STANSBURY
SERVICE AGENCY
Parks and Recreation District

Stansbury Service Agency Work Minutes

Date: Tuesday, January 3, 2024
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 7:00 PM

The agenda items for this meeting are as follows:

1. Call to Order made by Cassandra Arnell at 7:00 PM
2. Roll Call:
   Board Members
   James Hanzelka - Present
   John Wright - Present
   Cassandra Arnell - Present
   Maria Sweeten - Present
   Kyle Shields - Present
   Brett Palmer – Present
   Staff:
   Ingrid Swenson – Present
   Kellianne Rosemann – Present
   Darin Jacobs - Present
3. Review of Public Comments
   a. James Hanzelka stated that public comment questions will be answered during the meeting with the presentation.
4. General Manager updates made by Interim GM James Hanzelka
   a. Millpond bathroom connection contract is cancelled due to non-performance. Darin Jacobs is in the process of trying to get ahold of the contractor. James Hanzelka would like to reopen the bidding process too and modify the bid to include culinary water hook up.
   b. January 8th meeting with the county to speak concerning the RAISE grant or any other grants that could be used.
   c. Trying to schedule a meeting with Sagewood Developer (Ivory Homes) who has land 5 acres on the west side of village Blvd.
   d. Equipment that is just sitting in the yard has been made an offer on for $2,000.00 and another $1,000.00 on the spreader.
      Maria Sweeten made a note that TNT auction may be a good source to go to for the sale of the equipment. She will get Ingrid Swenson the contact information.

e. Meeting schedules are published at the beginning of the calendar year for the year. The agendas are posted 24hours ahead of time.
f. Snow removal schedule that is a priority will be plowing sidewalks and parking lots. (See PowerPoint) James Hanzelka will bring up to the county on who is supposed to take care of village Blvd.
g. The budget in 2022, 2023 and 2024 are shown and 2024 is significantly lower than where it should be.

5. Discussion Items
   a. Picnic in the Park present by Jaimie Eynon. The company name will be "Your Perfect Picnic" She would like the soft launch to be the weekend before Valentine's Day and on Valentines Day. The event will be a 12ft-by-12ft clear tent and will use a battery powered electric heater. The goal is to be a romantic picnic for couples. Her Long-term goal is to use the lake as the location to host the events. If the soft launch is successful, she would like to form a partnership with the Agency and create a contract that includes giving a percentage of sales to the agency. The discussion to be had is how to charge the business owner to use the space. James Hanzelka with get with the business owner to work out a proposal.
6. On-Boarding Actions
   a. James Hanzelka Presented the organization chart and the flow chart on how cash and payments are made. Brett Palmer would like a line item on the next agenda to be added that the board give the approval of all purchases. James Hanzelka then presented the Board Workflow Chart
   b. James Hanzelka presented the capital projects that are proposed for 2024.
      - Millpond Park the County needs to approve the Plan for completing the Parking lot and bathroom.
      - Soundwall trail is a complete redesign based on UDOT changes. The agency needs to obtain county roads approval for crossing and completing phase 1.
      - Oscarson Park needs to update the plan, get county approvals, and finish getting the bathrooms hooked up. Then form a plan to set up playground equipment that is ADA certified. (Cassandra Arnell feels as if this playground should be placed in a different park)
   c. James Hanzelka presents a list of Initial prioritizations of critical repairs that need to be taken care of.
      - Playground equipment needs to be reviewed at all parks and recommendations for remediation need to be created.
   d. James Hanzelka presented the Policy Committee plan for 2024 where the committee needs to update the operation section of the manual. Update the budget, Audits and Checks section of manual. Update the impact fees document. As well as updating Safety Training, workers comp procedures and fraud audit shortfalls.

e. James Hanzelka presented the Finance Committee plan for 2024 which includes establishing an Audit Committee, expanding the committee to include residents (three applicants).
f. James Hanzelka presented that the SSA Board needs to work on which includes the budget and approval of execution items.
g. James Hanzelka presented the 2024 Guidance from our independent auditor.
h. Ingrid Swenson presented the 2024 budget.
i. James Hanzelka presented the shortfalls that we have for personnel and equipment.

7. Board member reports and requests
    - Brett Palmer requests that we revisit the meeting schedule because a meeting is on February 14th and place that on the upcoming agenda and place discussion of financials and approvals on financials on the upcoming agenda.
    - Cassandra Arnell said that 150 jumpers participated in the polar plunge and 400 spectators she feels as if the event was a success. She wanted to recognize Crystal Float Spa and North Tooele Fire Department and all that they did. She would like to add to the next agenda that we have a list of all of the things that need to be done for the upcoming year. She also wanted to make a comment that we change the name of the Service agency to Stansbury Parks and Recreation.
8. Motion to close and go into a Closed Session as needed to discuss personnel, pending, or threatened litigation, or property acquisitions made by Maria Sweeten and seconded by James Hanzelka at 9:03pm
   Vote as follows:
   Cassandra Arnell, Aye; John Wright, Aye; Kyle Shields, Aye; James Hanzelka, Aye; Maria Sweeten, Aye; Brett Palmer, Aye
   Motion Passed.
9. Closed Session as needed to discuss personnel, pending, or threatened litigation, or property acquisitions.
10. Motion made by Maria Sweeten to close the closed session meeting and move back into open meeting at 9:47pm seconded by Kyle Shields.
    Vote as follows:
    Cassandra Arnell, Aye; John Wright, Aye; Kyle Shields, Aye; James Hanzelka, Aye; Maria Sweeten, Aye; Brett Palmer, Aye
    Motion Passed
11. James Hanzelka mentioned that the contractor CJ sent two emails to meet with James Hanzelka and James Hanzelka invited Brett Palmer and John Wright to meet with him and the contractor at 8am on January 4th.
    Motion to adjourn made by James Hanzelka and seconded by Brett Palmer.

Vote as follows:
Cassandra Arnell, Aye; John Wright, Aye; Kyle Shields, Aye; James Hanzelka, Aye; Maria Sweeten, Aye; Brett Palmer, Aye
Motion Passed
The meeting adjourned at 9:56 pm.

The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.
Approved this 3 day of January 2024

Cassandra Arnell, Board Chair

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    a. Picnic in the Park
6. On-Boarding Actions
7. 2024 Budget Outline
8. SSA Board Organization/Functions/Goals
    a. Organizational Structure
    b. Committees
    c. 2024 Goals
    d. SSA Board Goals
9. Board member reports and requests
10. Adjournment
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January 3rd, 2023

Work Meeting

3 January 2024 Meeting Agenda

- Recreation Services Board Meeting
- Oath of Office
- Minutes
- Greenbelt Services Board Meeting
- Oath of Office
- Minutes
- January 2024 SSA Board Work Meeting

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2024 SSA Board Work Meeting Agenda

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GM Updates
2 Jan 2024

Millpond Bathroom Connection Contract Cancelled Due to Non-Performance

8 January Meeting Scheduled with the County

Meeting Scheduled with Sagewood Developer (Ivory Homes)

Equipment Inventory/Disposition

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SNOW REMOVAL SCHEDULE

1.The sidewalk across the street from Stansbury Elementary School and the stretch between the school and the frontage road (golf course and greenbelt). This must be done before school foot traffic begins.
2.The sidewalks around the clubhouse and the pro shop. Must be ready for staff or renters.
3.Those assigned to operate the plow truck will begin to plow the Clubhouse parking lot and move to the parking lots in the parks immediately after.
4.The sidewalks around Porter Way Park and the tunnel. Must be ready for early joggers, dog walkers, etc.
5.The sidewalks, steps, and ramps throughout the Clubhouse complex; also for early users.
6. The Rabbit Ditch complex.
7. The sidewalks at the parks and cemetery.
8. The sidewalks at the 30 greenbelts around the golf course.
9. The sidewalks at the 20 greenbelts and causeway on the lake.
10. The Big “L”, The circles, the pass-throughs, Village Blvd. greenbelts, and any other remote properties that we own.
11.The Castle Rock trails.

SALTING

Ice melt is to be applied as an area is pushed or plowed when deemed necessary for the safe usage of the area. Special care is to be taken at the tunnel ramps, stairs and steps, areas around the clubhouse and pro shop, step-offs near the schools, etc.

Areas We Plow

The Church of
Jesus Christ of Latter
BIG "L"
Gateway Park

CASTLE ROCK TRAILS
Old Mill Elementary School
Playground
Stansbury Park Disc Golf
Porter Way Park
Little Birds Preschool

ELEMENTARY SCHOOL

RABBIT DITCH
Music With Annika

The Passthroughs

HIGH
SCHOOL

CHURCH ON
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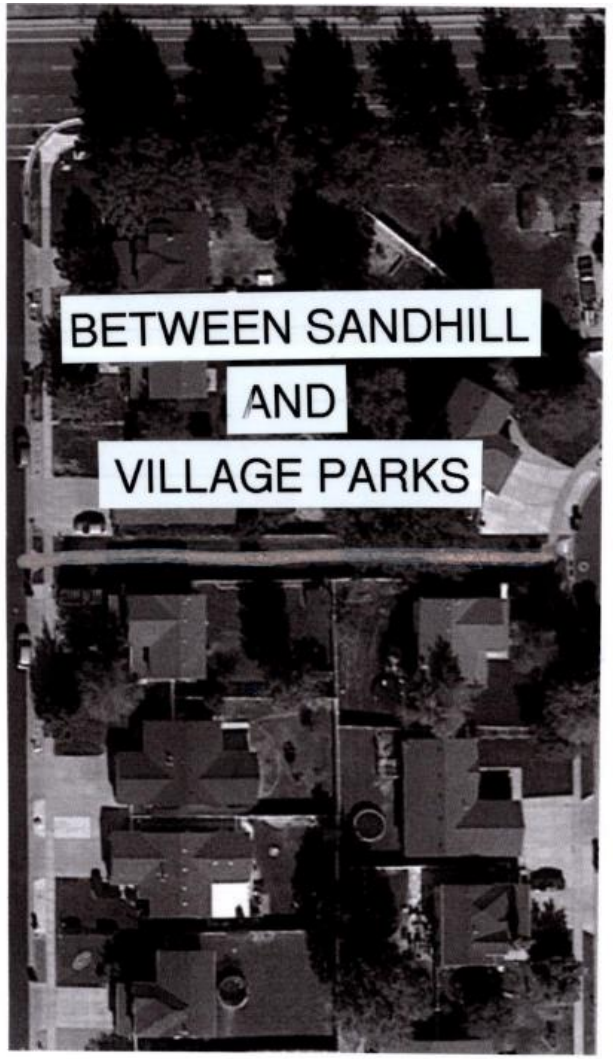
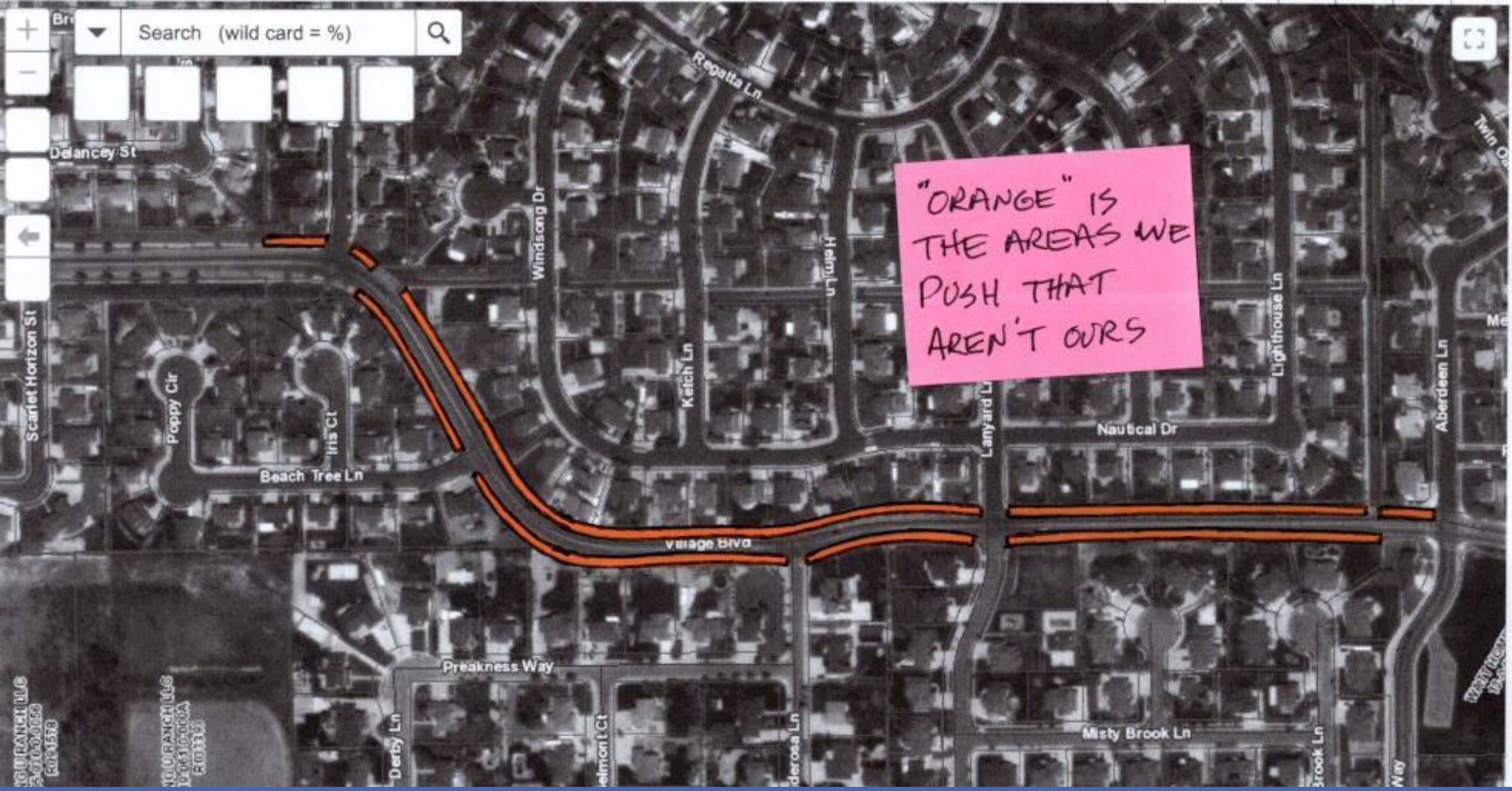

BETWEEN SANDHILL
AND
VILLAGE PARKS

Snow Removal Issues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Delancey St
Regatta Ln
Windsong Dr
Helm Ln
Ketch Ln
Scarlet Horizon St
Poppy Cir
Iris Ct
Beach Tree Ln
Village Blvd
Lanyard Ln
Nautical Dr
Lighthouse Ln
Aberdeen Ln
Preakness Way
Derby Ln
Misty Brook Ln

Search (wild card = %)
Twin Oaks Ln
Merion Dr
Aberdeen Ln
Lighthouse Ln
Pebble Beach Dr
Inverness Ct
Oakmont Ct
Spyglass Dr
Crenshaw Cir
Sandhill Way
Miller Cir
Country Club Dr
Village Blvd
Calais Ln

KAMI JEAN BROWN CO-TRUSTEE
05-038-0-0047
R095977
SR36 HWY
UTAH DEPT OF TRANSPORTATION
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Spinnaker Dr
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Hull Ct
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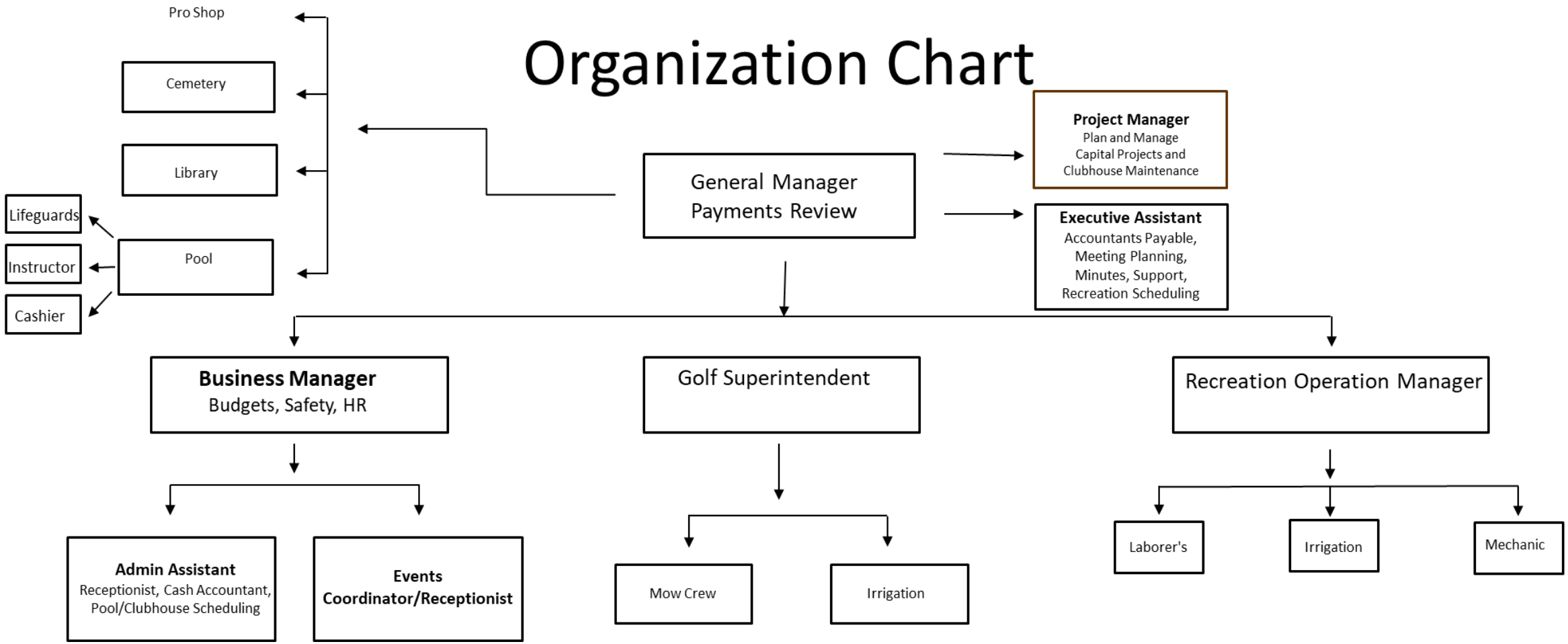
AVAILABLE FUNDS		(As of 2 Jan 2024)	
	2022	**2023**	**2024**
General	$1,498,089.37	$1,956,989.01	$1,223,731.46
Impact	$874,499.24	$1,348,252.56	$1,022,071.64

Available Funds

Picnic In The Park

Organization And Goals

Organization Chart



Order Request

Approval

- Business Manager

Orders under $100.00

USER

- Department Head Staff

ORDER

- Executive Assistant

PAYMENT REQUEST/MADE

TYPES OF PAYMENTS MADE

- Online (web portal)
- Print Checks
- Notifies GM of payments that need to be made through the bank via ACH

APPROVAL OF PAYMENTS TO BE MADE

- GM – Approves all invoices that are due before payments are made. GM then approves payments to be made

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CASH

RECEIVE

Receives the cash from;

- Pool
- Golf Course
- Clubhouse
- Cemetery

Two employees counts the cash together

- Employee verifies cash amount and creates deposit
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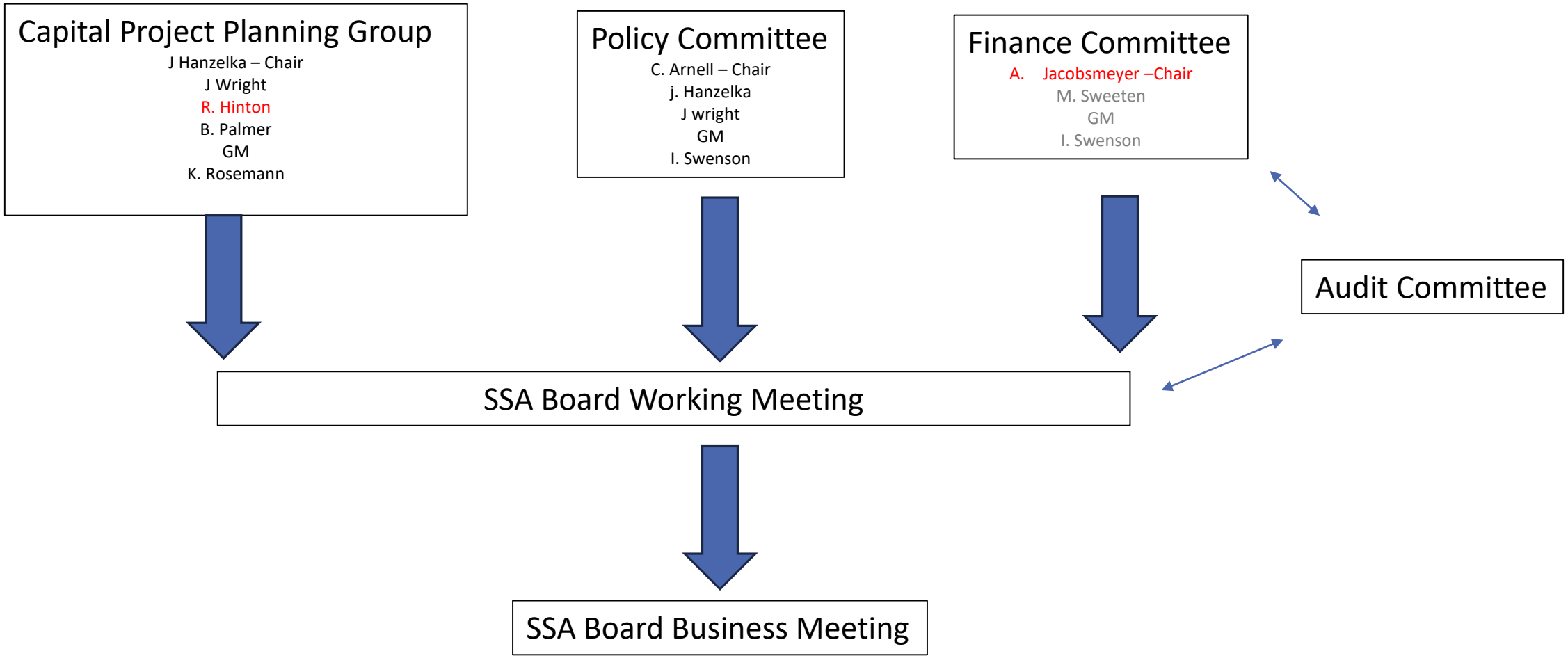
SSA WORKFLOW CHART



Capital Projects Planning Committee 2024 Projects

Millpond Park

- County Approval of Plan
- Complete Parking Lot/Bathroom Hookups

Soundwall Trail (Grant)

- Complete Redesign Based On UDOT Changes
- Obtain County Roads Approval for Crossings
- Complete Phase I – Construction of Initial Trail

Shoreline Development (Grant)

- Update Design Based On DWR Input
- Install Docks
- Design for Clubhouse Shoreline Area
- Complete Work By Deadline

Capital Projects Planning Committee 2024 Projects

Oscarson Park

- Update Plan
- County Approvals
- Bathroom Hook up
- Plan for setup of playground equipment

Initial Prioritization of Critical Repairs

Playground Equipment

- Review of Equipment at All Parks
- Recommendation of Remediation

Policy Committee

Update Operations Section of Manual

Update Budget, Audits and Checks section of manual

- Do we want to separate out these functions

Update Impact Fees Document

- Include things like expanded Pool and Bridge

Safety Training

Workers Comp Procedures

Fraud Audit Shortfalls

- Audit Committee
- 40 hrs of formal training

Clubhouse Rental Contract

Board Compensation

Public Comment Policy

Finance Committee

Establish Audit Committee

Expand Committee to Include Residents

- Three Applicants

Establish Budget Monitoring Process

SSA Board

Budget – Fund the Enterprise

Approval of Execution Actions

2024 Guidance From Independent Auditor*

1. Repair Safety Issues as First Priority
2. Build Budget to Cover 1 Year of Budget + 3 Months+ 5%
   - $4,200,000
3. Build Long Term contingencies
   - Capital Projects, Operations & Maintenance , Repair and Reserve
4. Recommend Staying at Maximum Tax Rate Until These Are Achieved

*Independent Auditor is a private firm who audits the Agency's financials under guidance from the State Auditor's Office.

Budget Training

Personnel Shortfall

Golf Course
- Mechanic
- Asst. Irrigation Tech
- 2 Full Time Laborers (Replaced with 3 part time)

Pro Shop
- Asst. Pro
- 8 cart Wranglers

Operations (Greenbelt/Parks)
- Mechanic
- Asst. Irrigation Tech
- Gardner
- 2 Boat Operators
- Building Maintenance Engineer
- 2 Full Time Laborers
- 8 Seasonal Laborers

Admin
- Part Time Clerk/Receptionist

Equipment Shortfall

Golf Course

- 2 Triplex Mowers
- 2 Utility Carts
- Large Rough Cut Mower
- Bunker Rake
- Trim Mower
- Core Harvester

Operations

- Pickup
- 2 Utility Carts
- 2 Mowers

Board Member Reports and Requests

Adjourn

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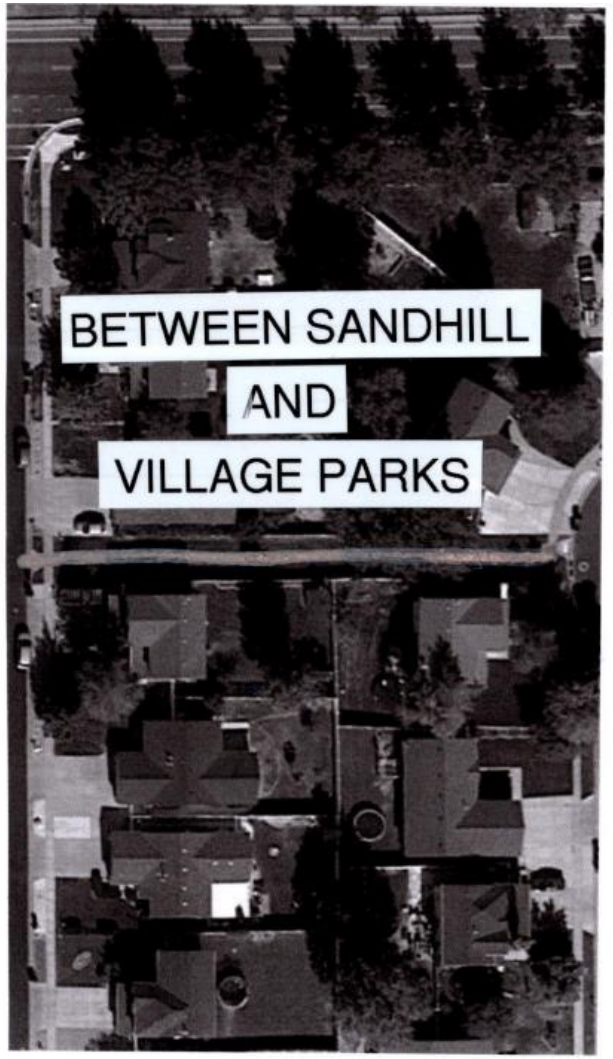
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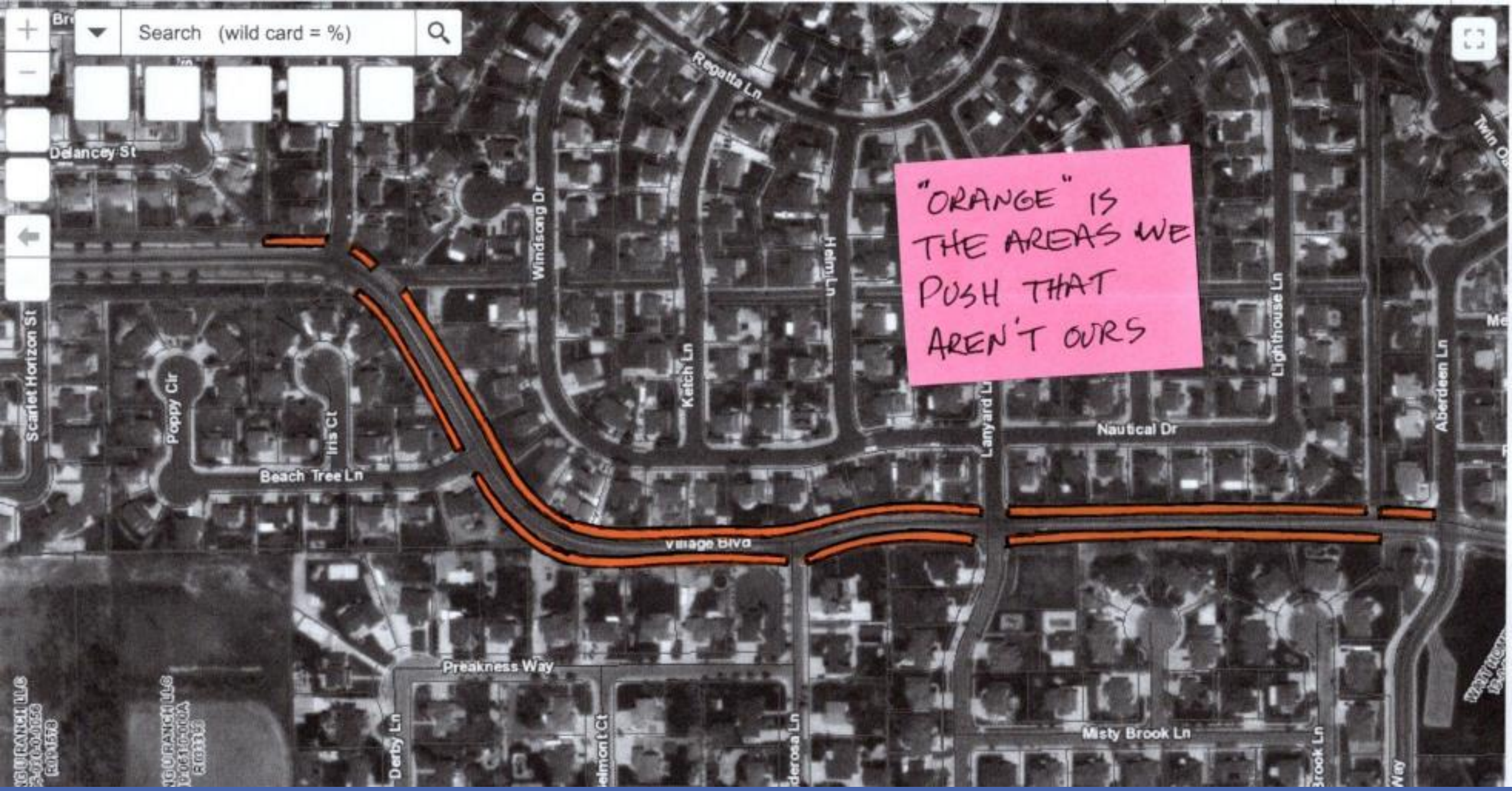
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Nautical Dr
Lighthouse Ln
Aberdeen Ln
Preakness Way
Derby Ln
Misty Brook Ln

Search (wild card = %)
Twin Oaks Ln
Merion Dr
Aberdeen Ln
Lighthouse Ln
Pebble Beach Dr
Inverness Ct
Oakmont Ct
Spyglass Dr
Crenshaw Cir
Sandhill Way
Miller Cir
Country Club Dr
Village Blvd
Calais Ln

KAMI JEAN BROWN CO-TRUSTEE
05-038-0-0047
R095977
SR36 HWY
UTAH DEPT OF TRANSPORTATION
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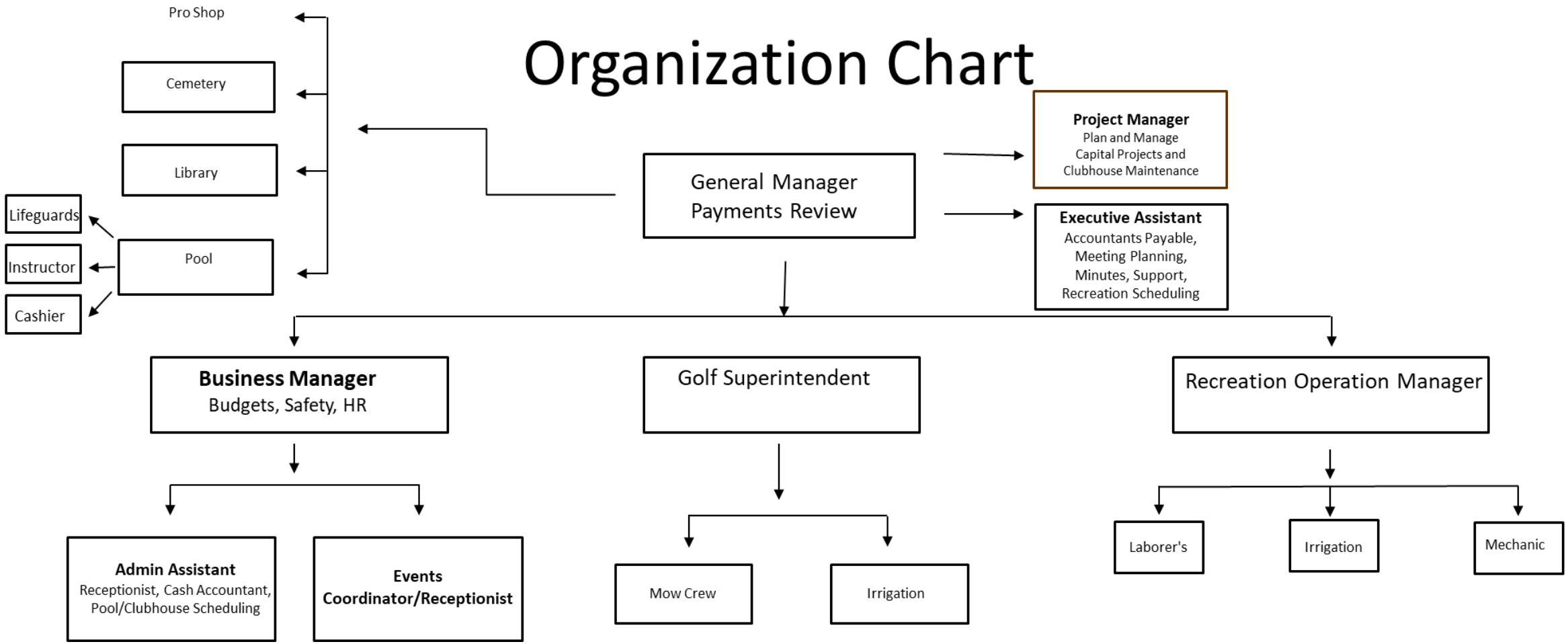

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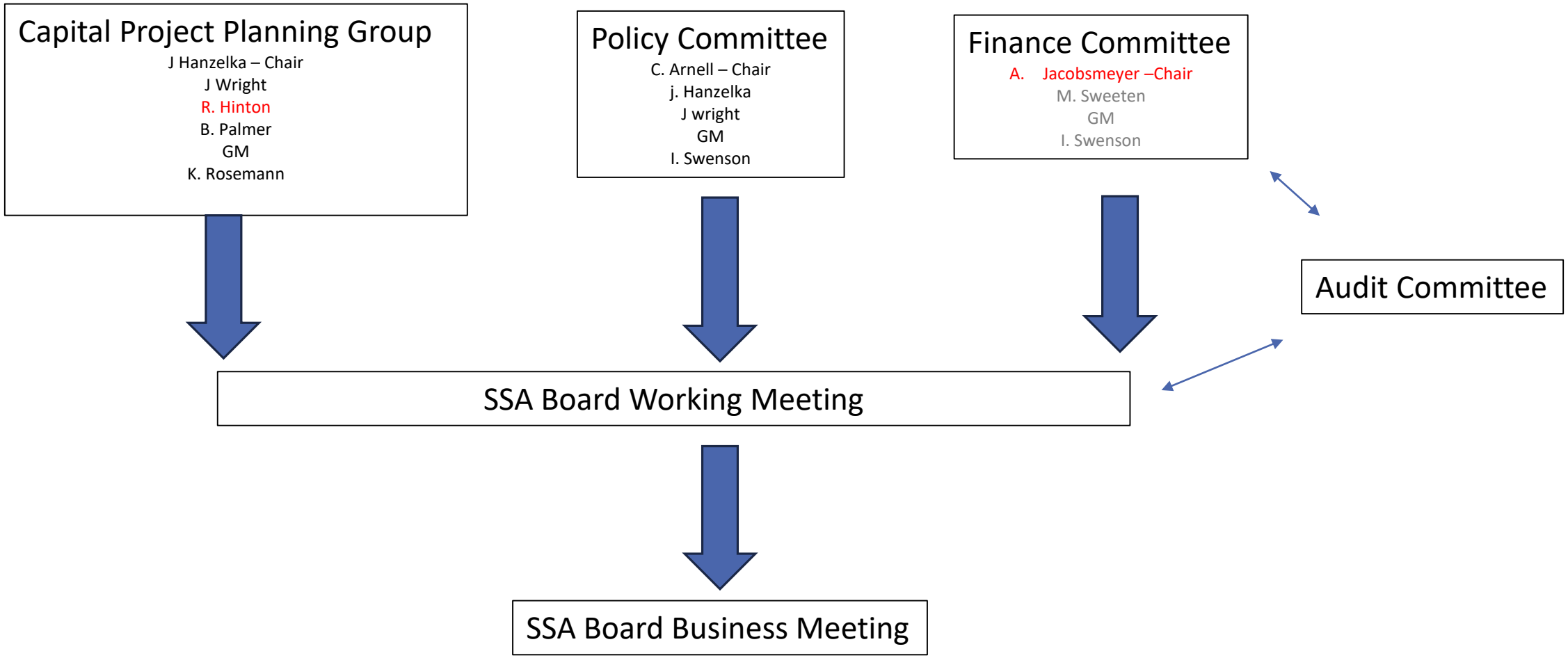

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- Update Design Based On DWR Input
- Install Docks
- Design for Clubhouse Shoreline Area
- Complete Work By Deadline

Capital Projects Planning Committee 2024 Projects

Oscarson Park

- Update Plan
- County Approvals
- Bathroom Hook up
- Plan for setup of playground equipment

Initial Prioritization of Critical Repairs

Playground Equipment

- Review of Equipment at All Parks
- Recommendation of Remediation

Policy Committee

Update Operations Section of Manual

Update Budget, Audits and Checks section of manual

- Do we want to separate out these functions

Update Impact Fees Document

- Include things like expanded Pool and Bridge

Safety Training

Workers Comp Procedures

Fraud Audit Shortfalls

- Audit Committee
- 40 hrs of formal training

Clubhouse Rental Contract

Board Compensation

Public Comment Policy

Finance Committee

Establish Audit Committee

Expand Committee to Include Residents

- Three Applicants

Establish Budget Monitoring Process

SSA Board

Budget – Fund the Enterprise

Approval of Execution Actions

2024 Guidance From Independent Auditor*

1. Repair Safety Issues as First Priority
2. Build Budget to Cover 1 Year of Budget + 3 Months+ 5%
   - $4,200,000
3. Build Long Term contingencies
   - Capital Projects, Operations & Maintenance , Repair and Reserve
4. Recommend Staying at Maximum Tax Rate Until These Are Achieved

*Independent Auditor is a private firm who audits the Agency's financials under guidance from the State Auditor's Office.

Budget Training

Personnel Shortfall

Golf Course
- Mechanic
- Asst. Irrigation Tech
- 2 Full Time Laborers (Replaced with 3 part time)

Pro Shop
- Asst. Pro
- 8 cart Wranglers

Operations (Greenbelt/Parks)
- Mechanic
- Asst. Irrigation Tech
- Gardner
- 2 Boat Operators
- Building Maintenance Engineer
- 2 Full Time Laborers
- 8 Seasonal Laborers

Admin
- Part Time Clerk/Receptionist

Equipment Shortfall

Golf Course

- 2 Triplex Mowers
- 2 Utility Carts
- Large Rough Cut Mower
- Bunker Rake
- Trim Mower
- Core Harvester

Operations

- Pickup
- 2 Utility Carts
- 2 Mowers

Board Member Reports and Requests

Adjourn

Closed session, as needed, to discuss (a) character, competence or health of an individual, (b) pending or reasonably imminent litigation, and/or (c) the lease, acquisition or sale of real property.