****

Board of Trustees Present:

Dan Morzelewski
Patti Hansen
Bart Hopkin

Staff Present:

Ben Hill
Lyse' Durrant
Kevin Suchey
Andy Davis
Audrey Durfee
Bonnie Harris
Allie Brown

A work session was held on December 14 @ 5:00pm where there was a review of the 2022 Budget Amendments & 2023 Proposed Budget and Fees. There was also a discussion on any items listed on the General Board Meeting Agenda.

PUBLIC HEARING

6:00pm

- A. Welcome and Verification of the Open Meeting Law- Dan Morzelewski**
- B. Pledge of Allegiance – Dan Morzelewski**
 - Mr. Morzelewski led the Pledge of Allegiance
- C. Presentation of the Proposed 2023 Property Tax Increase – Ben Hill**
 - Mr. Hill presented the Proposed 2023 Tax Increase

D. Public Comment on the 2023 Proposed Property Tax Increase

- Ken Nielsen: Not in favor of a property tax increase. Would like Administration to look for alternative ways to reduce costs.
- Pearson/Richards: Not in favor of a property tax increase.
- Paul Beyer: Not in favor of property tax increase. Does not use the Facility as he lives in an annexed area, located in Sandy.

The Following individuals did not speak but left a written comment:

- Mary Ellen Johnson: Not in favor of property tax increase. Would like to see fees increased for patrons who use the facility.
- Brian Schutz: In favor of the property tax increase. Would like to thank the Director and staff for maintaining a wonderful facility.

E. Close Public Hearing on the Proposed Tax Increase

- Mr. Morzelewski closed the Public Hearing at 7:02pm

F. Discussion and Information of the 2022 Budget Amendments, 2023 Proposed Budget and Fees – Ben Hill

- Mr. Hill presented information regarding the 2022 Budget Amendments and 2023 Proposed Budget and Fees.

G. Public hearing/Comment on the 2022 Budget Amendments, 2023 Proposed Budget and Fees.

- No formal public comments were made.

H. Closed Public Hearing on the 2022 Proposed Budget Amendments, 2023 Proposed Budget and Fees.

- Mr. Morzelewski closed the Public Hearing on the 2022 Proposed Budget Amendments, 2023 Proposed Budget and Fees at 7:34pm

**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 21st day of December 2022
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

Audrey Durfee

Bonnie Harris

Preston Jones

Derek Nelson

Kevin Suchey

Andrew Davis

Allie Brown

A Work Session was held on December 21st @ 3:15pm where there was a discussion regarding the Public Hearing that was held on December 14, 2022, and a discussion on any items listed on the General Board Meeting Agenda. Kevin Suchey and Lyse' Durrant presented the quarterly safety report to the Board.

GENERAL BOARD MEETING

4:00pm

General Business

A. Welcome and Pledge of Allegiance

- Ms. Harris led the Pledge of Allegiance.

B. Verification of Compliance – Open Meeting Law - Dan Morzelewski

C. Review and Approval of the Board Minutes for November 16, 2022 – Dan Morzelewski

- Mistake found in Special Business (A). Will be changed from, Ms. Hansen made a motion to approve MOU with SLCO – Resolution 2022-13, to; Ms. Hansen made a motion to approve the 2023 Tentative Budget and Fee Schedule – Resolution 2022 -17.
- After review, Ms. Hansen made a motion to approve the November 2022 Board Minutes. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting “Aye.”

D. Review and Approval of the Financial Statement for November 2022 – Ben Hill

- Mr. Hill presented the Financial Statement for November 2022 to the Board.
- After review, Mr. Hopkin made a motion to approve the November 2022 Financial Statement. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting “Aye.”

E. Review and Approval of the Accounts Payable Selected Entries for November 2022 – Lyse’ Durrant

- Ms. Durrant presented the Accounts Payable Selected Entries for November 2022 to the Board.
- After review, Ms. Hansen made a motion to approve the November 2022 Accounts Payable. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting “Aye.”

INFORMATION/DISCUSSION ITEMS

A. Citizen/Customer Comments

- No citizens present.

B. Board District Representation Reports – Trustees

- Ms. Hansen had a citizen report trees at Bywater Park hanging in her yard. Parks will look into it.
- Mr. Hopkin had a citizen inquire when the Antczak Courts will be open to the public.
- Mr. Morzelewski thanked the staff for all they did this year to ensure the success of the Facility.

C. Executive Directors Report – Ben Hill

INFORMATION & UPDATES:

- 2023 TRCC / 3 Playground Capital Projects:
 - Big T Recreation – Digital Presentations to Inform the Public
- 2022 Thanksgiving 5K
 - Bonnie's Report
 - CH Parks & Recreation Foundation Donation
- New Recreation Program Coordinator:
 - Preston Jones (December 12, 2022)
- Current FT Recruitments – Open Until Filled:
 - HR Manager
 - Park Supervisor
- CH2:
 - ~~Report on Tuesday, December 13, 2022 Meeting: - Canceled~~
 - Next CH2 Meeting is Tuesday, January 10, 2023 at 10AM (Patti)
- CH Parks, Trails and Open Space Committee:
 - Report on Wednesday, November 16, 2022 Meeting:
 - CDRA: Town Center at 2300 East Ft. Union
 - Dover Hills Homes/Park – New Proposed Concept
 - Next Meeting is Wednesday, January 25, 2023 (6-8PM)
- Upcoming Board Meetings:
 - The next General Board Meeting is on Wednesday, January 25, 2023 (4PM):
 - Work Session at 3:15PM
- Holiday Appreciation Ice Skating Event for PT Staff on Thursday, December 22, 2022:
 - 1:45 – 3:45PM
- 2023 Employee Planning Retreat:
 - Wednesday, February 8, 2023
 - City Hall: 10AM – 2PM
- Other:

D. Discussion and Information regarding Policy XIII: Employee Use of the Service Area Facilities and Equipment – Ben Hill

- Mr. Hill presented Information regarding Policy XIII: Employee Use of the Service Area Facilities and Equipment.
- To be brought back in Special Business during the January 2023 Board Meeting.

SPECIAL BUSINESS

A. Consideration and Recommendation to Approve the Tax Increase in the amount of \$635,000 – Resolution 2022-18

- Mr. Hopkin made a motion to approve the Tax Increase in the amount of \$635,000 – Resolution 2022-18. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting "Aye."

B. Consideration and Recommendation to Approve the 2023 CHPRSA Board of Trustee Meeting Dates – Resolution 2022-19

- Ms. Hansen made a motion to approve the 2023 CHPRSA Board of Trustee Meeting Dates – Resolution 2022-19. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting "Aye."

C. Consideration and Recommendation to Approve the 2023 Board of Trustee Positions – Resolution 2022 -20

- Mr. Hopkin made a motion to approve the 2023 Board of Trustee Positions – Resolution 2022-20. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting "Aye."

D. Consideration and Recommendation to Approve the Amended 2022 Budget – Resolution 2022 -21

- Ms. Hansen made a motion to approve the Amended 2022 Budget – Resolution 2022-21. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting (eye) "Aye."

E. Consideration and Recommendation to Approve the 2023 Budget and Fee Schedule for the Cottonwood Heights Parks and Recreation Service Area – Resolution 2022-22

- Mr. Hopkin made a motion to approve the 2023 Budget and Fee Schedule for the Cottonwood Heights Parks and Recreation Service Area – Resolution 2022-22. Ms. Hansen seconded motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting "Aye."

Chairman Dan Morzelewski adjourned the General Board Meeting to a Closed Meeting to discuss the character, professional competence, or health of an individual. 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.
- Upon a motion by Mr. Hopkin, a second by Ms. Hansen the motion was carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting "Aye."

The next Meeting of the Board will be January 25, 2023 @ 4pm

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

December 2022

Ordinary Income/Expense													
Income													
Dec 22	Budget	% of Budget	Jan - Dec 22	YTD Budget	% of Budget	Annual Budget							
4000 · MEMBERSHIPS	67,187.63	103.37%	783,636.98	760,000.00	103.11%	760,000.00							
4010 · SILVER SNEAKERS	8,142.80	65.14%	83,616.64	72,000.00	116.13%	72,000.00							
4100 · ARENA ADMISSIONS	34,663.58	192.58%	116,707.84	100,000.00	116.71%	100,000.00							
4120 · LTS GROUP SKATE LESSONS	10,470.00	698.0%	55,329.70	45,000.00	122.96%	45,000.00							
4130 · BMS SKATE LESSONS	0.00	0.0%	5,850.00	5,850.00	100.0%	5,850.00							
4140 · FREESTYLE	6,008.43	25.04%	82,701.37	80,000.00	103.38%	80,000.00							
4150 · PRIVATE ARENA RENTAL	38,876.45	215.98%	211,009.98	200,000.00	105.51%	200,000.00							
4160 · PRIVATE SKATE LESSONS	942.14	104.68%	11,893.16	11,000.00	108.12%	11,000.00							
4200 · POOL ADMISSIONS	6,437.54	-1,287.51%	295,569.01	291,000.00	101.57%	291,000.00							
4210 · PUBLIC SWIM LESSONS	-28.25	-0.33%	99,700.40	96,000.00	103.86%	96,000.00							
4220 · PRIVATE SWIM LESSONS	111.00	-11.08%	3,683.00	3,648.00	100.96%	3,648.00							
4230 · AQUACISE	531.00	-132.75%	4,637.00	4,500.00	103.04%	4,500.00							
4240 · SPECIALTY CLASSES	0.00	0.0%	4,228.97	4,500.00	93.98%	4,500.00							
4250 · TEAM DUES	37.45	-0.83%	4,604.95	5,500.00	83.73%	5,500.00							
4255 · TEAM UNIFY INCOME	45,689.03	91.38%	260,107.74	220,000.00	118.23%	220,000.00							
4260 · TEAM MEET FEES	1,312.00	-29.16%	12,576.35	10,500.00	119.78%	10,500.00							
4275 · INVITATIONAL	0.00	0.0%	29,464.22	29,464.00	100.0%	29,464.00							
4280 · PRE-COMP	0.00	0.0%	37,968.46	35,000.00	108.48%	35,000.00							
4290 · WATER POLO	0.00	0.0%	24,870.75	24,728.00	100.56%	24,728.00							
4300 · TRACK ADMISSIONS	144.62	-144.62%	1,027.72	780.00	131.76%	780.00							
4310 · GYM ADMISSIONS	2,010.01	160.8%	13,413.10	10,500.00	127.74%	10,500.00							
4320 · GYM RENTAL	5,390.00	308.0%	22,085.00	16,000.00	138.03%	16,000.00							
4330 · PICKLEBALL	0.00		9.36										
4400 · RB COURT FEES	3,181.81	36.78%	27,092.96	21,650.00	125.14%	21,650.00							
4500 · LOCKERS	335.00	67.0%	6,678.88	6,500.00	102.75%	6,500.00							
4600 · AEROBICS/CYCLE	2,157.00	-27.57%	21,895.00	19,175.00	114.19%	19,175.00							
4605 · Aerobic Camps	0.00	0.0%	0.00	0.00	0.0%	0.00							
4610 · ROOM RENTAL	10,127.25	253.18%	36,501.70	30,000.00	121.67%	30,000.00							
4630 · PERSONAL TRAINERS	433.00	-173.2%	4,058.25	4,250.00	95.49%	4,250.00							
4640 · WEIGHT ROOM	5,100.34	34.58%	45,226.92	38,250.00	118.24%	38,250.00							
4660 · ADVERTISING	0.00	0.0%	1,550.00	1,550.00	100.0%	1,550.00							
4700 · NURSERY	190.00	-3.8%	5,720.52	6,000.00	95.34%	6,000.00							
4710 · SNACK BAR	0.00	0.0%	11,636.20	11,636.00	100.0%	11,636.00							
4720 · VENDING	829.14	57.18%	16,227.97	15,000.00	108.19%	15,000.00							
4730 · PRO SHOP	185.33	-8.06%	5,175.68	5,000.00	103.51%	5,000.00							

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

December 2022

	Dec 22	Budget	% of Budget	Jan - Dec 22	YTD Budget	% of Budget	Annual Budget
4735 · POSTAGE/COPIES	0.00	-15.00	0.0%	4.46	25.00	17.84%	25.00
4740 · CANYON'S SCHOOL DISTRICT	0.00	4,177.00	0.0%	179,018.93	179,019.00	100.0%	179,019.00
4760 · Rebates	0.00	-791.00	0.0%	2,709.42	2,709.00	100.02%	2,709.00
4800 · PAVILION	0.00	2,750.00	0.0%	20,114.82	20,000.00	100.57%	20,000.00
4810 · FIELD FEES	10,600.00	6,500.00	163.08%	44,725.10	34,000.00	131.54%	34,000.00
4820 · TENNIS	320.00	4,250.00	7.53%	20,924.25	20,500.00	102.07%	20,500.00
4821 · PICKLEBALL TOURNAMENT ENTRY	0.00	1,450.00	0.0%	7,458.00	7,450.00	100.11%	7,450.00
4823 · OUTDOOR COURT RESERVATIONS	960.00	4,400.00	21.82%	10,227.00	9,200.00	111.16%	9,200.00
4830 · ADMIN FEES	0.00	-1,500.00	0.0%	1,025.00	1,000.00	102.5%	1,000.00
4910 · FOUNDATION / DONATIONS	7.00			411.54			
4916 · 5-K RACE INCOME	16,544.30	27,000.00	61.28%	57,867.80	59,000.00	98.08%	59,000.00
4918 · COTTONWOOD HEIGHTS CITY HOSTING	0.00	0.00	0.0%	10,000.00	10,000.00	100.0%	10,000.00
4920 · PROPERTY TAX REVENUE	170,444.17	750,000.00	22.73%	2,199,501.53	2,265,000.00	97.11%	2,265,000.00
4921 · FEE IN LIEU, ETC.	6,885.51	22,815.00	30.18%	175,718.66	180,000.00	97.62%	180,000.00
4930 · INTEREST INCOME	5,760.49	1,850.00	311.38%	18,903.14	10,000.00	189.03%	10,000.00
4965 · CWH CITY MINTNC CONTRACT	15,911.14	15,933.00	99.86%	317,141.40	191,262.00	165.82%	191,262.00
4972 · KIDS SPORTS CAMP INCOME	392.00	57,900.00	0.68%	91,522.28	90,400.00	101.24%	90,400.00
4973 · FLAG FOOTBALL INCOME	0.00	15,355.00	0.0%	41,355.50	41,355.00	100.0%	41,355.00
4974 · JR. JAZZ	155.00	15,000.00	1.03%	44,995.99	45,000.00	99.99%	45,000.00
4975 · CWH Youth Soccer	0.00	31,448.00	0.0%	31,448.50	31,448.00	100.0%	31,448.00
Total Income	478,443.91	1,165,073.00	41.07%	5,621,529.10	5,382,349.00	104.44%	5,382,349.00
Gross Profit	478,443.91	1,165,073.00	41.07%	5,621,529.10	5,382,349.00	104.44%	5,382,349.00
Expense							
5000 · ADMIN/BENEFITED EMPLOYEES	51,608.77	56,078.00	92.03%	444,724.60	441,851.00	100.65%	441,851.00
5001 · ADMIN FICA, WC, S, V	4,186.75	8,655.00	48.37%	34,919.02	53,022.00	65.86%	53,022.00
5010 · WAGES/SHIFT MANAGER	6,788.21	11,347.00	59.82%	57,417.68	58,000.00	99.0%	58,000.00
5020 · WAGES/NURSERY	864.71	-15,895.00	-5.44%	22,622.49	30,000.00	75.41%	30,000.00
5040 · WAGES/CSR	15,676.02	12,750.00	122.95%	136,430.35	148,000.00	92.18%	148,000.00
5041 · ADMIN WAGES/FICA, WRKCOMP	1,993.09	2,123.00	93.88%	17,757.58	28,320.00	62.7%	28,320.00
5100 · SALARIES/AQUATICS	24,134.23	25,039.00	96.39%	210,450.71	209,049.00	100.67%	209,049.00
5101 · AQUATICS, SALARY, FICA, WRKCOMP	2,127.78	3,925.00	54.21%	18,516.98	25,086.00	73.81%	25,086.00
5110 · WAGES/SWIM INSTRUCTORS	4,156.14	-5,102.00	-81.46%	51,327.74	48,875.00	105.02%	48,875.00
5120 · WAGES/SPECIALTY CLASSES	0.00	770.00	0.0%	3,363.52	3,500.00	96.1%	3,500.00
5130 · WAGES/LIFEGUARDS	20,686.03	-27,370.00	-75.58%	295,017.57	320,000.00	92.19%	320,000.00
5140 · WAGES/AQUACISE INSTRUCTORS	2,652.13	2,040.00	130.01%	23,132.40	23,000.00	100.58%	23,000.00
5141 · WAGES/AQUATICS/FICA, WRKCOMP	2,640.35	-1,434.00	-184.13%	33,913.13	47,445.00	71.48%	47,445.00
5160 · WAGES/SWIM TEAM	4,604.33	-8,381.00	-54.94%	40,647.27	47,000.00	86.48%	47,000.00

Cottonwood Heights Parks and Recreation

Monthly Consolidated Board Financials

December 2022

	Dec 22	Budget	% of Budget	Jan - Dec 22	YTD Budget	% of Budget	Annual Budget
5161 · SWIM TEAM WAGES/FICA,WRKCOMP	423.35	-729.00	-58.07%	3,750.28	5,640.00	66.49%	5,640.00
5200 · SALARIES/PROGRAMS	12,964.94	15,346.00	84.48%	135,995.23	145,325.00	93.58%	145,325.00
5201 · SALARIES/PROGRAMS,FICA,WC,S,V	1,205.61	2,491.00	48.4%	12,253.57	17,439.00	70.27%	17,439.00
5210 · WAGES/AEROBICS	9,007.30	26,000.00	34.64%	83,949.36	85,000.00	98.76%	85,000.00
5240 · WAGES/SKATE GUARDS	8,768.85	26,850.00	32.66%	64,332.61	74,100.00	86.82%	74,100.00
5250 · WAGES/ILTS INSTRUCTORS	2,184.42	3,000.00	72.81%	23,485.43	31,500.00	74.56%	31,500.00
5260 · WAGES/SUPER SPORT	1,153.31	28,250.00	4.08%	59,211.13	54,000.00	109.65%	54,000.00
5261 · WAGES/YOUTH SPORTS	0.00	8,500.00	0.0%	5,961.70	18,000.00	33.12%	18,000.00
5264 · WAGES/YOUTH SOCCER	65.43			1,296.44			
5266 · WAGES/FLAG FOOTBALL	107.11			1,273.55			
5268 · WAGES/JUNIOR JAZZ	1,509.63			2,998.13			
5270 · WAGES/TENNIS INSTRUCTORS	0.00	1,710.00	0.0%	6,212.05	6,210.00	100.03%	6,210.00
5271 · WAGES/ARENA,FICA,WC,S,V	1,749.01	12,107.00	14.45%	19,211.79	32,257.00	59.56%	32,257.00
5300 · SALARIES/OPERATIONS	25,120.75	27,055.00	92.85%	209,554.08	210,182.00	99.7%	210,182.00
5301 · SALARIES/OPER,FICA,WC,S,V	2,460.00	4,163.00	59.09%	21,725.16	25,222.00	86.14%	25,222.00
5310 · WAGES/OPERATIONS	2,268.19	1,620.00	140.01%	27,131.42	27,500.00	98.66%	27,500.00
5311 · WAGES/OPER,FICA,WC,S,V	282.59	322.00	87.76%	3,237.26	3,300.00	98.1%	3,300.00
5400 · SALARIES/GROUNDS	21,288.02	22,626.00	94.09%	199,236.53	216,645.00	91.97%	216,645.00
5401 · SALARY/GOUNDS,FICA,WC,S,V	2,168.78	3,685.00	58.85%	21,269.51	25,997.00	81.82%	25,997.00
5410 · WAGES/GROUNDS	3,728.16	-20,192.00	-18.46%	44,641.23	45,000.00	99.2%	45,000.00
5411 · WAGES/GROUNDS,FICA,WC,S,V	467.03	-2,097.00	-22.27%	5,726.59	5,400.00	106.05%	5,400.00
5500 · SALARIES/VISUAL MAINTENANCE	22,431.37	44,280.00	50.66%	159,649.26	160,000.00	99.78%	160,000.00
5501 · SALARIES/VM,FICA,WC,S,V	1,924.89	5,891.00	32.68%	14,165.12	19,200.00	73.78%	19,200.00
5510 · WAGES,VISUAL MNTNC	1,115.53	-8,873.00	-12.57%	26,286.75	31,419.00	83.67%	31,419.00
5511 · WAGES,VISUAL MNTNC,FICA,WC,S,V	231.76	-863.00	-26.86%	3,586.29	3,770.00	95.13%	3,770.00
5700 · PAYROLL TAXES/FICA,SS,MED	0.00			12,000.40			
5960 · PAYROLL GENERAL/UNEMPLOYMENT	1,567.00			8,083.00			
6000 · UT STATE RETIREMENT	18,640.65	13,500.00	138.08%	244,412.34	240,000.00	101.84%	240,000.00
6010 · HEALTH INS,DISABILITY	26,862.74	-9,000.00	-298.48%	267,718.29	316,000.00	84.72%	316,000.00
6030 · BOARD FEES	2,337.65	6,500.00	35.96%	23,534.81	27,500.00	85.58%	27,500.00
6040 · TRAVEL	3,788.75	4,100.00	92.41%	16,721.79	18,000.00	92.9%	18,000.00
6050 · TRAINING/WORKSHOPS	520.00	-238.00	-218.49%	6,630.97	15,312.00	43.31%	15,312.00
6560 · PAYROLL EXPENSES	0.00			-1,049.82			
66900 · Reconciliation Discrepancies	0.00			22.44			
7001 · MARKETING	271.13	0.00	100.0%	9,314.89	10,500.00	88.71%	10,500.00
7010 · AUDITING	0.00	5,000.00	0.0%	20,261.32	20,500.00	98.84%	20,500.00
7020 · CONSULTING	500.00	400.00	125.0%	28,786.50	43,000.00	66.95%	43,000.00

Cottonwood Heights Parks and Recreation

Monthly Consolidated Board Financials

December 2022

	Dec 22	Budget	% of Budget	Jan - Dec 22	YTD Budget	% of Budget	Annual Budget
7040 · DUES & SUBSCRIPTIONS	4,206.33	-22,685.00	-18.54%	70,417.56	65,040.00	108.27%	65,040.00
7050 · PROPERTY INSURANCE	55,878.08	70,500.00	79.26%	168,404.18	173,000.00	97.34%	173,000.00
7060 · LEGAL/CONSULTING,ADVERTISING	515.00	2,500.00	20.6%	7,089.60	7,500.00	94.53%	7,500.00
7065 · CWH CITY CONTRACT EXP	467.52	3,727.00	12.54%	60,551.12	39,000.00	155.26%	39,000.00
7090 · RETIRED EMPLOYEE BENEFITS	0.00	0.00	0.0%	0.00	25,000.00	0.0%	25,000.00
7130 · BANK/CREDIT CARD SRVC CHARGES	3,969.60	6,000.00	66.16%	64,475.70	58,000.00	111.17%	58,000.00
7140 · OVER/SHORT	10.96			-1.22			
7200 · SWIM TEAM REIMBURSABLES	128.45	6,311.00	2.04%	55,177.09	56,240.00	98.11%	56,240.00
7215 · INVITATIONAL EXP	0.00	5,836.00	0.0%	15,836.19	15,836.00	100.0%	15,836.00
7220 · SWIM TEAM EXPENSE	2,073.73	4,500.00	46.08%	18,225.19	24,500.00	74.39%	24,500.00
7221 · TEAM UNIFY EXPENSES	623.88	500.00	124.78%	4,939.68	4,500.00	109.77%	4,500.00
7230 · WATER POLO EXP	600.00	1,000.00	60.0%	21,423.13	21,000.00	102.02%	21,000.00
7640 · TELEPHONE EXP	2,448.53	5,000.00	48.97%	24,053.91	20,000.00	120.27%	20,000.00
7550 · UTILITIES/GAS	57,788.52	142,000.00	40.7%	276,095.73	270,000.00	102.26%	270,000.00
7551 · UTILITIES/ELECTRICITY	18,829.33	17,000.00	110.76%	239,718.58	241,000.00	99.47%	241,000.00
7552 · UTILITIES/SEWER	4,080.00	4,250.00	96.0%	16,320.00	17,000.00	96.0%	17,000.00
7553 · UTILITIES/WATER	0.00	8,506.00	0.0%	6,279.61	28,500.00	22.03%	28,500.00
7561 · UTILITIES/GROUNDS/ELECT	468.95	583.00	80.44%	5,267.18	7,000.00	75.25%	7,000.00
7562 · UTILITIES/GROUNDS,WATER	5.91	0.00	100.0%	58,826.85	55,000.00	106.96%	55,000.00
7563 · UTILITIES/GROUNDS,SEWER-GARBAGE	537.37	5,000.00	10.75%	27,935.47	29,000.00	96.33%	29,000.00
7700 · AUTO EXP	2,074.94	1,874.00	110.72%	13,311.75	13,150.00	101.23%	13,150.00
8000 · REP & MNTNC ADMIN	6,010.00	0.00	100.0%	19,838.82	13,500.00	146.95%	13,500.00
8010 · REP & MNTNC/POOLS	401.22	15,000.00	2.68%	30,032.02	39,000.00	77.01%	39,000.00
8020 · REP & MNTNC/ARENA	538.61	-1,000.00	-53.86%	19,155.41	20,000.00	95.78%	20,000.00
8030 · REP & MNTNC/GYM,WT RMS	606.00	5,500.00	11.02%	17,811.37	16,500.00	107.95%	16,500.00
8036 · REP & MNTNC/TENNIS	0.00	-100.00	0.0%	26.34	900.00	2.93%	900.00
8040 · REP & MNTNC/SNACK BAR	0.00	-2,000.00	0.0%	483.08	500.00	96.62%	500.00
8050 · REP & MNTC OP,PARKS,VM	46,574.01	35,606.00	130.8%	160,359.13	143,606.00	111.67%	143,606.00
8100 · PRO SHOP/COST OF GOODS	202.86	0.00	100.0%	3,563.75	5,000.00	71.28%	5,000.00
8130 · UNIFORMS EXPENSE	168.69	1,000.00	16.87%	11,777.66	10,000.00	117.78%	10,000.00
8140 · UNIFORMS AQUATICS	2,996.00	-300.00	-998.67%	8,558.42	9,000.00	95.09%	9,000.00
8500 · SUNDRIES	4,221.18	2,825.00	149.42%	13,164.55	15,270.00	86.21%	15,270.00
9000 · SUPPLIES/ADMIN	1,015.01	2,500.00	40.6%	27,438.71	35,000.00	78.4%	35,000.00
9010 · SUPPLIES/OFFICE POSTAGE	1,266.46	250.00	506.58%	4,369.47	4,500.00	97.1%	4,500.00
9020 · SUPPLIES/COMPUTER	7,243.73	2,000.00	362.19%	25,054.62	32,000.00	78.3%	32,000.00
9040 · SUPPLIES/NURSERY	46.87	-350.00	-13.39%	1,061.43	1,000.00	106.14%	1,000.00
9050 · SUPPLIES/POOL	75.97	250.00	30.39%	14,773.30	13,500.00	109.43%	13,500.00

Cottonwood Heights Parks and Recreation

Monthly Consolidated Board Financials

December 2022

	Dec 22	Budget	% of Budget	Jan - Dec 22	YTD Budget	% of Budget	Annual Budget
9055 · SUPPLIES/POOL(OPERATING)	5,714.65	3,000.00	190.49%	96,956.79	120,000.00	80.8%	120,000.00
9060 · SUPPLIES/AQUACISE	9.99	100.00	9.99%	1,632.91	1,600.00	102.06%	1,600.00
9070 · SUPPLIES/SPECIALTY CLASSES	246.00	2,550.00	9.65%	9,842.00	9,400.00	104.7%	9,400.00
9080 · SUPPLIES/PROGRAMS	80.46	0.00	100.0%	7,205.84	3,000.00	240.2%	3,000.00
9081 · SUPPLIES/LTS	0.00	100.00	0.0%	318.75	1,200.00	26.56%	1,200.00
9085 · SUPPLIES/ARENA	105.73	50.00	211.46%	4,898.93	7,000.00	69.99%	7,000.00
9090 · SUPPLIES/AEROBICS	147.92	100.00	147.92%	5,099.14	5,000.00	101.98%	5,000.00
9091 · SUPPLIES/SILVER SNEAKERS	149.34	0.00	100.0%	149.34	400.00	37.34%	400.00
9092 · Supplies Aerobic Camp	0.00	-500.00	0.0%	0.00	0.00	0.0%	0.00
9110 · SUPPLIES/WEIGHT ROOM	104.45	100.00	104.45%	2,712.24	5,000.00	54.25%	5,000.00
9115 · SUPPLIES/GYM	0.00	100.00	0.0%	1,533.70	1,500.00	102.25%	1,500.00
9116 · SUPPLIES/TENNIS	0.00	0.00	0.0%	1,977.02	2,500.00	79.08%	2,500.00
9120 · SUPPLIES/OPERATIONS	0.00	300.00	0.0%	3,629.54	4,500.00	80.66%	4,500.00
9130 · SUPPLIES/GROUNDS	941.25	500.00	188.25%	8,263.23	12,500.00	66.11%	12,500.00
9131 · FIELD COSTS	0.00	0.00	0.0%	4,351.02	5,000.00	87.02%	5,000.00
9140 · SUPPLIES/VM,CLEANING	1,715.02	-1,300.00	-131.93%	15,910.69	17,500.00	90.92%	17,500.00
9150 · SUPPLIES/VM PAPER	2,079.71	-2,750.00	-75.63%	13,093.86	11,000.00	119.04%	11,000.00
9200 · SMALL EQUIP	0.00	1,000.00	0.0%	19,071.09	20,500.00	93.03%	20,500.00
9210 · THANKSGIVING 5K RACE EXPENSE	1,785.29	11,000.00	16.23%	33,740.33	24,500.00	137.72%	24,500.00
9212 · BUTLERVILLE DAYS 5K EXPENSE	0.00	500.00	0.0%	4,351.09	4,400.00	98.89%	4,400.00
9222 · KIDS SPORTS CAMP EXPENSE	0.00	3,771.00	0.0%	5,271.48	5,271.00	100.01%	5,271.00
9224 · FLAG FOOTBALL EXPENSE	0.00	7,500.00	0.0%	22,415.21	22,500.00	99.62%	22,500.00
9225 · JR. JAZZ EXPENSE	507.00	5,500.00	9.22%	23,822.53	22,500.00	105.88%	22,500.00
9226 · CWH Youth Soccer expense	0.00	27,000.00	0.0%	26,421.33	27,000.00	97.86%	27,000.00
Total Expense	558,893.01	668,153.00	83.65%	5,007,302.88	5,280,379.00	94.83%	5,280,379.00
Net Ordinary Income	-80,449.10	496,920.00	-16.19%	614,226.22	101,970.00	602.36%	101,970.00
Other Income/Expense							
Other Expense							
9300 · CAPITAL EQUIPMENT/IMPROVEMENTS	70,717.00	18,416.00	384.0%	1,012,859.34	996,673.00	101.62%	996,673.00
9301 · CAPITAL & OPERATING LEASES	9,556.83	1,222.00	782.07%	150,053.75	151,050.00	99.34%	151,050.00
Total Other Expense	80,273.83	19,638.00	408.77%	1,162,913.09	1,147,723.00	101.32%	1,147,723.00
Net Other Income	-80,273.83	-19,638.00	408.77%	-1,162,913.09	-1,147,723.00	101.32%	-1,147,723.00
Net Income	-160,722.93	477,282.00	-33.68%	-548,686.87	-1,045,753.00	52.47%	-1,045,753.00

8:26 AM

01/20/23

Accrual Basis

Cottonwood Heights Parks and Recreation

Bill Payment Register

As of December 31, 2022

Type	Date	Num	Name	Memo	Amount
1016 - GENERAL CHECKING					
Bill Pmt -Check	12/05/2022	ACH	UTAH STATE RETIREM...	RETIREMENT	-10,409.06
Bill Pmt -Check	12/05/2022	ACH	UTAH STATE RETIREM...	RETIREMENT	-10,558.21
Bill Pmt -Check	12/08/2022	ACH	UTAH LOCAL GOVERN...		-59,553.20
Bill Pmt -Check	12/08/2022	62954	AMERICAN RED CROSS		-245.00
Bill Pmt -Check	12/08/2022	62955	AMERIGAS SALT LAKE ...		-1,036.90
Bill Pmt -Check	12/08/2022	62956	BLOMQUIST HALE CON...		-385.00
Bill Pmt -Check	12/08/2022	62957	CANYON OVERHEAD D...	PARKS GARAGE DOOR	-7,340.00
Bill Pmt -Check	12/08/2022	62958	CHOICE ACCOUNTING	CPA	-2,288.00
Bill Pmt -Check	12/08/2022	62959	COMMERCIAL LIGHTIN...	LED BULBS	-667.00
Bill Pmt -Check	12/08/2022	62960	Cottonwood Heights City (1)	Nov./Dec. Newsletter	-219.31
Bill Pmt -Check	12/08/2022	62961	DASSEL, KARA	REFUND SWIM LESSON	-38.25
Bill Pmt -Check	12/08/2022	62962	DAVIES, NICOLE	REFUND SWIM LESSON	-33.00
Bill Pmt -Check	12/08/2022	62963	EVANS, TAMARA	REFUND SWIM LESSONS	-48.00
Bill Pmt -Check	12/08/2022	62964	INTERMOUNTAIN SOFT ...		-55.00
Bill Pmt -Check	12/08/2022	62965	JACKSON ULTIMA SKAT...	PRO SHOP	-202.86
Bill Pmt -Check	12/08/2022	62966	JOE'S TRIPLE A	MOP SINK	-208.00
Bill Pmt -Check	12/08/2022	62967	L A ROSER COMPANY	REPLACE RELIEF VALVE/ AMM...	-3,123.32
Bill Pmt -Check	12/08/2022	62968	MATUS, PETER .	BEGINNER CLINIC	-140.00
Bill Pmt -Check	12/08/2022	62969	MOUNT OLYMPUS		-199.40
Bill Pmt -Check	12/08/2022	62970	NORCO		-1,156.00
Bill Pmt -Check	12/08/2022	62971	PACE, TYLER .	MILEAGE REIMBURSEMENT	-197.50
Bill Pmt -Check	12/08/2022	62972	PACIFIC WATER INC.	2173	-50.00
Bill Pmt -Check	12/08/2022	62973	PITNEY BOWES	Postage	-213.75
Bill Pmt -Check	12/08/2022	62974	ROTO AIRE FILTER SAL...		-968.46
Bill Pmt -Check	12/08/2022	62975	RUNSUM TIMING	5K TIMING	-5,866.00
Bill Pmt -Check	12/08/2022	62976	SALT CITY YOUTH SPO...	11/22 REGISTRATION	-2,152.00
Bill Pmt -Check	12/08/2022	62977	SALT LAKE CITY CORP...		-54,081.24
Bill Pmt -Check	12/08/2022	62978	SIMPLIVERIFIED	PROGRAM VERIFICATION	-487.00
Bill Pmt -Check	12/08/2022	62979	SUMMIT ENERGY		-19,583.48
Bill Pmt -Check	12/08/2022	62980	USA RACING	SHIRT ORDER 5K	-2,545.96
Bill Pmt -Check	12/08/2022	62981	UTAH SWIMMING	SPLASH/SANCTION FEES	-303.75
Bill Pmt -Check	12/08/2022	62982	UTAH UNITED WATER P...	UNITED YOUTH PRACTICES	-360.00
Bill Pmt -Check	12/08/2022	62983	AMERICAN FAMILY LIFE...		-49.12
Bill Pmt -Check	12/12/2022	ACH	PUBLIC EMPLOYEES H...	November Flex	-604.62
Bill Pmt -Check	12/15/2022	62984	BROWN, ALEXANDRIA	REIMBURSEMENT GIFT CARDS	-100.00
Bill Pmt -Check	12/15/2022	62985	C&R COATING	GRAND STAIRCASE COATING	-6,010.00
Bill Pmt -Check	12/15/2022	62986	CEM AQUATICS		-2,504.69
Bill Pmt -Check	12/15/2022	62987	CENTURYLINK		-46.94
Bill Pmt -Check	12/15/2022	62988	COPY TECH		-91.87
Bill Pmt -Check	12/15/2022	62989	DOMINION ENERGY		-3,300.47
Bill Pmt -Check	12/15/2022	62990	ECONO.PEST		-79.00
Bill Pmt -Check	12/15/2022	62991	FABIAN VANCOTT		-515.00
Bill Pmt -Check	12/15/2022	62992	FUEL NETWORK		-845.56
Bill Pmt -Check	12/15/2022	62993	GRAINGER		-45.56
Bill Pmt -Check	12/15/2022	62994	HOLLAND, ALEXA	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	12/15/2022	62995	HOOPES, TARYN	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	12/15/2022	62996	JAGGI, ROBERT	12/3/2022 & 12/10/2022	-288.00
Bill Pmt -Check	12/15/2022	62997	MINSON, SAM	12/3/2022 & 12/10/2022	-288.00
Bill Pmt -Check	12/15/2022	62998	PITNEY BOWES	Postage	-1,019.99
Bill Pmt -Check	12/15/2022	62999	ROTH LANDSCAPE SER...	Antczak remodel	-70,717.00
Bill Pmt -Check	12/15/2022	63001	STEADMAN'S RECREAT...	ATV MAINTENANCE	-587.22
Bill Pmt -Check	12/15/2022	63002	STRUCTURE COMPUTE...	INVOICE #324/355	-3,025.00
Bill Pmt -Check	12/15/2022	63003	The Salt Lake Tribune		-900.00
Bill Pmt -Check	12/15/2022	63004	WASTE MANAGEMENT		-3,046.12
Bill Pmt -Check	12/15/2022	63005	WAXIE SANITARY SUPP...		-1,317.87
Bill Pmt -Check	12/15/2022	63006	WEBB		-200.00
Bill Pmt -Check	12/15/2022	63007	ZIONS BANK		-6,525.00
Bill Pmt -Check	12/15/2022	ACH	UTAH STATE RETIREM...		-21,798.09
Bill Pmt -Check	12/22/2022	63008	AMERICAN CHILLER ME...	Maintenance	-36,845.44
Bill Pmt -Check	12/22/2022	63009	AMERICAN RED CROSS		-205.00
Bill Pmt -Check	12/22/2022	63010	COTTONWOOD HEIGHT...	CHAT DECEMBER INTERSQUA...	-623.88
Bill Pmt -Check	12/22/2022	63011	COTTONWOOD IMPRO...		-4,080.00
Bill Pmt -Check	12/22/2022	63012	CUSTOM WATER TECH...		-455.00
Bill Pmt -Check	12/22/2022	63013	HUNTINGTON NATIONA...		-2,027.84
Bill Pmt -Check	12/22/2022	63014	RICHARDS LABORATO...		-150.00
Bill Pmt -Check	12/22/2022	63015	RIGHTWAY SANITARY ...		-1,395.90
Bill Pmt -Check	12/22/2022	63016	UNIVERSAL GRINDING ...		-96.00

8:26 AM

01/20/23

Accrual Basis

Cottonwood Heights Parks and Recreation

Bill Payment Register

As of December 31, 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/22/2022	63017	UTAH SWIMMING	SPLASH FEE	-740.00
Bill Pmt -Check	12/27/2022	ACH	Citi Cards		-17,963.53
Bill Pmt -Check	12/29/2022	ACH	Utah State Tax Commissi...	November 22 sales tax	-6,555.28
Bill Pmt -Check	12/29/2022	ACH	UTAH DEPT. of WORKF...		-1,567.00
Bill Pmt -Check	12/29/2022	ACH	UTAH STATE RETIREM...		-10,385.17
Bill Pmt -Check	12/29/2022	ACH	UTAH LOCAL GOVERN...		-3,646.52
Bill Pmt -Check	12/29/2022	63018	BIG COTTONWOOD DR...	LIFEGUARD UNIFORMS	-3,000.00
Bill Pmt -Check	12/29/2022	63019	CENTURYLINK		-63.84
Bill Pmt -Check	12/29/2022	63020	COTTONWOOD HEIGHT...	5K DONATION \$1 PER RUNNER	-2,002.00
Bill Pmt -Check	12/29/2022	63021	DELL	LAPTOP, KIOSK COMPUTERS	-4,218.73
Bill Pmt -Check	12/29/2022	63022	DURRANT, LYSE	MILEAGE REIMBURSEMENT	-63.75
Bill Pmt -Check	12/29/2022	63023	GREEN, LAURA	MILEAGE REIMBURSEMENT	-24.38
Bill Pmt -Check	12/29/2022	63024	KNIGHT, AMBER	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	12/29/2022	63025	LABOR COMMISSION		-390.00
Bill Pmt -Check	12/29/2022	63026	PUBLIC EMPLOY DISAB...		-491.39
Bill Pmt -Check	12/29/2022	63027	PUBLIC EMPLOYEES H...		-25,022.91
Bill Pmt -Check	12/29/2022	63028	RUFF, MELISSA	CONSULTING	-500.00
Bill Pmt -Check	12/29/2022	63029	SALT LAKE CITY CORP...		-5.91
Bill Pmt -Check	12/29/2022	63030	SESAC		-346.50
Bill Pmt -Check	12/29/2022	63031	SWANICKE, MARGARET	REFUND SUPERTOTS	-57.00
Bill Pmt -Check	12/29/2022	63032	ZIONS BANK		-1,850.61
Total 1016 - GENERAL CHECKING					-433,618.35
TOTAL					-433,618.35

EXECUTIVE DIRECTOR'S REPORT

January 2023

INFORMATION & UPDATES:

- Summit Energy – Lyse'
 - Fixed Price \$5.62/MMBtu
- Read to Swim Program – Audrey
 - Partnership between the CHPRSA and SLCO County Library Services
- Re-Hiring of Human Resource Manager:
 - Melissa Ruff (January 30, 2023)
- Current FT Recruitments – Open Until Filled:
 - Park Supervisor (2)
- NRPA Maintenance Manager School – 2023:
 - Kevin (Year – 2), Andy (Year – 1)
 - Monday, January 30 – Friday, February 3
- AOAP Conference – 2023:
 - Audrey
 - Monday, February 13 – Thursday, February 16
- CH2:
 - Report on Tuesday, January 10, 2023 Meeting:
 - Butlerville Days will be July 27-29
 - Working with Tim on a updating the Inter-Local Agreement and Exhibit for 2024
 - Next CH2 Meeting is Tuesday, February 14, 2023 at 10AM (Patti)
- CH Parks, Trails and Open Space Committee:
 - Next Meeting is Wednesday, January 25, 2023 (6-8PM)
 - Taft – Big T Recreation
- Employee Planning Workshop – 2023:
 - Proposed Agenda
 - Wednesday, February 8
 - City Hall: 10AM – 2PM
- URPA Conference – 2023:
 - Monday, March 13 – Wednesday, March 15
 - Board of Trustees (3) – Staff (6)
 - Leadership Academy
 - Bonnie – Will be graduating in the 2022/2023 Class
 - Courtney – Has applied for the 2023/2024 Class
- Other:
 -

POLICY #500

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

POLICY GOVERNING INDEPENDENT CONTRACTOR **or LICENSEE**

REFERENCE:

Cottonwood Heights Parks and Recreation Service Area Memorandum, February 2, 2001.
Cottonwood Heights Parks and Recreation Service Area Policy Section II

PURPOSE:

This policy establishes the practices and procedures for contract labor.

SECTION I: DEFINITIONS:

Independent Contractor **or Licensee** – An individual that is formally instructing others at Cottonwood Heights Parks & Recreation Service Area for an established fee and using the facilities of the Service Area.

Service Area – Special taxing district governed by an elected Board of Trustees. Also known as Cottonwood Heights Parks & Recreation Service Area

SECTION II: POLICY

- 1.0 A contract must be signed by Cottonwood Heights Parks & Recreation Service Area and an Independent Contractor **or Licensee** prior to teaching private lessons and use of the facilities or equipment of the Service Area.
 - 1.1 Use of the facility and/or Service Area equipment must be approved by the **Executive** Director or designee for a pre-determined negotiated fee paid by the Independent Contractor **or Licensee** and stated in the contract.
 - 1.1.1 Independent Contractors may not remove Service Area Equipment from the facility or from a designated area to another area of the facility unless pre approved by the **Executive** Director or Designee.
 - 1.1.2 Independent Contractors **or Licensees** are responsible for any damage to Service Area equipment during a private lesson or training session.
 - 1.2 The Independent Contractor **or Licensee** must carry ~~his/her~~ **their** own insurance.
 - 1.3 The Independent Contractor **or Licensee** may provide ~~his/her~~ **their** own supplies and personal equipment with prior approval of the **Executive** Director or

Designee. The Service Area is not responsible for loss or damage to personal supplies or equipment.

- 1.4 The Independent Contractor or **Licensee** is not an employee of Cottonwood Heights Parks & Recreation Service Area and will not be provided any benefits.
- 1.5 The Independent Contractor or **Licensee** is free to offer services to other businesses.
- 1.6 The contract will be in effect for a maximum of three years from the date of agreement by both parties.

SECTION III: PROCEDURE

- ~~1.0 All lessons must be purchased or registered through the main office prior to the lesson and proof of payment must be shown to the Instructor.~~
 - 1.0 Monthly contract fees (or daily fee) needs to be paid prior to the first lesson being taught.**
- ~~2.0 Non-members of the Service Area shall pay the appropriate admission fee in addition to the fee for the lesson prior to the start of the lesson.~~
- ~~3.0 Members of the Service Area are required to pay the fee for freestyle skating, in addition to the fee for the lesson, prior to the start of the lesson.~~
- 4.0 All lesson participants (regardless of member or non member) are required to get a wristband before the lesson**
- ~~4.0 Private lesson ticket sales will be logged to each individual instructor.~~
- ~~5.0 Payment will be made to the Independent Contractor bi-weekly which will include a Service Area percentage deduction as determined by the signed contract.~~
- ~~6.0 Independent Contractors trading lessons for benefits in kind (e.g. personal training session for a swim lesson) must register the lesson with the office and pay the appropriate percentage to the Service Area for the use of the facilities.~~
- 7.0 The ratio of clients per Independent Contractor or **Licensee** per session is regulated by the Service Area based on space and facility availability. The following guidelines will apply:
 - 7.1 Personal Trainers are limited to a maximum of two clients per session and may use the fitness room, the cardio room, and other areas of the facility as space permits and at the discretion of the **Executive** Director or Designee.
 - 7.2 Private Swim Lesson Instructors are limited to a maximum of two clients per lesson or three clients of the same immediate family per lesson.

- 7.3 Private Professional Skate Instructors are limited to a maximum of two clients per lesson ~~or three clients of the same immediate family per lesson.~~
- 7.4 The Service Area reserves the right to cancel any scheduled private lesson or session causing hardship to facility patrons or conflict with facility programming.
- ~~8.0 Any Independent Contractor earning more than the limit for the Internal Revenue Service will be issued a Form 1099 each tax year.~~
-
- 9.0 Any Independent Contractor **or Licensee** that fails to follow the policy governing contract labor may be denied the use of the Service Area for private lessons.
- 10.0 Any Independent Contractor **or Licensee** who continues to use the Service Area after their privileges have been revoked may result in legal action.

APPROVED AND PASSED THIS ____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Ben Hill, Executive Director

BOARD OF TRUSTEES

By: _____

Patti Hansen, Chair

SECTION II: SERVICE AREA RELATIONSHIP WITH INDEPENDENT CONTRACTORS and LICENSEES

1. GENERAL POLICY. Cottonwood Heights Parks and Recreation Service Area will take all necessary precautions and steps in written contracts to prevent loss and liability arising from entering relationships with independent contractors or licensees by using an indemnity/ hold harmless agreement as part of the contract.
 - A. Each contract with an independent contractor or licensees must contain indemnity/hold harmless clauses which:
 - (1) Provide indemnity and defense provisions in which the contractor or licensee assumes all liability arising out of work performed by the contractor or their officers, employees, agents, and volunteers.
 - (2) Provide evidence that they have acquired and maintain comprehensive general liability coverage, including liability insurance covering the contract concerned, prior to the execution of the contract. (Minimum liability coverage \$1,000,000.00)
 - (3) Provide provisions that ensure the contractor is carrying Workers Compensation Insurance (or evidence of qualified self insurance).
 - (4) Names Cottonwood Heights Parks and Recreation Service Area and its officials, employees, agents and volunteers as "additional insured" on the liability insurance policy.
 - B. A written contract between Cottonwood Heights Parks and Recreation Service Area and the contractor or licensee has been entered into and signed by both parties.
 - (1) All criteria must be met in the CHPRSA Policy and Procedure Manual, Policy ~~#900~~ #500 before work can begin.

APPROVED AND PASSED THIS _____ DAY OF _____, 2023

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____
Ben Hill, Executive Director

BOARD OF TRUSTEES

By: _____
Patti Hansen, Chairperson

RESOLUTION NO. 2023-1

A RESOLUTION ADOPTING CHANGES TO A PERSONNEL POLICY OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA PERSONNEL POLICY SECTION XIII-EMPLOYEE USE OF THE SERVICE AREA FACILITIES AND EQUIPMENT

WHEREAS, the Cottonwood Heights Parks and Recreation Service Area Board of Trustees has adopted Personnel Policy Section XIII-Employee Use of the Service Area Facilities and Equipment;

WHEREAS, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts changes to Personnel Policy Section XIII- Employee Use of the Service Area Facilities and Equipment;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA AS FOLLOWS:

1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts Personnel Policy Section XIII- Employee Use of the Service Area Facilities and Equipment as stated;
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidly or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD
HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 25th DAY OF JANUARY
2023.**

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

Patti Hansen, Chair

Bart Hopkin, Treasurer

Dan Morzelewski, Clerk

Attest: Lyse' Durrant

Cottonwood Heights Parks & Recreation Center

Foundation Meeting Minutes

October 19, 2022

Mr. Morzelewski called the meeting to order

A. Review of Minutes July 20, 2022 – Ben Hill

- Upon a motion by Mr. Hopkin, a second by Ms. Hansen and passed unanimously it was, RESOVLED, to approve the July, 2022 Foundation Minutes.

B. Quarterly Financial Review – Ben Hill

- Mr. Hill presented the Quarterly Financials to the Board.
- Upon a motion by Ms. Hansen, a second by Mr. Hopkin and passed unanimously it was, RESOVED, to approve the Quarterly Financials.

C. Golf Tournament Review – Ben Hill

- Mr. Hill presented a review of the 2022 Charity Golf Tournament to the Board.

D. Annual 990 Review – Ben Hill

- Mr. Hill presented information regarding the Annual 990 to the Board.

E. Foundation Requests

- Mr. Hill requested that the Administrative fee of \$2,500 be reduced to 1,000 for the year 2022.
 - All Board members agreed.

Meeting Adjourned

FOUNDATION PROFIT & LOSS SUMMARY

	2021 Carryforward	Income Jan-Dec 2022	Expense Jan-Dec 2022	2022 Fixed Asset Expense	Accumulated Totals	Net Restricted and/or Unrestricted Funds
<u>RESTRICTED</u>						
Ordinary Restricted Income and Expense						
4912 Restr / Golden Hills (DA)	800.00	-	-	-	800.00	
7112 Restr / Golden Hills			-	-	-	800.00
4913 Restr / Swim Team (DA)	65,701.89	4,065.48	-	-	69,767.37	
7113 Restr / Swim Team			-	-	-	69,767.37
1215 Restr / Swim Team Fixed Assets	(51,723.00)		-	-	(51,723.00)	(51,723.00)
(1300 Accumulated Depreciation = 1,303.70)	(1,303.70)		-	-	(1,303.70)	(1,303.70)
TOTAL Restr / Swim Team Balance					16,740.67	
4914 Restr / England Field (DA)	29.44				29.44	
7114 Restr / England Field					-	29.44
4916 Restr/ 5K Run Special Event		-	-	-	-	
7116 Restr / 5 K Run Expense			-	-	-	
4917 Restr / Water Polo	22,369.24	10,488.50			32,857.74	
7117 Restr / Water Polo Expense			(12,271.95)		(12,271.95)	20,585.79
4926 Restr / Ferguson Park	3,550.00	13,850.00			17,400.00	
7126 Restr / Ferguson Park			(17,400.00)		(17,400.00)	-
4935 Restr / Butler Middle School Students	300.00	-			300.00	
7115 Youth Memberships (BMS)					-	300.00
Restricted Totals:	39,723.87	28,403.98	(29,671.95)	-	38,455.90	38,455.90
<u>UNRESTRICTED</u>						
Ordinary Unrestricted Income and Expense						
4911 Unrestr / Golf / Special Event		19,525.00			19,525.00	
7170 Unrestr / Golf Trmnt Direct Exp			(15,859.57)		(15,859.57)	3,665.43
4915 Unrestr / Figure Skating	-	-	-		-	-
7160 Unrestr / Figure Skating			-		-	-
4940 Unrestr / Misc. Donations	56,803.37	8,273.31			65,076.68	65,076.68
7165 Unrestr/Identified Reserve (\$10,000 TRCC)			-		-	-
4950 Unrestr / Interest	-	23.99			23.99	23.99
Other Expense						
7150 Unrestr / Admin Fees Misc.			(1,593.60)		(1,593.60)	(1,593.60)
7151 Unrestr / Misc Sponsorships		-	(5,130.80)		(5,130.80)	(5,130.80)
7155 Unrestr / Bank Fees		-	-		-	-
7180 Unrestr / Movie Night	-		-		-	-
Unrestricted Totals:	56,803.37	27,822.30	(22,583.97)	-	62,041.70	62,041.70
Current Year Net Profit & (Loss): 3,970.36						
Net Restricted and Unrestricted Funds	96,527.24	56,226.28	(52,255.92)	-	100,497.60	100,497.60