



STANSBURY

SERVICE AGENCY

Parks and Recreation

COMBINED STANSBURY RECREATION SERVICE AREA, STANSBURY GREENBELT SERVICE AREA BOARD OF TRUSTEES, AND STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING AGENDA

Date: Wednesday, September 10th, 2025

Location: 1 Country Club Drive, Ste 1

Stansbury Park, UT 84074

Time: 7:00 PM

Order of Business

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Presentation of the check from the Stansbury Days Fundraiser, held in collaboration with the North Tooele Fire District, benefiting the Pathways Shelter of South Valley Services
5. Public Comments
6. GM Updates
 - a. Operations
 - b. Projects
 - c. Finances

Discussion Items

- a. Presentation of the Utah Trust program: Trust Integrity Promise

Motion to close the Stansbury Service Agency meeting and enter into the Stansbury Recreation Service Area and the Stansbury Greenbelt Service Area Boards of Trustees Meeting.

Stansbury Recreation Service Area Board of Trustees Meeting

Order of Business

1. Call to Order
2. Roll Call
3. Public Comments

Action Items

1. 2025.09.01
 - a. Board Review and Possible Approval of August 27, 2025, Board Meeting Minutes.

Motion to adjourn the Stansbury Recreation Service Area Meeting.



STANSBURY

SERVICE AGENCY

Parks and Recreation

Stansbury Greenbelt Service Area Board of Trustees Meeting

Order of Business

1. Call to Order
2. Roll Call
3. Public Comments

Action Items

1. 2025.09.01
 - a. Board Review and Possible Approval of August 27, 2025, Board Meeting Minutes.

Motion to adjourn the Greenbelt Stansbury Service Area Meeting.

Motion to enter into the Stansbury Service Agency Board of Directors Meeting.

Stansbury Service Agency Board of Directors Meeting

Action Items:

1. 2025.09.01 A
 - a. Board Review and Possible Approval of August 27, 2025, Board Meeting Minutes.

Board Member Reports and Discussion Items

1. 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.

Motion to Adjourn



Empowering Safety: A Blueprint for Claims Reduction

Data has shown that workplace injuries and auto-related accidents account for the most common causes of loss to organizations locally and nationally. However, these claims are largely preventable through simple protocols and proactive measures. As a pool, our collaborative objective is to collectively reduce claims frequency in these areas by one-third. Here's how we can achieve this goal:

WORKERS' COMPENSATION

1. **Prompt Reporting:** All employee injuries should be reported to the respective supervisor and designated personnel responsible for reporting claims to the insurance by the end of the day.
2. **Directed Care:** Select an occupational safety clinic where you will send injured employees. Communicate your expectations to clinic administrators regarding light-duty work and avoiding lost time claims. Ensure the clinic provides job-related restrictions within one business day.
3. **Light Duty:** Once an employee has missed work for more than 3 days, it becomes a lost-time claim, which is costly and has a greater impact on your claims performance. Aim to get employees back to work within 3 days, either in their regular capacity or by accommodating job-related restrictions by offering light-duty assignments. For those requiring extended absence, regular check-ins and encouragement should be provided.
4. **Return-to-Work:** Develop a return-to-work plan for all employees currently on extended injury leave, ensuring their prompt reintroduction into the workplace.

AUTO SAFETY

1. **Motor Vehicle Records (MVR):** Furnish a roster of your drivers, including regular updates on new drivers, and we will provide monthly MVRs at no cost to you.
2. **Driver Qualification:** Implement a program with specific driver qualification requirements and criteria for suspension of driving privileges (see sample boilerplate).
3. **Backing Policy:** Enforce a policy ensuring that when two employees are present, one oversees hazards while guiding the vehicle. For single drivers, a pre-backing check for obstacles is mandatory.

SAFETY COMMITTEE

1. **Monthly Meetings:** Convene monthly to discuss safety concerns, assign employee training, and conduct incident reviews.
2. **Incident Reviews:** Conduct thorough reviews of near misses and incidents with involved employees and supervisors to identify lessons learned. Share lessons learned organization-wide.
3. **Monthly Scorecards:** Disseminate monthly scorecards (provided by the Trust) across the organization to foster awareness and accountability for safety.
4. **Performance Evaluations:** To further prioritize workplace safety, incorporate safety ratings (1-5) into annual performance evaluations that will directly impact merit raises — fostering a safer culture. Notify employees of this new component of the performance evaluation.

Trust Inspections and Records Program

1. Attending the Utah Local Government Trust Legal Brief Series

The first Tuesday of every month the Utah Local Government Trust holds a “Legal Brief Series.” These sessions teach how to avoid lawsuits and win the lawsuits you can’t avoid. These monthly trainings include practical advice on every area of municipal liability. By sending relevant employees to the monthly trainings you will gather in-depth knowledge, hear updates from other similar organizations, and understand recent changes in caselaw.

- ☐ Attend monthly “Legal Brief Series” webinars

2. Inspecting Infrastructure for Potential Tripping Hazards

Regular inspections of sidewalks, utility access lids, and other infrastructure is important for ensuring safety, identifying potential tripping hazards, and preparing for potential liability claims. While there is not a set requirement for how often inspections should occur, you should have a system where sidewalks and utility access lids are inspected consistently, and records are kept. You will likely be held to a “reasonableness” standard by the courts.

Inspection records should include the inspection date, the names of the employees involved, and a general summary of the condition of the infrastructure, noting any defects found and repairs done. A well-documented inspection process is vital not only for the public’s safety but also for legal protection against personal injury claims that may arise from tripping hazards.

You should also have a system where public complaints about tripping hazards are documented. If the public complains about an alleged tripping hazard, you should respond to the area within 24 hours, assess the situation, repair (if necessary), and document your efforts.

- ☐ Yearly inspections of sidewalks, trails, and other pedestrian pathways for tripping hazards
- ☐ Yearly inspections of all utility access covers, including water meter and manhole covers
- ☐ Fix any issues you identify as a hazard to the public and document the fix
- ☐ Maintain a system for public complaints about possible tripping hazards
- ☐ Document and retain records of inspections, complaints, and repairs of hazards

3. Keeping Detailed Records of Citizen Complaints

Along with documenting complaints about possible tripping hazards, you should keep detailed records of any complaints about flooding, water infrastructure failures, and sewer backups. Even if these issues are not ultimately your responsibility, it is important to document the complaint and your response. This includes noting the date of the complaint, the complainant’s contact details, a description of the issue, and all actions taken to address it. It’s essential to document how each complaint was handled, including the date it was addressed, the names of employees involved, and the specific steps taken to solve the problem.

Trust Inspections and Records Program

To be effective, there should be a clear retention policy outlining how long the records should be kept, where the records should be stored, and how and when records should be disposed of. A good retention policy ensures that records are available if there's a lawsuit and protects the integrity of record-keeping. At a minimum, comply with the records retention requirements in State code.

Having comprehensive records of complaints is crucial for defending against liability claims. Claimants often try to show that the entity knew about a hazard and didn't fix it within a reasonable amount of time. Credible records can prove if, or when, the hazard was reported and what actions were taken to resolve it. These facts are essential in defending negligence claims.

- ☐ Maintain a system for public complaints about possible infrastructure failures including flooding claims, water pipe leaks or breaks, and sewer backups
- ☐ Document and retain records of how each complaint was addressed and what employees were involved

4. Employee matters.

You should have an employee manual or handbook reviewed by HR at least yearly and by an attorney at least every three years to ensure compliance. The manual or handbook should have a written employee grievance policy to address grievances. This policy should include an investigation procedure and an internal appeal process.

To help Trust members Update, Review or Rewrite their policies, the Trust has negotiated a special rate with Matt Church of Manning Curtis Bradshaw & Bednar, (801) 303-0045.

\$3500: Policy Update and Review. This option includes an introductory virtual meeting, review of your policy, update certain sections to match the current state of the law, flag problem areas and inconsistencies, limited rewrite of specific sections, and a final virtual meeting to discuss your policy changes and the conclusion of the project.

\$7500: Full Policy Rewrite. This option includes an introductory meeting, full review of your current policy, potential replacement of every section to match the current state of the law and best practices in Utah, and a conclusion meeting to discuss your policy rewrite and do some limited training on new policies and procedures.

When issues arise concerning an employee's performance or conduct, initiate and document an objective investigation of the circumstances and allegations against the employee. Should the investigation reveal any policy violations, implement appropriate progressive discipline and utilize corrective action plans. You must keep written record of all measures taken to address any issues.

Schedule consistent, standardized performance reviews for employees to assess and monitor their performance across various categories. These reviews, along with any relevant communications regarding the employee's evaluation or performance concerns, should be well-documented.

Trust Inspections and Records Program

Regular appraisal and documentation of employee performance can mitigate claims of negligence, workplace grievances, or wrongful termination. Furthermore, such reviews can effectively safeguard against claims of inadequate training and hiring practices.

- ☐ Maintain a thorough and compliant employee manual or handbook, reviewed regularly by HR and an attorney.
- ☐ Create and utilize a written policy for progressive employee discipline
- ☐ Create and utilize a written employee grievance policy with an internal appeal process
- ☐ Use written corrective action plans and personal improvement plans to improve employee performance and document employee nonperformance
- ☐ Conduct yearly employee performance reviews

5. Complete a Fraud Risk Assessment

Fraud, abuse, and noncompliance within local governments can cause financial losses and reputational harm. Whether these issues emerge through internal investigations or public scandals, they often lead to costly claims and a loss of public trust.

<https://resources.auditor.utah.gov/s/>

<https://resources.auditor.utah.gov/s/article/Fraud-Risk-Assessment-Implementation-Guide>

To mitigate such risks, we recommend conducting a fraud risk assessment. Taking an assessment will help entities of all sizes identify vulnerabilities, strengthen internal controls, and reduce the likelihood of undetected fraud and misconduct. The Office of the State Auditor has provided the following template:

https://auditor.utah.gov/wp-content/uploads/sites/6/2020/12/Fraud-Risk-Assessment-Questionnaire_Revised-December-2020_12_7_2020.pdf

We encourage all municipal entities to use this tool as a starting point. By implementing strong internal controls and refining risk management strategies, you can protect your entity from fraud-related losses, minimize legal and financial liabilities, and preserve public trust. Prevention is always more effective—and far less costly—than addressing fraud after the fact.

- ☐ Complete an annual fraud risk assessment – assessment above or its' equivalent



COMBINED STANSBURY RECREATION SERVICE AREA, STANSBURY GREENBELT SERVICE AREA BOARD OF TRUSTEES, AND STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING MINUTES

Date: Wednesday, August 27th, 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 6:59 PM
2. Roll Call
 - a. Board Members
 - i. Cassandra Arnell – Present
 - ii. John Wright – Present
 - iii. Kyle Shields – Present
 - iv. Brett Palmer – Present
 - v. Ammon Jacobsmeyer – Present
 - vi. John Duval – Present
 - b. Staff
 - i. James Hanzelka – Present
 - ii. Ingrid Swenson – Present
 - iii. Shawn Chidester – Present
 - iv. Shara Darke – Present
 - c. Brett Palmer welcomed the members of the community who were in attendance.
3. Pledge of Allegiance led by Brett Palmer
4. Presentation: Youth Recognition presentation made by Stacy Smart
 - a. Stacy Smart from the Tooele County Health Department, Prevention Department, and representative for the North Valley Communities that Care presented two youth awards.

The first award was for Annabelle Smith, who was nominated by Rachel Wyler and her parents, John and Sharon Smith. Annabelle was nominated for her kindness, as she helped children in the community when they were hurt and allowed them to play with her and her friends.

The second award was for Taelyn Lancaster, who was nominated anonymously. Taelyn organized a weekly summer youth club where kids went outside, mingled with each other, and created various arts and crafts. She ran this club for two hours every Tuesday and Thursday in the park. She had different activities each time, supervising as many as 30 kids with the help of two additional helpers throughout the summer months. Taelyn created and marketed the event entirely by herself. Her parents, Brad and Tiffany Lancaster, said Taelyn is confident in pursuing her goals, serves as an excellent role model, and brings a bright presence wherever she goes. She has a genuine love for children and is invested in their growth.

Brett Palmer, Board Chair, and Cassandra Arnell, Board Vice Chair, congratulated the youth on their awards.

5. Sheriff Update by Sgt. Nicholas Yale.
 - a. For July, there were 228 details, which included 133 traffic stops, 23 citations, 61 warnings, 5 accidents, 7 DUIs, 7 misdemeanor arrests, and 1 felony arrest.
 - b. John Wright asked the Sergeant to explain the difference between Juvenile Problems, Vandalism, and Juvenile on Governance. The Sergeant explained that vandalism is associated with property damage. Juvenile Problems are issues like kids who don't want to go to school. The rankings are based on the severity of the problem. The Sergeant asked if the Board would like the camera to stay where it currently was, and James Hanzelka stated the location was fine.
6. There were no public comments from the last meeting.
7. There were no public comments made.
8. General Manager Updates
 - a. Operations
 - i. The north end of Porter Way Park had turned brown for the Young Entrepreneur event. The irrigation team investigated and found the issue was a failed decoder in the western part of the area. The area around the tennis courts was found to be infested with gophers that had damaged the systems and moved some of the wood chips from the playground into sprinkler boxes, presumably to nest. Once the gophers have been eradicated, the system will be rewired to bring it back online.
 - ii. Landscaping issues are focused on two areas at the moment. Some areas of the golf course and the Greenbelt by the Fire Station have invasive weeds. The crew is in the process of killing them. This will be followed by overseeding the area. Woodland Park is being installed, so the sprinklers have been shut off where work is being performed. The contractor hit a water main, so the main water line was temporarily rerouted to restore flow, and it will be permanently fixed as time permits. The control boxes are all located on the opposite side of the playground from the backflow. There may be some benefit to relocating them in the future. Currently, the feedlines for the whole park have to run under the playground or make a drastic detour around it.
 - iii. Pool issues discovered this year include the major effort to route the backflush effluent into the wastewater system. Both the Trust and Tooele County Safety inspectors indicated that the deck surrounding the pool needs to be ground down to remove tripping hazards. There is clearly a need for an improved maintenance schedule. Maintenance is being transferred from pool personnel to the operations staff. Continued scaling problems have caused issues with two of the three boilers. to one boiler. With the current outside temperature, the pool can operate on one boiler until the end of the season. The entire system may need to be flushed to remove scale that has collected throughout the entire system. There have been issues with the plumbing in the baby pool. They have been fixed, but the age of the pool means the problems will keep



recurring. During the off-season, we plan to do a complete overhaul of both pool heating and chlorinating systems

- iv. The operations manager and the maintenance mechanic have recommended switching out several old, large-scale mowers for additional 72-inch Wright Mowers. These are cheaper to run and maintain, and easier to use. This would enable seasonal help to train on the system more quickly, thereby improving productivity.
- v. We are working on reinforcing the dock and swim platform so they will be usable again. The upgrades will only go so far; if this doesn't solve the issue, they will be permanently removed.
- vi. The golf course has significant issues with the wiring. A plan is being developed to reconfigure the course. The fixes require the course irrigation to be shut down, making fall or spring the best option to do this. Invasive weeds are a problem, so the crew is working to take care of them. We have a lot of issues that will require tree trimming, removal, and replacement around the course. The Weir well, located by hole 3, needs to be repaired so it operates properly.
- vii. Operations other projects. There are 19 functional clubhouse cameras, including the pool. We are working on installing a larger camera to cover the clubhouse parking lot. Then the focus will be on installing one to cover the lakefront. One of the five AC units on the roof is inoperable. We explored the repair and replacement of that unit. When the Energy Star team was out there looking at rebates for new clubhouse windows, we looked at rebates for those units as well. Three units are twenty years old, and two units are ten years old, so they are not eligible, unless they are replaced. The golf course ice machine failed, but there was money in the budget to replace it because it was expected to fail at some point.
- viii. Vandalism.
 - 1. The individuals responsible for damaging the golf carts were found. The Sheriff's Office was notified, but they suggested that if the case were prosecuted, the Agency might not receive recompensation depending on the case. We reached an agreement with the parents to have the individuals split the cost of the repairs and each perform 50 hours of community service as a penalty for leaving the site. The golf course process is also being changed to create stronger oversight into the rental process.
 - 2. Graffiti at Sagers was removed swiftly. It appeared to be a case of bullying in connection with juveniles at school.
 - 3. One of the new overhead windows has now been damaged by a projectile. The incident was reported to the Sheriff, who is looking at footage from their camera.
 - 4. We have asked the Sheriff to review the footage from their camera to try to find footage for 3 incidents: (a) a truck that forced its way through the road barricade, nearly hitting a volunteer at Stansbury Days, (2) A speeding incident by the clubhouse, and the incident with the windows.

5. John Wright asked about the potential for any of these measures to stop the vandalism and damage issues that are happening. John Duval said that he spoke to an officer to ask if they were issuing tickets, and he was told that they were not. John Duval asked about the town hall with the county that we had requested. The county commissioner has not responded yet; he will follow up.
6. Ammon Jacobsmeyer asked to return to the subject of Porter Way Park, requesting more information on why the ground looked so dry. Jim Hanzelka pointed out that there was a lack of coverage and a rodent infestation. Brett Palmer talked about being able to turn on parts of the system manually.

b. Projects

- i. Project Execution. Funding was reallocated to cover the playground installation at Woodland Park and the fixtures at Sager's Park in 2025, rather than 2026, when it was scheduled.
- ii. Funding was also reallocated to cover the purchase of diving boards for the pool. These were received in damaged condition, and Aquatech refused the shipment. Since this is the second time this has happened, and this is the only manufacturer of boards that fit this stanchion, we are now looking at a different solution. The project was moved to 2026. We are also moving the replacement of the clubhouse master breaker from a capital project to operations. These two reprogramming actions free up \$30,000 to use on other projects.
- iii. The slide ordered for Sager's Park Playground will not fit the structure, and the only other one is too long to fit without modification of the structure. The vendor requested an additional \$20,000 to install the longer slide, or we could remount the shorter slide at a different location and block the opening for the slide. Shawn Chidester negotiated a compromise with a tentative agreement to remove an existing climbing feature, the shorter slide in that location, and install a new, longer slide in the original opening. The vendor would install both slides at a reduced total cost of \$5,000.
- iv. Woodland Playground's original design included wood chips under the swings. Concerns cropped up about the transition between the two areas and the potential for damage because of the exposed lips on the polymer mat. Additional concerns were raised about the wood chips degrading the material as they degrade. The vendor could install pour and play on the whole area, for an additional cost of \$26,200. This will be a better product for the playground and lower maintenance costs.
- v. Jim Hanzelka gave a summary of the clubhouse dock's design and installation, and explained the changes from the original plan. John Wright and John Duval discussed the specs required to bury the posts and build the dock so that it will be difficult to ruin. Brett Palmer requested a geotechnical report before we proceed. Jim Hanzelka and John Wright said that they will seek that. Ammon Jacobsmeyer mentioned that the "No Fishing from Dock" signs must be permanently fixed on the dock. John Duval asked for the anticipated end date, to which Jim Hanzelka responded that it was September 30th.



- vi. The Millpond Park RFP (Request for Proposal) phase 1 plan is the parking lot, electrical installation, and bathroom area. This will allow for additional discussion about the final design for the trail to the amphitheater. John Wright asked if the northwest section was going to be a part of the trail. Jim Hanzelka said yes, with the added comment that he is trying to get UDOT to fund that portion. If a contractor isn't found in time, Kyle Shields said that asphalt plants shut down in November. The suggestion was made to switch from asphalt to fiber mesh. Concrete, because that may be cheaper than asphalt.
- c. Finances
 - i. Cash summary as of July 31
 - 1. General Fund Revenue Summary from January to July 2025. As projects are being completed and contractors are paid, funds are being pulled from savings. This will become more pronounced as more projects are completed. The overall revenue projections shown by the EAC (Estimate at Completion) reflect the additional funding from the sale of water rights and improved revenue projections from the golf course.
 - 2. The golf course revenue graph shows that they started exceeding the revenue projections early in the year and are expected to continue to exceed revenue.
 - 3. Expenditures. The pool is significantly over budget, primarily due to unexpected repair and maintenance costs, as well as the need for increased staff to follow safety guidelines properly. Patrons have noticed the increased attention to detail. Extensive maintenance is needed to keep the pool functional. The golf course expenses are starting to rise due to more intensive repair work set for the Fall. Parks and recreation will be preparing for winter work, so they will be purchasing more parts. We are reallocating some capital projects to operations. As people's skills are developed, like with irrigation, the cost will likely increase to keep them, but we expect to get increased productivity to offset these costs. Some seasonal employees may be retained longer than the end of August, providing more capability to work on projects around the park. We have established a maintenance program, resulting in increased purchasing of parts and supplies throughout the year.
 - 4. Capital projects funding line
 - a. Capital project funding for the year comes from the \$573,882 funds allocated in the 2024 budget. For 2026, there will be a projected \$428K available for use from the original budget projections. But we also have additional revenue available to reallocate if desired.
 - b. Capital project expenditures appear behind schedule because these projects are contract-based, with most costs incurred near completion. Some projects are now wrapping up, which means we can expect expenditures to increase.



Impact fee collections are short of projections. Expenditures are less than expected because the Soundwall Trail project has been moved to 2026, and the approval process has slowed the Millpond Park build.

Discussion Items

- a. Finance Committee Update reported by Kyle Shields.
 - i. Jim Hanzelka created a 2026 budget calendar by working backward from the December 17 deadline to schedule key planning dates. John Duval explained the 22-step process from initial planning to state submission, with checkpoints to help departments stay on track. Brett Palmer suggested he would like to review the personnel before the budget is finalized. Jim Hanzelka has presented the proposed capital project/equipment purchase list to the various committees for review. Any proposed changes should be returned to him by August 31 so they can be reviewed before the draft budget is finalized. John Wright noted that any process changes should follow formal procedures. Jim also recommended regular budget reviews and a feedback loop between leadership and staff to guide funding decisions.
- b. Policy Committee Update reported by Cassandra Arnell.
 - i. The committee has been discussing a real property/who document, with the current transfer document based on property ownership. John Wright is developing the midterm Board vacancy policy. John Duval noted they need some clarification from the State before they can move forward. Ingrid Swenson reported that the state advised consulting a lawyer. Cassandra Arnell stated that after due diligence with the State, the Board must now make its judgment. A draft purchasing policy is being improved, and the non-financial compensation policies for Board members and employees are nearly finalized. The safety manual will be completed after adding pool employee safety details. Although planning and budgeting seemed like a detour, finalizing the high-level bylaws and policy manual was necessary as they inform other policies.
- c. Planning Committee Update reported by Jim Hanzelka.
 - i. The sustainment fund is money that's been set aside each year in case large purchases need to be made at the end of the fiscal year. The initial proposal includes funding for HVAC systems in the clubhouse and at the pro shop, as well as a replacement for the weed harvesting boat. Other projects considered in the 2026 budgeting process are the Soundwall Trail and Oscarson Park. The last building schedule for Oscarson is outdated, as it was made in 2021; it will need to be updated. The Soundwall is waiting for final schedule approval from UDOT.

Brett Palmer passed the time to the Stansbury Recreation Service Area Board.

Stansbury Recreation Service Area Board of Trustees Meeting

Order of Business

1. Call to Order at 8:17 PM
2. Roll Call
 - a. Cassandra Arnell – Present



- b. John Wright – Present
- c. Kyle Shields – Present

Action Items

1. 2025.08.01

- a. Board Review and Possible Approval of the July 16, 2025, Board Meeting Minutes.
- a. Cassandra Arnell made a motion to accept the Board Meeting Minutes of July 16th, 2025. Kyle Shields seconded the motion.

Vote as follows:

Cassandra Arnell – yea; John Wright – yea; Kyle Shields – yea.

Motion passes: minutes are approved.

2. 2025.08.02

- a. Presentation of the Right of Conveyance Letter.
 - i. John Wright explained that the resolution establishes the deed conveyance letter as the policy for accepting property into the Service Areas. This is in reference to the law, which took effect on May 7th, 2025. The letter states that the property will now come to the Stansbury Recreation Service Area through a signed deed, rather than just signing a plat map. The Greenbelt will have a similar resolution. Administration will be taken care of by the Stansbury Service Agency. He continued to say that it's been reviewed by their attorneys, and he did not find anything questionable in the contents.
- b. Public Comments
 - i. Brock Peterson – 6619 North Star Discovery Way – Brock inquired about whether the conveyance letter would be made public record and whether it would be used to help sort out past issues. Brett Palmer answered that the letter only applies to properties moving forward. The Board will have the right to accept or reject properties with Board signatures. Property has been deeded in the past when the Service Agency wasn't notified. Brock pointed out that the Agency is being gifted with "a pile of trash," which is the problem. Jim Hanzelka responded that the requirements in the plats, which have been an issue, will now be stipulated by the Service Agency so that it won't happen anymore. This policy is part of the process to clean up what is given to us and in what condition.
- c. Board Review and Possible Approval of the Resolution 2025-01, Deed Conveyance Policy.
 - i. Kyle Shields pointed out that the policy does not include board approval and asked what if the Board Chair or General Manager went rogue in accepting property. John Wright said that the Board still has to approve the property. Jim Hanzelka said that it's always passed through the Board. Cassandra said that the verbiage would need to be changed. Kyle Shields requested that the words be added before a vote from the Board on the issue. Brett Palmer said that it was implied, but supports altering the verbiage.
- a. Cassandra Arnell made a motion to table Resolution 2025-01, establishing the service area policy pertaining to deed conveyances of real property until we can modify the wording in paragraph one at the bottom of the page. Kyle Shields seconded the motion.



Vote as follows:

Cassandra Arnell – yea; John Wright – yea; Kyle Shields – yea.

Motion tabled.

John Wright requested that the Board members review the warranty deeds attached to this resolution to be sure that nothing has been overlooked. This will then be brought back to the Board in the first part of September.

Motion to adjourn the Recreation Service Area Meeting made by Kyle Shields. Motion seconded by Cassandra Arnell.

Vote as follows:

Cassandra Arnell – yea; John Wright – yea; Kyle Shields – yea.

Motion passes.

Stansbury Greenbelt Service Area Board of Trustees Meeting

Order of Business

1. Call to Order at 8:38 PM
2. Roll Call
 - a. Brett Palmer – Present
 - b. Ammon Jacobsmeyer – Present
 - c. John Duval – Present

Action Items

3. 2025.08.01
 - a. Board Review and Possible Approval of the July 16, 2025, Board Meeting Minutes
 - b. Ammon Jacobsmeyer made a motion to approve the July 16th, 2025, Board Meeting Minutes. John Duval seconded the motion.

Vote as follows:
Ammon Jacobsmeyer – yea; John Duval – yea; Brett Palmer – yea.

Motion carries.
4. 2025.08.02
 - a. Presentation of the Right of Conveyance Letter
 - i. Brett Palmer said that the Recreation Service Area had previously discussed this. Ammon Jacobsmeyer asked if any properties have been received since May 07, 2025, by the Greenbelt, Recreation, or Service Agency Areas. Jim Hanzelka and Brett Palmer answered no. The Board members chose to address concerns and make decisions in the future as situations arose.
 - b. No public comments were made.
 - c. Board Review and Possible Approval of the Resolution 2025-01, Deed Conveyance Policy.
 - d. Ammon Jacobsmeyer made a motion to table the 2025.08.02 Resolution 2025-01, Deed Conveyance Policy for the Greenbelt Service Area Board until November 11, 2025. John Duval seconded the motion.



Vote as follows:

Ammon Jacobsmeyer – yea; John Duval – yea; Brett Palmer – yea.

Motion passes unanimously.

Motion to adjourn the Stansbury Greenbelt Service Area Meeting made by John Duval. Ammon Jacobsmeyer seconded the motion.

Vote as follows:

John Duval – yea; Ammon Jacobsmeyer – yea; Brett Palmer – yea.

Motion passed.

Brett Palmer stated that they will follow the agenda. The motion to adjourn the Stansbury Recreation Meeting has already been made, so now they will return to the Stansbury Service Agency Board Meeting.

Stansbury Service Agency Board of Directors Meeting

Action Items:

1. 2025.08.01 A

- a. Board Review and Possible Approval of the July 16, 2025, Board Meeting Minutes.
- b. Kyle Shields made a motion to approve the July 16th, 2025, Board Meeting Minutes.

Cassandra Arnell seconded the motion.

Vote as follows:

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

Motion passes unanimously.

2. 2025.08.02 A

- a. Review and Possible Approval of July Financial Statements and Purchases.
Kyle Shields made a motion to approve the July Financial Statements and Purchases, and the Check Register is \$340,466.76. John Wright seconded the motion.

Vote as follows:

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

Motion passes.

3. 2025.08.03 A

- a. Presentation of the Right of Conveyance Letter
 - i. This has been discussed in both the Greenbelt and Recreation Board Meetings.
- b. There were no public comments made.
- c. Board Review and Possible Approval of the Resolution 2025-01, Deed Conveyance Policy.
- d. John Wright made a motion to table the Resolution 2025-01, Deed Conveyance Policy until November 11, 2025. Kyle Shields seconded the motion.

Vote as follows:

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

Motion to table passes unanimously.



Board Member Reports and Discussion Items

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. Ammon Jacobsmeyer commented that a couple of sprinklers on the golf course are not spinning. Jim Hanzelka said he will have those rechecked. He also mentioned that one of the problems with the golf course is timing, as everything must be shut down to work on the back nine holes. There is an outdated and dilapidated sign off the greenbelt lakeside (by the Mitchells Property) that needs to be removed. Stansbury Days was awesome! Kellianne (Rosemann) did a great job, and Ammon Jacobsmeyer received lots of positive feedback on the event.
2. John Duval said the same for Stansbury Days, having received a lot of positive feedback. He questioned who was responsible for the low-hanging trees covering a sidewalk. Jim Hanzelka replied that the property owner is responsible for that. John Duval asked if anyone had heard anything about the fishing tournament. Jim Hanzelka said that he only saw one post about some younger entrants who were participating in the fishing tournament and teaching younger children how to fish, which was part of the event's purpose. Ammon Jacobsmeyer said he generally heard positive feedback on the tournament. People enjoyed it, and many community members wished they had known about it and been able to participate. He also mentioned that there should be more oversight into the collection of fees, registration, and tracking of the event. John Duval asked about the DWR meetings that have been discussed for months. Jim Hanzelka said that he's been ignored. Talk will continue about the chemical treatment, but it may be too far through the season to do testing on the lake. Ponds have run dry, so there is nothing to test there.
3. Kyle Shields said that Stansbury Days was awesome! His comments from the triathlon were that the run was great, the bike portion was great, but the swimming portion needs work. People liked it overall! He asked if the spectator who fell from the bridge was okay, but no one had heard any follow-up. He requested a follow-up on installing the nets at the Gateway Complex. Kyle suggested a survey about improving the golf course and pro shop, because people want a place to linger. Jim Hanzelka said that the tables were replaced with retail space, and he believes that the clientele will rapidly outgrow the pro shop. Jim also said that they would need to discuss whether to build a new one.
4. John Wright made no comment.
5. Cassandra Arnell said that she thought the outdoor advertising went a long way with advertising Stansbury Days, even the little campaign-sized posters. She asked for a round of applause for the office team and everyone who had helped make Stansbury Days happen. She thought the newsletter was great, praised the dedicated staff who pulled through even when the stress was high, and loved seeing everyone working together. The one issue she saw was that there was no one in the water, like the fire department, directing boaters on the water about boundaries. Some people were disappointed that the bounce houses cost money. Jim Hanzelka said that the bounce houses were \$1200, so it was a loss. He suggested staying with laser tag. Lack of volunteers was an issue. Some events had to be cancelled, so we need more help in that area. Cassandra Arnell requested the number of volunteers who were involved and the results of the



event. She pointed out that she appreciates having clean, orderly records and responsible spending. Recognizing that there are problem areas, she said that the 400 acres are doing well overall. She suggested that financial summaries be added to the newsletter for transparency and information. Cassandra Arnell mentioned that the weed harvesting for people on the lake has not been going well, saying that people are complaining about what is piling up in their water and that they can't even use a kayak on the lake. She requested another boat, more water pumping, and that organic matter be removed from the lake. John Duval suggested adding this to the agenda in the budgeting process. The suggestion was made to form a lake committee.

6. Brett Palmer said that there was a discussion about rerouting the backflush water from the swimming pool to the sewer system. He discussed the options of what would be required to make that work and suggested the issue be revisited later.

Motion to Adjourn

Motion to adjourn made by John Duval. Kyle Shields seconded the motion.

Vote as follows:

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

Motion passes unanimously.

Meeting adjourned at 9:19 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 10th day of September 2025.

Brett Palmer, Stansbury Service Agency Board Chair

Brett Palmer, Stansbury Greenbelt Service Area Board Chair

John H. Wright, Stansbury Recreation Service Area Board Chair

