



Stansbury Service Agency Board of Directors Meeting Minutes

Date: Wednesday, April 23, 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 – arrived at 7:57 PM
 - John Wright – present
 - Kyle Shields – present
 - John Duval – absent
 - Ammon Jacobsmeyer – present
 - Brett Palmer – present
 - Staff
 - James Hanzelka – present
 - Ingrid Swenson – present
 - Shawn Chidester – present
 - Shara Darke – present
3. Pledge of Allegiance led by Brett Palmer
4. Review of Public Comments from the last meeting
 - None to review
5. Sheriff's Update Report
 - For March, there were 237 details, which included 122 traffic stops, 33 citations, 76 warnings, 5 accidents, 2 DUI's, 15 misdemeanor arrests, and 4 felony arrests.
 - They are doing some crosswalk shifts, hoping to encourage people to slow down.
 - John Wright asked for a comparison to the previous month. The department representative agreed that the number of traffic stops seemed excessive.
6. Public Comments
 - None given.
7. General Manager Updates by James Hanzelka
 - The Weed Harvester Boat has been running daily since April 9, pulling about 2 dump trucks' worth of weeds every day. This is making a significant impact on the amount of weeds in the lake.
 - The mow crews have been out and working, triggering positive feedback from residents in areas like Gateway.
 - The pool has been drained and power washed. The expectation is that the pool will be refilled this week so we can prepare for operation.

- The Pool Manager is working to fill staff starting next week. This includes creating a training schedule and operating schedule for the summer. The plan for opening registration for swim lessons is the 1st of May.
- The Golf Course is doing well with people golfing in every type of weather. The numbers also indicate that it is being well-used.
- Irrigation has been bringing locations online in all of the parks. Pumps from Millpond to the Lake ran on the 16th, pumping nearly 3 million gallons. These will run every Tuesday – Wednesday, 12-12. The flow will depend on the flow of the spring.
- Irrigation line issues have come up. John Wright asked whether the Agency's sprinkler system is in UDOT's right-of-way amidst the construction along SR 36. Jim Hanzelka said that this was unclear, though UDOT indicated that the lines they capped were in their right-of-way. As a matter of information, the lot lines or borderlines were not necessarily observed for many irrigation lines, particularly around the golf course. There have been two instances where Agency irrigation lines crossed private property lines, and the Agency lines were damaged; consequently, the lines had to be rerouted.
- The areas under discussion are south of the parkway around the water feature and north of the parkway by the Maverik Station. The sprinkler systems and fountains are not powered. Lines will need to be traced and power restored.
- As of the previous Friday (April 18th), those two Weather Track System stations had issues, and several were still on winterization standby. These should all be in operation this week, and we will start setting up the schedules for the year. Several new stations were in place but had not been online for quite a while.
- There are areas that are not on the Weather Track System, and the Agency will be assessing the best course of action. The System has new technology where timers could be installed that do not require wires to link to a control station. Up to this point, the priority has been to use what existed and make it functional.
- Repairs were made at Village Park. The slide was repaired by welding the fractured plastic section and welding an additional plastic piece underneath for additional support. Also, a metal spacer was added to the support flange for additional support. The trolley was fixed, and the wall was repaired to fill the holes. The last part that needs to be fixed was removed. The park is open now.
- At Captain's Island Park, the playground border has settled down significantly creating about a 2 and ½ foot dropoff into the area and creating a safety hazard. This edging will have to be rebuilt and a better entry built. Another issue is that there are some sprinkler lines running through the potential repair area. The problem needs to be assessed for the best solution.
- Parking Issues are occurring at Village Boulevard and Sandhill Park. When cars are parked along both sides of the road, the drive-through area becomes tight. There are also issues with parking in the bike paths on Village Boulevard. This is symptomatic of parks being built without parking. The same thing happens along Stansbury Parkway. Consideration for the future is to study parking options when adding parks and open spaces.
- Update on Capital Projects

- The Soundwall Trail (UDOT) updated plans are back from Ensign. UDOT is currently reviewing them. The goal is to get the contract in place by the end of the year. The Agency submitted for an additional plus-up for funds that would allow the project to carry the trail down by Millpark Pond, further than just to the road. Brett Palmer asked for financial information. Jim Hanzelka replied that the plus-up request was for about \$50,000. Stansbury will cover 20% of the total cost. The end of the year deadline is to ensure that the match amount will stay in place.
- For Millpond Park, the final drawing from BluLine is back with the County for final review.
- Shoreline Improvements Project. The final build package for the clubhouse dock is back from the contractor and was reviewed by the Planning Committee, who asked for some clarifications. Based on their comments, we are researching a potential scope change of Aluminum I beams instead of pressure-treated wood as support beams. This has been sent back to the contractor, who came back with a preliminary bid of \$80,000 instead of \$60,000, which is feasible given current funding. The Agency is still waiting for the final amount before a decision is made. Once the final approval is given, the contractor should be able to schedule the helical pier installer.
- Meetings are set with the contractor for the overhead window repair. There should be firm bids this week on that repair.
- Lake cleanup is on hold. The volunteer lead had a family emergency. Residents are still encouraged to pull material out of the lake and put it on the curb, and the agency will pick it up.
- Upcoming events include Junior Golf Day, May 23rd. This includes golf activities and clinics. There will also be Movie Night (Moana 2) at dusk at the Golf Course.
- The other upcoming event is Cemetery Cleanup Day. This is scheduled for the weekend before Memorial Day, which is May 26th.
- As a follow-up, the Easter Scavenger Hunt seemed well-attended and well-liked.

Discussion Items

1. Financial Presentation for March 2025 (one month)

- The financial summary reports have been reviewed by the Finance Committee.
- Cash Account Summary of post-validation funds:
 - Organized by the three Funding lines: General Funds, Capital Funds, and Impact Fees.
 - Includes Undeposited Funds, which are mainly the Property Tax Funds that come from the County. The County notifies the Agency of the pending amount before the funds are deposited. This is reflected in the budget, but not always reflected immediately in the bank accounts.
 - The total available operational funds are \$2,727,785.
 - Capital project funds set aside in this amount are \$770,364.
 - The Impact Fee Fund balance in the PTIF Account is \$1,421,077.

- Of note. Funds can be transferred within accounts to balance operational needs, but a public hearing is required to move funds from the Capital Projects funding line to the operational funding line. Impact funds are fixed and must be used for designated projects within the Impact Fee Plan.
- Total Revenue
 - The areas where revenue is generated are General Government, Golf Course, Parks and Rec, Pool, Library, and Cemetery.
 - We are showing two revenue streams that project significant revenue increases, General Government and Golf Course Revenue. The other streams are either not yet collecting revenue (the pool) or are not significantly different from projections.
 - The 20% variance between the projected budget and the actual income to the end of March for the General Government is largely due to the sale of water rights. Without this sale, the revenue would be within 5% of projections.
 - The Golf Course saw an increase in use that led to a 21% variance between the projected budget and the actual income should this level of usage continue.
 - A. Jacobsmeyer requested that an explanation be included for the financial charts to explain the column headings and/or contents.
- Revenue Tracking
 - Current figures are projected for revenue that will exceed the budget.
- Total Expenses
 - Total expenses cannot exceed the budgeted amount without a public hearing to increase the budget.
 - Expenses are tracked using monthly projected expenses that match the budgeted expenses. This happens through the end of the year.
 - All departments have spent less than budgeted to date, largely because staff were brought on more slowly than anticipated, and there are some savings in benefits due to filling staff with people who either are not eligible or do not need benefits. As the staff is filled out and more work is done, this will change.
 - We are currently projecting a 1% variance for the year.
- Capital Projects
 - Because there was no boat purchase, there is an overage from Parks and Rec of \$132,807 that can be reallocated.
- Impact Fees
 - The soundwall project was slated to be executed this year, but that will likely be pushed into next year, so the projected reimbursement from UDOT will not add to the projected revenue for the year.
- 2. Reprioritization of Capital Projects
 - The process involves adjusting the priorities of Capital improvements.
 - The next step is reallocating funds to meet operational needs.
 - Financial Levels
 - Agency – Overall
 - The Funds are distributed among four funding lines as follows:
 1. 10 – General Government

2. 10 – Parks, Recreation and Facilities
 3. 41 – Capital Projects
 4. 44 – Impact Fees
- Within these funding lines, there are six departments that execute the funds:
 1. General Government
 2. Golf
 3. Parks and Recreation
 4. Pool
 5. Library
 6. Cemetery
 - Within each department, the budget has specific line items, such as equipment maintenance. During the year, as conditions and requirements change, these lines may be increased or decreased within or across the individual departments, with the exception that moving money from the General Government department to any of the other five operational departments requires a vote of the board.
 - Individual transactions are tracked through a document register, signed off as appropriate by the general manager, and approved monthly by the board.
- Funds can be moved between Capital Projects to account for increases or decreases in costs or to account for changes in priority as needed.
 - Should the need arise to move money from fund 41 to fund 10 to account for an operational emergency, for example, it would require a vote of the board after a public hearing.
 - Impact Fee funds must be used on designated projects within the Impact Fee Facility Plan (or as designated within a facility plan in a master plan).
 - Any increase in expenditures that exceeds the budgeted amount can only be done after a public hearing.
 - Changes to Operation Budget
 - We are making several changes to the operational budget for the parks and recreation department and the golf course divisions.
 - These additions can be made within the current budget.
 - Changes were made to properly position repairs within the operational budget and not the Capital Projects budget.
 - Changes may require board action to approve the move of funds from General Government line to Operations line, but that is not currently anticipated to be the case.
 - Additions to Operation Budget
 1. The repairs and replacements to the playground equipment are divided into 3 tiers. Tiers 1 and 2 are in Capital Projects, based on costs. Tier 3 consists of lesser cost items which will be done under the Operations maintenance budget, which means we will need to increase that line item.
 2. Village and Galley Park Playgrounds need to be included in the future replacement schedule.
 3. The cost to repair the lake mower was moved from a Capital Project to a maintenance funding line.

4. The cost to fix the fire suppression sprinklers was more than budgeted and will require an increase in both the Parks and Recreation and Golf Course maintenance funding lines.
 5. The cost to move the sound wall panels from the frontage road area to a storage location will increase the parks and recreation operation budget.
 6. Due to complications with park reservations made by sports teams, six notice boards were procured and installed. These expenditures exceeded the initial budget expectations, and as a result, the additional costs were incorporated back into the budget.
 7. In total, \$55,210 was reallocated to the Parks and Recreation and Golf Course operation budget from other funding lines within the general Operations budget.
 8. This will be largely accomplished by using some money saved by delaying hiring and not using some of the benefit allocations.
- Capital Projects Funding
 - Reprioritization is necessary to maximize the use of the limited funds available to accomplish major equipment purchases or improvements.
 1. There will be less carryover from 2025 to 2026 than there was from 2024 to 2025.
 2. Some money has been saved on purchases and there are critical equipment improvement needs that were not approved in the 2025 budget due to lack of funding. Reallocating the unused equipment purchase money and savings on some other projects allows us to address these areas.
 - Additionally, there is \$12K allocated Capital Project money that can be used to plus-up the spending in 2025.
 - Most of the funding will be reallocated to projects and will be used to fix the remaining critical safety issue of park equipment repair.
 1. The all-abilities playground is being installed at Woodland Park to replace the equipment that was removed for safety reasons.
 2. We are contracting with a vendor to repair four parks: Parkview, Sagers, Ponderosa, and Gateway. Two of these parks are currently closed for safety reasons.
 3. The other park repairs will be done in-house and are included in the increased maintenance budget in Parks and Recreation.
 - The initial bids on the replacement of the overhead windows in the clubhouse look to be higher than anticipated. Additionally, it makes sense to fix the overhead windows at the pro shop at the same time.
 - To accommodate these actions, the repair of the clubhouse entryway and the north wall of the clubhouse were reprioritized lower and may not be done this year based on funding.
 - This Course of Action:
 - Leaves approximately \$15,000 in the budget to account for overruns on currently planned projects.
 - Focuses the remaining funds on a more critical safety issue.

- IF the funds from the Utah Outdoor Recreation Grant (UORG) are received, the funding would allow for an additional amount to be reallocated. The earliest the Agency would find out if the grant has been awarded is June.
 1. This would be used to pull up the highest priority from the remaining projects.
- Does not require any board action or a public hearing.
- Observes the Priority List of safety and material costs, including building and equipment damage, with the focus on the two highest priorities right now.

Action Items

1. 2025.04.03 A
 - a. Board Review of March 2025 Financials, Expenditures, and Journal Entries
 - b. Motion to approve 2025 Financials, Expenditures, and Journal Entries with Tooele County made by Kyle Shields. Seconded by Ammon Jacobsmeyer.
 - c. Vote as follows:
John Wright – yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea.
Motion Passed.
2. 2025.04.04 A
 - a. Board Review and Possible Approval of April 9, 2025, Minutes
 - b. Motion to approve April 9, 2025, Minutes by Ammon Jacobsmeyer. Seconded by Kyle Shields. Did not have a quorum for a vote; motion died.
 - c. Motion to table Minutes until next board meeting on May 14 made by Ammon Jacobsmeyer. Seconded by Kyle Shields.
 - d. Vote as follows:
John Wright – yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea.
Motion tabled.
3. 2025.04.05 A
 - a. Board Review and Possible Approval of Board Compensation Policy
4. 2025.04.06 A
 - a. Board Review and Possible Approval of Special Events Policy
5. 2025.04.07 A
 - a. Board Review and Possible Approval of Safety Handbook
 - b. The chair stated that because of a computer glitch, items 3, 4, and 5 were not intended to be included in the agenda and asked for the items to be tabled until such time as they are ready to be placed on the agenda.
Motion to delay Action Items 3: Compensation Policy, 4: Special Events Policy, and 5: Safety Handbook we are ready made by John Wright. Seconded by Kyle Shields.
 - c. Vote as follows:
John Wright – yea; Kyle Shields – yea; Brett Palmer – yea; Ammon Jacobsmeyer – yea.
Motion passes.

Board Member Reports and Requests

Open comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the GM, concerns from residents, and requests for future board actions.

1. John Wright mentioned potential bidders on glass for the clubhouse and pro shop. A meeting is set for next Tuesday concerning the repair of the maintenance shed roof. They are also looking to figure out the issues with the entryway. John Wright also mentioned parking issues. Jim

Hanzelka said that a comprehensive plan for signage was needed. Stansbury has to do red striping on the curbs. The County will post signs. There have also been several complaints about mailbox blockage. John Wright requested further updates on the irrigation line over by hole 3, towards hole 6. Jim Hanzelka said the work they had done had not completely unplugged the line and will require further investigation. They may have to drain the line. John Wright then asked about the status of the fire suppression system sprinklers for the clubhouse and on the golf course. Jim Hanzelka said that the contract had been executed and the contractor to start should be scheduled by the end of the month.

2. Kyle Shields said that the irrigation system at Woodland Station 8 has a problem. Discussion led to the possibility of it being shut off. The next question was about the DNR's position on the chemicals. Jim Hanzelka replied that the DNR said they had no objections to testing a limited section of the lake... The bidder sent a list of the suggested chemicals, along with a Material Safety Data Sheet (MSDS) for the treatment that was a concern. A survey needs to be conducted of the lake to decide where to do this. The best time advised was June. The next step is to come up with locations, costs, and a plan. K. Shields asked about using chemicals. Jim Hanzelka answered that the DNR said they should not treat the whole lake. Kyle Shields then asked for updates on the weed harvester boat. J. Hanzelka said that it is working better than it ever has. There is an issue with offloading weeds from the north end, and they want to offload to the west. Kyle Shields final comment was that flags should be at half-mast for Pope Francis. The suggestion was made to subscribe to the email that sends a notice for when the president wants flags lowered.
3. Ammon Jacobsmeyer expressed gratitude for the easter egg hunt run by the library. It went well. About 100 kids attended. The request was made for more advertising, so events are better attended. Stansbury Days is in full swing. The vendor sign-up announcement was posted to the website. J. Wright mentioned the pageant event. Ammon Jacobsmeyer said that they are already ahead of where they were last year, including being able to advertise it in schools. Ingrid Swenson mentioned that social media posts and advertising are limited due to regulations and restrictions. One issue is that organizations fail to get the information to the Agency to post. The library and other entities are encouraged to email updates to the Agency.
4. Cassandra Arnell commented on the policy committee making lots of progress. They will send out proposed policy drafts for special events, attendee forms, and the safety manual. These drafts come from hours of workshopping, so please submit comments or suggestions if they are significant. The request was made to run through all policies in the pipeline at the next meeting.

Public question asked by Erica Van Amerongen (144 Spinnaker Dr) for a synopsis of meeting discussion and explanation of subjects under discussion. Response was given by Ammon Jacobsmeyer that meeting minutes are available from every meeting and can be obtained at the office located in the clubhouse.

Brett Palmer thanked everyone for helping with the parks, maintenance, and for attending the meeting.

Motion to Adjourn

Motion to adjourn made by Kyle Shields. Seconded by John Wright.

Vote as follows:

Cassandra Arnell – yea; John Wright – yea; Kyle Shields – yea; Ammon Jacobsmeyer – yea. Brett Palmer
Motion passed.

Meeting adjourned at 8:02 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