STANSBURY
SERVICE AGENCY
Parks and Recreation

Stansbury Service Agency Board of Directors Meeting Minutes

Date: Wednesday, March 26th, 2025
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 7:00 PM

Order of Business

1. Call to Order by Brett Palmer at 7:00 PM
2. Roll Call
    - Board Members
        - Cassandra Arnell – absent due to travel
        - John Wright – present
        - Kyle Shields – present
        - John Duval – present
        - Ammon Jacobsmeyer – arrived at 7:04 PM
        - Brett Palmer - Present
    - Staff
        - James Hanzelka – present
        - Ingrid Swenson – present
        - Shawn Chidester – present
        - Jessica Shaw - present
3. Pledge of Allegiance led by Brett Palmer
4. Fire Chief Update by Fire Chief Kevin Nunn and Fire Marshal Buck Peck
    - Not present.
5. Sheriff Update by Sgt. Nicholas Yale
    - For February, there were 210 details, 134 traffic stops, 38 citations, 99 warnings, 2 accidents, 5 DUIs, 10 misdemeanor arrests, and no felony arrests.
    - There was a stabbing on the island in March, a result of a drug deal gone bad. The individual showed up at the house and got into a fight with the resident. The resident's girlfriend stabbed the individual. She claimed self-defense, but the incident was caught on video. Everyone has been arrested and is currently in jail. The house is a known problem and drug house, but Sgt. Yale could not give the exact address as the investigation is ongoing. The story can be seen on KSL and Facebook.
    - The sheriff's office now has someone running the social media accounts. The sheriff department's Facebook page is being updated more often and is a reliable source of information.
    - John Duval asked if the current construction is causing the programming of the lights to be off and hindering the flow of traffic. He suggested having an officer at the intersections during busy times to keep traffic moving. The sheriff's department cannot assign an officer to direct traffic on the highway; it is a safety issue. The County is under a 30-year plan for road improvement. Sgt. Yale recommends consulting with the state or UDOT to explore potential improvements or expedite the process. The Toole County Sheriff's Department stays off Highway 36 during rush hour because they are aware that

seeing lights or someone pulled over increases congestion. Traffic control during that time is left to the Utah Highway Patrol.

6. Public Comments
    - No public present
7. GM Updates
    - Operations
        - Hiring is going well; most positions have been filled, and there are only two left to fill.
        - Lots of trees have been trimmed.
        - Bark has been distributed to the playgrounds.
        - The older Porter Way bathroom, where the urinals' warranty has expired, had a hardware issue that is currently being fixed. Brett Palmer requested more details on what was wrong. There was a fitting on the pipe that needed to be replaced with specific parts from the manufacturer. That fitting has been pulled out and is being replaced for easier maintenance.
        - Sagers Park had a quick fix to the irrigation system last summer. Staff have now installed a shut-off valve for irrigation repairs that can pinpoint specific areas.
        - Staff have been investigating how to get rid of the soundwall panels. Now that the Agency has accepted ownership, the panels must be sold through proper channels with the state. In the meantime, there are two potential areas for storing the panels until they are sold. They could be stored in an area across from the maintenance shop that is not owned by the Agency or in the maintenance yard, which would involve moving equipment. There is no room elsewhere, and additional suggestions would be appreciated. John Duval asked about the cost of moving the panels. John Wright reported that if they can all be moved in one day, he has negotiated a forklift rental for $395 per day. The problem is that the panels weigh over 4,000 lbs. each, and the trailer available for transportation can only carry one panel at a time. Due to the distance from the current location of the panels to possible storage locations, it could take more than a day to move them all. Brett Palmer suggested renting two forklifts to have one at each location, facilitating the move. John Duval stated that he does not think it's a good idea to put the panels on land that the Agency does not own, because they will cost money to move again if the owner of the land wants them off before they are sold. Brett Palmer suggested that Stansbury Park Improvement District may have an area to store the panels for the Agency. John Wright will talk more with the rental company tomorrow about suggestions and get back to the board.
    - Projects
        - The stone sign at Solomon Park was installed. The Agency gardener, Mary Wilson, is now working in the area, installing water and low-water vegetation to prevent soil erosion. The sign installer said the Agency crew was great to work with. The sign was about $1400. The Solomon family donated it, but it might be something to consider getting for other parks. John Wright said he felt it would be a good standard to set and likes the idea of having similar signs at all the parks.
        - Mary Wilson is working on obtaining a grant to fund the replacement of parkway grasses with drought-resistant plants that will require less maintenance overall.

- John Wright is working with baseball teams to make the Porter Way infield usable. Competition baseball and softball teams have asked to use the field for training, so there is a need to be filled.
- Parking at Village Park is an issue. If the County agrees to putting a large open field and parking lot behind Holiday Oil, it will help with the availability of sports fields and parking.
- The line behind hole 3 has been rotored out, but the line up to the fairway pond behind Neil Smart's house is also clogged, based on water backup. The contractor examined it and stated that they can perform the work from the road and will provide the Agency with a schedule for the work. Brett Palmer said Gordon Well is running and will cause flooding if the clog is not cleared out quickly. It was decided that the well needs to be turned off in the meantime.
- Staff are waiting for updates from three companies with various tasks. BluLine is finishing the Millpond Park design after getting some questions answered. Black Bison is working on the dock design. Ensign is working on the Soundwall Trail design.
- The Soundwall Trail design update is mostly done. Once we get the final drawings and cost estimate, we will work with the state for approval. The State will reimburse us for the up-front planning, and as part of this process, we will develop a schedule of payments for each phase of the project.
- John Wright raised concerns about the trail junction at Village Boulevard. He feels UDOT is expecting the Agency to accept risk that the Agency shouldn't be required to accept. A lot of the obstacles at Village are on UDOT property, and part of the final plan will be how they will handle their relocation. The Agency has to work with UDOT to develop a plan that meets their requirements for cost and schedule. UDOT accepted the proposed changes from the Agency that include a second trailhead north of the dentist's office to mitigate the issue. The other option is not to do the soundwall trail at all.
- John Duval asked if Ensign was still doing a survey for the soundwall replacement. James Hanzelka reported that he got a bid from them, but it was not initiated based on the new direction not to install the soundwall panels.
- Repairs on the clubhouse lower level are ongoing. There is a significant issue with electrical on the lower level. Most of the light boxes and power receptacles are not working on the northwest wall in the lower level. It may have to be completely rewired. John Wright asked if putting in the new breaker box would fix any of the issues. James Hanzelka reported that the wiring from the new breaker box does not extend to that area; it is just for the northeast side of the building. It's unknown where the power on the west side is coming from and needs to be looked at to map the wires. John Wright said it might be worth pulling the wires to get everything fixed. James Hanzelka said that is the current plan, but it is slow going. The Agency has been approached about putting small businesses down in the lower half of the clubhouse but that is not an option until the power issue is resolved.
- The railing project was awarded to Russell Engineering. They are replacing the lower rails by the pool and basketball courts. They are also replacing the rails around the gazebo. They are looking at the rails on the back decking of the clubhouse and they are making fittings to help with water erosion around the posts. They have provided recommendations on maintaining the remaining

rails. The long rail along the road to the pool will probably need to be replaced next.

- Plans to repair the entrance and the northeast side of the clubhouse, where there is leakage, are being developed.
- The contract to replace the master breaker was awarded to GreenCo. It will take about 20 weeks for the parts to be delivered and then one to two days for installation.
- The fire marshal inspected the clubhouse's fire suppression sprinklers, and they all need to be replaced. The Agency has received bids from two companies for $21 K and $ 18 K. A third bid is being awaited.
- John Wright has been working on the replacement of the pro shop and clubhouse windows. A cherry picker will be required for moving the heavy windows on the roof. On the roof, there is a row of windows. The windowpanes on the outer edges do not protect the interior of the building; they are purely decorative and can be replaced by single-pane glass. One window is broken and needs to be repaired soon, as the fire marshal said it constitutes a fire hazard. The windows that connect to the interior of the building will need double panes. The draining around the windows will also be upgraded to avoid future issues. There have been a few preliminary bids, and once the full plan is complete, more bids will be obtained. As production for the windows will take considerable time, the decision on what to do needs to be made soon.

Discussion Items:

1. Cemetery Lot Line Adjustment and Agreement with the County for additional land
   - The fence installed by the County around the gristmill came 35 feet onto Agency property, which was confirmed by a survey. The County has agreed to give the Agency an additional 10 feet (about half acre in total) in exchange for sharing the cost of moving the 500 feet of fence, this has been agreed to in writing. The agreement is to move the fence and then they will deed the property. Both entities will be responsible for maintaining the new fence line. Bids are currently being obtained for completing the work.
   - John Duval pointed out that this was not planned for in the budget and wanted to know where the funds would be coming from. He also pointed out that the Agency needs to have a policy in place for dealing with unexpected costs like this. James Hanzelka pointed out that this may not happen this year, so he did not include it in the budget.
2. Park Playground Repair/Replacement Plan
   - The Woodland Park playground, including the swing set, was removed in 2023 at the recommendation of the Utah Trust representative. Agency staff initially attempted to fence off the equipment to close it, but residents removed it and continued to use it anyway. The previous playground area was 75ft by 30 ft. To install the all-abilities playground, the area will have to be expanded to 94ft by 51 ft. Money for woodchips was included in the 2025 budget to go with the all-abilities playground, instead of PermaPlay. The Agency put in for a state grant to assist in replacement costs, and it should be awarded in June.
   - The Agency had a staff member trained as a Certified Playground Safety Inspector (CPSI).

- The playground at Village Park is also currently closed, but the equipment has not been removed. The Planning Committee's hope is to repair the damage so that it can be used this year. Contractors are coming tomorrow to see about repairing the cracked area on the slide and extending the bracket. It's not a permanent fix, but it should hold for a couple of years. The monkey bars are not currently stable, so the staff are looking at possible repair and retrofitting solutions as the manufacturer is out of business, making replacement parts unavailable. Once the repairs are completed, more woodchips will be added.
- Kyle Shields recommended informing the community of playground closures with signs and a potential reopening date.
- The Parkview playground is also closed for repairs. The biggest issue is the slide. The manufacturer is still in operation, so the slide can be replaced and installed for about $ 11 K. Otherwise, the park is in good condition.
- John Wright suggested doing the repairs as a stopgap while the Agency gets onto a cycle for setting aside money for replacements as the lifetime of the equipment ends.
- Some of the damage in the playgrounds is from vandalism, some is due to age. There is also the issue that maintenance has not been done previously.
- The playground at Garrett (Rex Sutton) park has a spacing issue, but most of the equipment is good. The rocker needs to be repaired or replaced; costs are being compared currently. The equipment needs to be repositioned to be in safety compliance, but will probably not be moved this year. The merry-go-round is older and may break down when moving it. The playground is functional with minimal risk of major injury.
- There are four remaining playgrounds. Sagers is in a similar state to Parkview. It needs to be closed until it is fixed. Galley Park needs a full replacement because the manufacturer is out of business, but it is in decent shape for the near future. Gateway has minor issues, but nothing that requires closing. Captain's Island is also in need of small repairs and replacements.
- Tentative timeline for completion of repairs: If the grant for Woodland is awarded, work would begin around the first of June and be completed by early July. Discussions with the vendor are ongoing to see if he would be willing to do preparatory work before and wait until after the first of June to bill. Some repairs at Village are happening now, with the plan to reopen in mid to late May. Parkview and Sagers are going to take at least eleven weeks for parts to be ordered and then for repairs to be completed, which would put completion in early June.
- These repairs were not budgeted for, but priorities have to be adjusted due to safety concerns.
- Brett Palmer has been out to inspect the all-abilities playground equipment. It has been stored outside and exposed to the weather, so it does not look new. He asked how confident the Agency is that all pieces are present for assembly. James Hanzelka answered that an inventory has been made, and all the big pieces are accounted for. The manufacturer of the equipment is the one doing the installation, so they will have access to any smaller parts like nuts and bolts that might be missing. Ammon Jacobsmeyer asked about the final size of the assembled playground. Shawn Chidester reported that it requires a 62ft by 51 ft border and is an actual size of 53ft by 49ft. John Wright asked if the

tree needs to be removed to install the equipment. Shawn Chidester answered that if the playground goes in, the tree will have to come out.

3. Financial Data Presentation
    - James Hanzelka provided an overview of the financial structure and budgeting process, explaining how funds are managed at different levels, from the agency-wide budget that is given to the state to departmental and transactional levels. He clarified how fund transfers work, the distinction between governance and execution budgets, and how impact fees are handled. Transfers within the General Fund can be made at a management level, while transfers from Capital Projects require board action. The Impact Fees are fixed and cannot be transferred and must be used according to the impact fee plan. He also detailed how revenue and expenses are categorized across the departments. The General Government department is administration and management, the Golf department is the greens and Pro shop, and the Parks & Recreation department is everything else. The pool, Library, and Cemetery are listed as their own departments.
    - The discussion included how financial data is tracked over time, with budgets being broken down by months for better planning, and the planned and completed are separated into separate columns. Departments are given different color designations to make them easier to see in the reports. James Hanzelka explained how actual expenditures are compared against projected budgets, highlighting a significant variance caused by the revenue from the sale of water shares. He described the process of monitoring financial performance, assessing variances, and adjusting spending projections. The presentation concluded with a look at staffing challenges and how hiring delays have impacted budget execution.
4. Additional Repairs from Available Funds
    - The windfall funds could be used for previously discussed projects such as the playground and fence relocation. Several grants have been applied for to support the bridge and amphitheater projects. A portion of the funds may also be allocated for water-related repairs, including fixing the gate at the Millpond pump to ensure continued water shares and upgrading the Gordon well #1 with a variable speed controller to reduce costs.
    - Discussion arose about whether these repairs were included in the initial list of necessary fixes for the year. While some were, the list is based on estimates and must remain flexible to accommodate evolving needs. John Duval made a recommendation for a work session to refine the list, with monthly updates to the board to track changes. Ammon Jacobsmeyer raised concerns about prioritizing water repairs over other safety-related fixes.

Action Items:

1. 2025.03.06 A
    a. Board Review and Possible Approval of March 12, 2025, Minutes

Motion to approve the minutes as written made by John Wright. Seconded by Ammon Jacobsmeyer.
Vote as follows:
John Wright – yea; Kyle Shields – yea; John Duval – yea; Ammon Jacobsmeyer – yea; Brett Palmer – yea. Motion Passed

2. 2025.03.07 A
    a. Board Review and Possible Approval of February 2025 Financials, Expenditures, and Journal Entries.
    b. Brett Palmer asked about the overpayment by the County on page 4 for the tourism grant. James Hanzelka and Ingrid Swenson explained that it was caught by the staff and the County. An invoice was requested by the office staff before the refund was submitted.
    c. Kyle Shields pointed out an incorrect listing on page 2. It listed the approved budget of $15K, but that should be $0. Ingrid Swenson corrected it and noted that the same mistake was uncaught in the January financials. The mistake was the result of a closed account still being listed by mistake.
    d. John Wright asked about the taxes on page 2. The current period $15K is showing what was collected in February.
    e. John Wright asked about the plan for board member pay. As the board did not vote on a decision on whether to change it this year, Ingrid Swenson carried over the same payment plan as last year, a single payment in December.
    f. John Wright noted some payments to Napa for parts for the boat repair and asked if the boat repairs were completed. James Hanzelka reported that the last parts came in last week, and the cutters were installed. The only thing left to do is repair the steering mechanism box to make the boat more efficient. The hand controller and cable were sent to a company for repair. If the cable is not repairable, the entire box will have to be sent for repair. Neither repair would prevent the use of the boat, and it is operational without it.
    g. John Wright asked what charge on page 3 for Plumbing Supply Co., listed as an eagle wrench, was for. James Hanzelka said that it was for parts for the planned decorative fountain in the roundabout out front.

Motion to approve the February 2025 Financials as discussed has been corrected, check register expenditures of $104,825.16 and the journal entries made by Kyle Shields. Seconded by Ammon Jacobsmeyer.
Vote as follows:
John Wright – yea; Kyle Shields – yea; John Duval – abstain; Ammon Jacobsmeyer – yea; Brett Palmer – yea. Motion Passed

Board Member Reports and Discussion Items

1. John Wright:
    - He asked about the tree heights and whether that was something that the Agency needed to correct. James Hanzelka said that the Agency is only responsible for trees on Agency property and that other trees had to be taken care of by the property owner. John Wright stated that he did not feel trees should be planted in the park strips. James Hanzelka said that the Agency is working with developers on future tree planning. Brett

Palmer and James Duval agreed on the need for a plan with specs for the developers to follow.

- He suggested that the money from the water shares should be put aside for several uses - $100K for an emergency fund, $150K for a project contingency fund, $150K for an equipment fund, $100K to be used for current maintenance & repair issues, and $100K for the bridge rebuild. John Duval stated that the state requires a risk register and that the Agency should use the funds to become compliant before anything else.
- He asked if the rough mower paperwork issue had been resolved. Ingrid Swenson reported that while the process had been delayed due to the move to .gov emails, Brett Palmer had been able to sign the final paperwork tonight.
- He asked what kind of signs are being installed at the parks. James Hanzelka reported that the signs are a wood frame with glass cases for putting in information about reservations and park rules.
- He asked if the buoys for the lake had been ordered yet. James Hanzelka reported that they will be when the plan from Black Bison is completed.
- He asked if a pool manager and an assistant manager have been hired. They have not.
- He also asked for an update on repairs to the golf course wiring. Two of the four have been completed.

2. Kyle Shields –
    - He offered to bring the criteria that Salt Lake uses for the Agency to use. Ammon Jacobsmeyer suggests getting insights from committee members who have experience with it, in addition to the committee.
    - He asked if the water had been turned on yet. James Hanzelka reported that the golf course water is turned on. Parks and Rec have been working on some issues that can be done without water. The plan is to start turning on the systems by April 15.
    - He asked if the Agency needs him to run the Weather Trak stations this year. James Hanzelka said no, that the staff had been trained on it.
    - He said to be sure not to place the new park signs in a spot where they would get hit by water from the sprinklers.
3. John Duval –
    - He asked if the board needs to approve changes in project priorities. Brett Palmer thought that was a good idea. James Hanzelka said that the committee will make recommendations to the board.
    - He asked if James Hanzelka was going to report on the meeting with the golf course that happened a week earlier. James Hanzelka said that he was waiting for more information before presenting it to the board, but would provide John Duval with the information he already had later that night.
    - He asked if anything had been decided or discussed about using the chemicals in the lake that were recommended at the previous meeting. James Hanzelka said he was waiting to meet with DWR. Brett Palmer said he called the presenter regarding sewer treatments and solutions for the moss in the golf course ponds. He said the presenter asked for phosphorus testing, which is the first time that has been requested. Brett Palmer pulled samples out of the lake, pond three, a well, and from one other location. Those results should help to determine where the phosphorus is coming from and possible treatment options.

Motion to Adjourn

Motion to adjourn made by Ammon Jacobsmeyer. Seconded by John Wright.
Vote as follows:
John Wright – yea; Kyle Shields – yea; John Duval – yea; Ammon Jacobsmeyer – yea; Brett Palmer – yea.
Motion Passed

Meeting adjourned at 9:16 PM

The content of these 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 26th day of March 2025

Cassandra Arnell, Stansbury Service Agency Board Vice-Chair