



## **Stansbury Service Agency Board of Directors Meeting Minutes**

**Date:** Wednesday, April 9th, 2025

**Location:** 1 Country Club Drive, STE 1, Stansbury Park, UT 84074

**Time:** 7:00 PM

### **Order of Business**

1. Call to Order by Cassandra Arnell at 7:00 PM
2. Roll Call
  - Board Members
    - Cassandra Arnell – present
    - John Wright – absent, working on project for the Agency.
    - Kyle Shields – present
    - John Duval – present
    - Ammon Jacobsmeyer – present
    - Brett Palmer – absent, on vacation
  - Staff
    - James Hanzelka – present
    - Ingrid Swenson – present
    - Shawn Chidester – present
    - Jessica Shaw - present
3. Pledge of Allegiance led by Brenda Alverson
4. Review of Public Comments from the last meeting
  - None to review
5. Public Comments
  - Robert Mitchell - 256 Spinnaker – wanted to discuss the ongoing greenspace issues. DWR didn't come out when they were called about issues, and the sheriff's department did not do anything about it. He indicated there have been issues with late night fishing, refusal to clean up garbage, and other rude behaviors by visitors and the issues are only worsening. Cassandra Arnell said the Agency must be the one to call the sheriff's department and instructed residents to call the Agency's office or after-hours line when they are having issues. Robert Mitchell said he had called the after-hours line before and been told that he needed to be the one to call the sheriff's department by the Agency employee who answered. James Hanzelka said he would clarify with the staff. Robert Mitchell also stated that he is in favor of the lake mower offloading behind houses in the fingers but would like a better job done of cleaning up clippings left in the water after mowing. James Hanzelka reported that the Agency does not currently have a good way to get the clippings out, but the staff are working on it. John Duval suggested doing chemical testing in the area since it's so overrun. Robert Mitchell said the clippings cause more problems than the weeds. John Duval then suggested dredging and Robert Mitchell said he's heard about dragging chains to uproot milfoil. Cassandra Arnell disagreed with the idea of dredging as it would kill the beneficial plants that are needed by the fish as well as the weeds.

- Brenda Alverson – 248 Spinnaker – Thanked the lake mowers, stating they had done a good job earlier in the day. Ammon Jacobsmeyer explained that the revamp of the boat will make it work better in general. James Hanzelka reported that the new mower has been out there for about two days learning how to run the boat. Brenda Alverson brought up problems with parking on the causeway, including the vehicles blocking drivers' line-of-sight when they are trying to turn onto the road, and feels that something needs to be done. James Hanzelka explained that parking in general is a problem. He is meeting with the county roads department to map out a no parking plan. She suggested parking spots in some of the green spaces. Ammon Jacobsmeyer said the idea had been raised previously and residents were heavily against it. She suggested having designated fishing areas with parking. John Duval said they are talking about reducing the number of allowed fishing areas.

#### 6. General Manager Updates by James Hanzelka

- Update on Operations
  - The boat is operational, and a shade canopy has been ordered for the driver. The Agency now has a dedicated employee to run it regularly and are considering augmenting the schedule with volunteer crew down the road.
  - The operations crew is working on sprinkler startup. There have been some failures in the systems over the winter, but they are mostly in good shape.
  - Mow crews have been out for a couple of weeks now.
  - A contractor repaired the Village Playground slide and the upper gate by the second slide. Staff are working on the overhead trolley. Replacement parts have been ordered to complete repairs. The contractor is willing to work on the support post coverings. The park should be good for a while with the addition of woodchips.
  - A pressure regulator valve is not being installed at Porter Way based on advice from the sprinkler supplier, but staff will continue to monitor the pressure during the summer. Kyle Shields asked why it was recommended not to install the regulator. James Hanzelka explained that Brett Palmer had notified him of a higher reading of 105 but staff readings were in the 90s. Staff are continuing to monitor the readings to watch for spikes. Kyle Shields agreed with the recommendation based on that information.
  - Staff began moving the sound panels today from the frontage road to the area by the sewer ponds.
  - The new seasonal employees who were hired started April 7. Several of them commented that the new onboarding process and training were done well.
  - The Agency is still looking for janitors for the restrooms. It is required that they be old enough to drive Agency equipment.
  - James Hanzelka met with the Department of Wildlife Resources' (DWR) representative, Chris Crockett, on April 3. He had no opinion on the use of chemicals in the lake due to his lack of experience on the topic, he works more with open water. He was interested in learning more but advised that chemicals be used in a limited area, which fits with the plan to use them in the fingers. They also discussed planting fish in the lake. A planting was done last

fall, and the cycle is two years out. They will look at what species to consider adding to. John Duval asked if the Agency got an annual plan estimate for treating the lake with chemicals. James Hanzelka said no, just a cost per chemical batch estimate had been received. A single treatment is \$2,600 and needs to be done twice a year. It would be about \$70-80K to treat the whole lake and is not in the budget for this year. The current plan is to mow the lake this year. DWR will come out and ride with the lake mower employee to get a better idea.

- Phosphorous testing was done on the wells and ponds while the chemical company was working on the sewer wells for Stansbury Park Improvement District (SPID). Phosphorous is a growth medium for algae and other unwanted plants. The results showed some high readings in Gordon Well 1 and other areas downstream. The Planning Committee has discussed using an injectable Lanthanum Chloride compound to fix the active phosphorus by bonding to it and making it inactive. The first measurement was taken behind hole 3 on the golf course and measured .05 milligrams per liter. Downstream, the pond measured .04 and the lake measured at .02. It would be a good idea to treat it and knock the levels down to help with some of the growth. The cost is \$2600/year. .03 is considered a significant measurement. The threshold is .04. Robert Mitchell asked if the Agency has done tests around the lake from people's fertilizers in their yards. James Hanzelka said they haven't but could consider it in the future. Kyle Shields shared that the pond in question is completely covered with moss.
- The drain line at pond 6 has a possible blockage or gate issue and is being looked at to determine the exact problem.
- Maintenance costs grew due to several issues. Originally, money was budgeted to purchase a new boat in Capital Projects, but staff ended up repairing the boat instead of purchasing one – which came from the maintenance fund. Money has been put into the maintenance of the playgrounds. There was an unplanned expense of moving the soundwall panels. Signage was added in the parks for rental control. There was some money in the budget for fire suppression, but it was higher than expected due to damaged sprinkler heads. John Duval pointed out that these expenses are unbudgeted and asked where the Agency is getting money. James Hanzelka said there is money in other lines within operations that can be moved to cover the costs. But it is more than is normal and may require board action to bring in more money. Ammon Jacobsmeyer asked where the budget was for the lake mower. James Hanzelka reported it is in capital projects.
- As of the end of March, revenue from the golf course and field rentals is higher than compared to the same period last year. The cemetery is lower but that is not a major issue because those costs are only reimbursements of costs to inter and sales of plots have a negative value over time. More interest was gained in the Agency's accounts. Overall, revenue is up from last year.

John Duval pointed out that there is not a comparison to what was budgeted. James Hanzelka agreed saying it is only a quick look to compare between the two years a more extensive look at this year's budget will be done at the next meeting.

- Update on Capital Projects

- The contract for the repair of the overhead windows in the clubhouse and pro shop should be out by Friday. The money for the repair to the clubhouse windows was in the budget but for less money. The pro shop was added due to similar conditions to the clubhouse. He feels it's more efficient to include the pro shop in the clubhouse bid but it was not included in the budget. The Agency is planning on renting the Articulating Man Basket (cherry picker) in house to save money. The lifetime guarantee of the roof is not good because the manufacturer of the cement roof is out of business. Several contractors have been out looking at the roof.
- The contract for electrical support should also be out this week. Other contracts are in the works for an arborist and other support on an as-needed basis.
- The final design was received from BluLine for Millpond Park. The design will be submitted to the county for approval. Shawn Chidester is working through the county questions for submittal. James Hanzelka hopes to put together the bid package and put it out soon.
- Final design drawings are complete from Black Bison for the dock. The contractor is obtaining a final permit from the County. Currently, the projected start date is April 21, but it could run behind. If they start close to the projected date, it should be completed in June.
- The Soundwall Trail design is back. A cost plus-up estimate was submitted to the state to cover additional costs to move the trail into the Millpond Park area. The state sent a table of cost and schedule for Agency staff to complete, and it is being put into the requested format now.
- The boat repair and fire suppression funds were moved to other funds. The fire doors have moved down as a priority due to the recommendation of the fire marshal. Two additional AEDs were purchased, in addition to the one already at the golf course. An entry keypad was added to the exterior door that leads to the library for the library staff. The growth in costs will slow down some projects, like the entryway and north wall of the clubhouse.

- Event Updates

- An Easter Egg Scavenger Hunt is being sponsored by the library and is scheduled for April 12<sup>th</sup>.
- Lake Cleanup Day needs a Lead Volunteer. Several dates have been considered, but it would be good to do it on May 4 to match the county cleanup day.
- A Cemetery Cleanup Day is being planned towards the end of May.

- The golf course is having the Junior Golf Day on May 23 and will include a movie night showing Moana 2.
- Cassandra Arnell asked if this information was included in the newsletter. James Hanzelka said yes, it is.
- Staff has been meeting with Stansbury Days Lead Volunteers to get details on their plans are and what they need for their event. There has been a lot more preplanning this year than had previously been done. David McKeeth has volunteered to be over logistics and is doing well in that position. John Duval asked what a logistics lead is. James Hanzelka explained its management of events throughout the day, scheduling everything, and getting everything in place.
- There are 33 food trucks registered with the agency currently, made up of returning trucks from last year and new trucks that have recently joined.

To set up the schedule for this year, staff looked at the revenue from the nights last year to determine the number of trucks and how many nights per week to have Food Truck Nights this year. May and June will have the traditional set up of Thursdays at Porter Way Park and Fridays at the lake. July will have alternating weeks at the lake and Porter Way Park. The number of trucks will ramp down due to decreased activity last year through July, August, and September. Adjustments will be made dependent on usage.

Trucks are currently attending the soccer games at Village Park and will possibly attend more sports in the summer and fall.

There will be one truck a day on the weekends May through September.

The spots for trucks for Stansbury Days are filled. They will be at Porter Way Park on the 14<sup>th</sup> for the Youth Entrepreneur Market. They will be at the lake on Friday for the movie and lake usage. They will also be at the lake on Saturday for the main events. Staff are considering moving the trucks to the front of the parking lot for Saturday.

Ammon Jacobsmeyer pointed out that consistency helps with Food Truck Nights and feels that alternating days are counterintuitive. He also pointed out that trucks that have not signed an agreement with the Agency are at the sports events in Stansbury Park. James Hanzelka said that it had been corrected and the trucks currently attending are registered with the Agency.

Cassandra Arnell also expressed concern about the alternating days and thinks it should be the same day each week. She feels overall, the information is good to have.

## Discussion Items

### a. Discussion of Possible Path Forward to Repair Playground Equipment

- The repairs and replacements are divided into 3 tiers. Tiers 1 and 2 are in Capital Projects based on costs. Tier 3 is in the increased maintenance budget for operations.
- Woodland Park is tier 1 as it has a high cost and is a major improvement to put in the new playground. The Agency has a firm bid from a contractor.
- Parkview, Sagers, Gateway, and Ponderosa parks are tier 2. Staff closed Parkview and Sagers due to safety issues with the slides. Repairs were considered but decided again due to it the point where cracks are happening being a pressure point. The parks were installed by a vendor that is still in business, so replacement parts are available to purchase. Gateway and Ponderosa were installed by the same vendor. All four parks can be repaired for \$40K.
- Tier 3 is made up of minor repairs needed at other parks, like rockers and border repair. This is currently budgeted for \$15K.
- James Hanzelka feels the Agency should move forward with all these repairs and replacements, which would total a little over \$200K.
- John Duval feels that there should be a better way to show how things have changed from the original plan.

### b. Discussion of Additions to Capital Projects for 2025

- A quarterly review of the Capital Projects priority list was done based on needed adjustments. Capital Projects is made up of two components – improvements and equipment.
- Equipment for 2025 has been mostly received or ordered. Due to the boat being repaired instead of a new boat purchased, there are about \$160K additional funds for reprogramming within Capital Projects without formal approval from board.
- The proposed projects were reevaluated based on criticality, readiness, and cost.
- The initial list in January prioritized safety and critical repairs that could cause further problems, then came operational improvements. The concrete storage area and north wall of the clubhouse are going to be more costly than expected.
- James Hanzelka suggested pulling money from the equipment side to cover costs. He suggested moving up repairs on the playground equipment and putting in Woodland Park. Move up the diving board for the pool and repair the pro shop's leak and the maintenance building's roof. That way a lot of the repairs needed can be covered within the original budget. John Duval felt that it is not obvious in the presented numbers that things are going to balance.

The projected costs listed are the estimated cost of the project, not a projection of the Agency spending the money this year. They help with planning the list for what will be worked on.

Kyle Shields asked about the cost of wood chips for the playgrounds. James Hanzelka said those costs will be under budget. Cassandra Arnell added that they look great.



John Duval would like to help put together a projection with dates to make it clearer. James Hanzelka pointed out that this list is not the final list, it is just a point to start the discussion. Kyle Shields appreciated the information and the focus on safety issues.

Cassandra Arnell would like to see Woodland Park completed sooner rather than later. James Hanzelka explained it is a lower priority than other parks from a safety issue because the equipment has been removed. We have submitted for a grant to help with cost and any work done before 1 June will not be covered by the grant. We are working with the manufacturer to see if he can bill later, but some of the upfront work will have to be done inhouse. He would like to take the positive step of getting four parks up to safety standards and two others close. Cassandra Arnell expressed that she liked the format of the list, that it makes it easy to see what's coming next.

Kyle Shields suggested the water leak in the Pro Shop would be better if the landscape drained away from building. James Hanzelka conceded that point but shared that there are also leaks coming from the roof through the windows and HVAC system, though they are not as pronounced.

c. Discussion on the use of Clubhouse by commercial ventures

- Several businesses have approached the Agency about leasing out parts of the clubhouse to run their business from (long-term, not for a single event), the latest was a beauty shop. James Hanzelka does not feel the beauty salon would fit with the mission of the clubhouse but wanted to bring it to the board for discussion and about potential food vendors.
- John Duval asked what the space is used for now. James Hanzelka reported the area where the bar-like area is with a door to the patio. It is currently used for wedding rentals in the basement and used during Stansbury Days. A permanent business could displace other services.
- James Hanzelka said that as long board members agreed, he would decline the request from the beauty salon owners.
- John Duval asked what would fit the needs of the community. James Hanzelka said possibly a food vendor, like a coffee or sandwich shop. Ammon Jacobsmeyer said the Agency needs a policy to say what will and will not fit the community's needs. The message for now should be that we are not in the market for such. He said the Agency is not here to make money, it is here to provide services to the community. John Duval mentioned that the public have said they want the Agency to make as much revenue as possible to offset taxes and minimize costs. Ammon Jacobsmeyer said the things the Agency do should be a service to the community, money is secondary.
- Kyle Shields feels the Agency has good use of the building and taking away for profit is problematic.

**Action Items**

1. 2025.04.01 A

Possible approval of the 2025 Interlocal Election Agreement

Ammon Jacobsmeyer said he did not see a difference from the previous agreement. Ingrid

Swenson reported that the cost went up by \$0.25/ballot but everything else is the same. It was

\$2.00, now \$2.25. It would cost more for the Agency to handle it without the County and would require a lot of volunteers. John Duval asked if this was in the budget. Ingrid Swenson stated that it was, as the costs were anticipated. It is less than in other areas in Utah. There is the potential the cost could be split with Stansbury Park Improvement District (SPID) and North Tooele Fire Department (NTFD), if they also have enough applications to require elections. The Agency will not have primaries since it is a special district. The cost will be about \$17-18K for the election, if we did a primary election the cost would double.

Motion to approve 2025 Interlocal Election Agreement with Tooele County made by Ammon Jacobsmeyer. Seconded by Kyle Shields.

Vote as follows:

Cassandra Arnell – yea; Kyle Shields – yea; John Duval – yea; Ammon Jacobsmeyer – yea. Motion Passed

## 2. 2025.04.02 A

Board Review and Possible Approval of March 26, 2025, Minutes

John Duval requested that “James Duval” be changed to “John Duval” on page one, in the last paragraph about traffic flow issues.

Kyle Shields pointed out that a word is highlighted on page three and the highlight should be removed.

Motion to approve March 26, 2025, minutes with the name change made by Kyle Shields.

Seconded by Ammon Jacobsmeyer.

Vote as follows:

Cassandra Arnell – abstain; Kyle Shields – yea; John Duval – yea; Ammon Jacobsmeyer – yea. Motion Passed

Ammon Jacobsmeyer clarified that a motion can be passed with a majority vote as long as a quorum is present. Cassandra Arnell abstained due to not attending the March 26 meeting.

### **Board member reports and requests**

1. Ammon Jacobsmeyer expressed gratitude for the work done by the staff and Kyle Shields for the improvement of the grass this year.
2. John Duval asked if there were any updates on the golf player pass concept discussed at a previous policy meeting. James Hanzelka said that it had not been finalized and was going back to the policy committee in the next few weeks. John Duval asked if time needed to be set aside in a future meeting to discuss the parking situation in the community. He acknowledged that it's been brought up several times and wondered if there was anything on the docket to address it. James Hanzelka is meeting with the County Roads Department and will do a mockup where the Agency thinks the community should have no parking before his meeting to see what their thoughts are. John Duval feels the Agency should capture and document the problems and community concerns to work towards a solution with the County. James Hanzelka said this process will be a good test of the committee structures. Ammon Jacobsmeyer is very concerned with roads and feels No Parking zones just shift the problem to another area, as seen in Stanbury Days. He opposes blocking everything, feeling the traffic should be spread out. John



Duval wants to make this a planned future discussion item to address frustrations that have been expressed and communicate to residents what is being done.

3. Cassandra Arnell asked if the Agency is going to test the chemicals or treat the well, the Board needs to move on the decision as there is a small window of time to get it done. James Hanzelka said the well will be treated and costs are being explored before moving forward. If the Board supports a trial run, the finger to be treated should be chosen with pre- and post-samples being taken. Cassandra Arnell said it needs to be voted on at the next meeting or it will have to wait until next year. James Hanzelka reported that Millpond will start pumping on April 15. Limited testing has been done on Millpond, with more needed. The gate has not been replaced and currently must be hammered into position. It will eventually freeze completely and need to be replaced. Cassandra Arnell pointed out that nutrients testing is costly and asked about the possibility of Utah State doing the testing. James Hanzelka reported the Agency had approached them, but they were not interested. Cassandra Arnell requested that education about keeping the lake healthy by residents be included in the newsletter.

### **Adjourn to Closed Session**

Closed session to discuss confidential personnel matters.

Motion to move into a closed session to discuss confidential personnel matters with the Board, Jim Hanzelka, and Ingrid Swenson, we're at 1 County Club made by Kyle Shields. Seconded by Ammon Jacobsmeyer.

Vote as follows:

Cassandra Arnell – yea; Kyle Shields – yea; John Duval – yea; Ammon Jacobsmeyer – yea. Motion Passed

Closed session started at 8:26 PM

### **Motion to Adjourn**

Motion to adjourn made by Kyle Shields. Seconded by Ammon Jacobsmeyer.

Vote as follows:

Cassandra Arnell – yea; Kyle Shields – yea; John Duval – yea; Ammon Jacobsmeyer – yea. Motion Passed

The closed session ended, and the meeting adjourned at 8:45 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 14th day of May 2025*



*Brett Palmer, Stansbury Service Agency Board Chair*

