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

Date: Wednesday, November 12, 2025

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

Time: 7:00 PM

Stansbury Service Agency Board of Directors Meeting

Order of Business

1. Call to Order by Brett Palmer at 7:01 pm.
2. Roll Call
 - a. Board Members
 - a. Cassandra Arnell – Present
 - b. John Wright – Present
 - c. Kyle Shields – Present
 - d. Brett Palmer – Present
 - e. Ammon Jacobsmeyer – Present
 - f. John Duval – Present; arrived at 7:06 pm
 - b. Staff
 - a. James Hanzelka – Present
 - b. Ingrid Swenson – Present
 - c. Rebeca Snodgrass, M.Ed. – Present
3. Pledge of Allegiance led by Ammon Jacobsmeyer
4. General Manager Updates
 - I. **Operations Update Reported by Jim Hanzelka –**
 - a. Parks and Recreation
 - i. **Parks.** Winterization of the park's irrigation is nearly complete; final tasks to be completed by November 15, 2025.
 - ii. **Tree Trimming.** Arborists will review trimming plans with the crew by November 21, 2025.
 - iii. **Pool Maintenance.** Two operations staff are on the waitlist for a Certified Pool Operations Course scheduled for Spring 2026.
 - iv. **Clubhouse.** Added ongoing clubhouse maintenance by staff.
 - v. **Weed Removal.** The weed removal boat is currently out of the water, and a hydraulic wheel motor replacement is required.
 - b. Parks and Recreation - Project Updates
 - i. **Dawn's View Line Replacement.** A line break occurred beneath the roadway, resulting in a leak. Staff removed the damaged line, and the repair was completed as of November 12, 2025.
 - ii. **Porterway Park:** WeatherTRAK system installation expected to be completed by November 14, 2025.
 - iii. **Golf Course Maintenance Building.** Repairs to the structure will be addressed first before exterior painting.
 - iv. **Stansbury Parkway.** Line replacement is programmed for the winter. Planning on reseeding both on the golf course and in parks in the spring.

- v. **Pool Maintenance.** AquaTech has ordered two diving boards, though discussions have focused on the potential replacement of only one. On November 13, AquaTech will conduct an on-site evaluation of both the diving boards and slides. The estimated cost for the assessment and potential replacements is \$10,000. The evaluation will include liability considerations, compliance with current building codes. Due to spacing regulations, alternative board placement options are being explored. Relocation may be necessary to meet code requirements, and AquaTech will advise on the most suitable and compliant configuration
- vi. **Rewiring Irrigation at Sagers Park.** Irrigation timers are malfunctioning at Sagers Park. Staff reported that only six of fourteen irrigation lines are currently functional due to damage sustained during drilling and the presence of non-conventional wiring. Replacement parts are estimated at \$5,500 to repair existing lines or \$7,500 to rewire with correct wiring, excluding labor. A full rewiring is being considered as a long-term infrastructure solution, and staff are reviewing wiring options to support future system upgrades.
- c. **Golf Course.** Hole 18 rewiring has been completed, and work on Hole 11 is currently in progress, marking the final hole in the current phase. Winter efforts will shift toward locating lost sprinkler lines and heads once all the wiring is complete. We have already located and put into operation one near the elementary school. Reseeding is planned, and an initial assessment for sand replacement has been started; GM is working with Golf Superintendent, Mac Blevins, to determine the requirements and feasibility of this project.

II. Projects

a. 2025 Projects Completed.

- i. Millpond parking lot project includes improvements consisting of asphalt placement, retention pond upgrades, lighting, and electrical installations.
- ii. Rerouting the swimming pool backflush system from discharging into the lake. Routing to go to the sanitary system manhole to the clubhouse. Gate relocation at the pool has been completed.

b. 2025 Projects Updates

- i. **Clubhouse Flooring.** Once meeting with the Finance Committee, budget options are being reviewed for clubhouse flooring improvements, focusing on the entrances, main areas, and stairs—excluding the conference area and office. We have three bids, one of which was eliminated as being unacceptable by the planning committee. The committee is working to ensure the proposed scope and materials align with the two remaining bids.
- ii. **Golf ProShop Remodel.** \$12,000 remodel planned to improve sales operations. Includes upgraded front desk, expanded shelving, and integration with the food service area. The ProShop front desk is to have a more efficient sales operation, a \$12,000 remodel, an upgraded front desk, and a sales area where the food service area is, creating more shelving space.

Note: Brett Palmer acknowledged that John Duval arrived at 7:06 pm

Finances

a. Finances as of November 12, 2025

- i. **Cash Position.** Total available funds are about \$3.4 million. Impact fees comprise \$1.342 million of that total, which are funds that are restricted in use. Leaving about \$2.05 million on hand for operations and maintenance.
- ii. **Revenue as of 12 November 2025.** The golf course continues to do well. Minor declines were noted in alcohol sales and pavilion rentals. However, both categories represent a small portion of overall revenue and have minimal impact on total revenue. Alcohol sales are down; there was an increase in alcohol prices, which may have made purchasing alcohol less attractive. Our expenses remain about \$65,000 more than our revenue, which is about 6% difference. This is compared to 2024, when our expenses were 11% higher than our revenue. At the end of September, the difference between our revenue and expense was 2%, With the inclement weather in October, resulting in less play, the difference between the revenue and expenses increased to 6%. We are slowly closing gap and have seen a significant improvement in revenue over the last 2.5 years.

Discussion Items

1. Finance Committee Update reported by Jim Hanzelka

- a. **2026 Draft Budget for Board Approval.** Due to the cancellation of the October 15, 2025, meeting, the original budget timeline has been revised. The public hearing has been rescheduled to December 10, 2025, and the final budget adoption is planned for December 17, 2025. The draft budget, including the Total Revenue Summary for 2026, has been submitted to the state.
- b. **Costs.** While revenue remains flat, operational costs continue to rise, driven by increased repair needs and staff demands. The most significant cost increase is in personnel. Maintaining a high-quality workforce has become more expensive, requiring higher starting wages to attract and retain qualified staff. Seasonal positions have proven ineffective in drawing skilled candidates, prompting a strategic shift toward improved compensation to support service quality.
- c. **Personnel.** Efforts are underway to recruit a new General Manager (GM) within a reasonable timeframe, and the cost for an overlap for training purposes is included in the costs. Reception staffing has been adjusted from full-time to two part-time positions, and one staff member is currently supporting two departments to assist with broader operational needs. Cleaning personnel have been hired to maintain the building, with responsibilities that include housekeeping and light maintenance tasks such as painting baseboards. Overall, the Administration costs are about \$48,000 lower.
 - i. John Duval requested clarification regarding the increase in personnel costs. Jim Hanzelka explained that costs have risen compared to 2024, primarily due to staffing changes. In 2024, there were GM; current adjustments reflect changes in GM staffing costs and office personnel structure.
 - ii. John Wright inquired whether cleaning services were in-house or contracted out. Jim Hanzelka clarified that the cleaning is being done in-house. John Wright also asked whether floor improvements have been considered to support easier cleaning and upkeep. Jim Hanzelka noted that the current carpeting is low quality and difficult to maintain. Transitioning to hard flooring would improve

maintenance efficiency but may result in some acoustic issues. The plan is to offset that with area rugs for meetings.

- d. **Capital Maintenance Projects 2026.** The Board agreed to transfer \$325,000 toward capital maintenance projects from Capital Projects. This allocation has been split with non-depreciable assets in the new Capital Maintenance line 2026 budget. These assets, while not subject to depreciation, still require ongoing investment and upkeep. The total budgeted amount for the new Capital Maintenance line 2026 budget is \$250,329.
- e. **Capital Project Allocations 2026.** Capital projects for the 2026 Budget were presented on PowerPoint, which included projects in the following departments: Operations, Golf Course, Clubhouse, and Pool. The budget totaled 778,000. A portion of these projects is expected to be supported by the UORG grant. The budget was initiated at a higher amount to reflect anticipated grant contributions toward eligible projects.
- f. **2026 Budget Transfers & Reserves.** Proposed Sustainment Set Asides for 2026 include: Major Equipment \$17,500; AC Replacement \$10,000; Boat Replacement \$20,000; and Flooring replacement \$25,000; Total Allocated \$50,000; 2026 reserve sitting at \$600,000 is from the sale of Water Rights in 2025.
- g. **Impact Fee Projects**
 - i. We plan on executing 3 impact fee projects in 2026. Oscarson Park \$303,872; Soundwall Trail \$768,224; Millpond Park Pavilion and Landscape \$200,000.
 - ii. **Discussions on Soundwall.** The soundwall adjacent to the fire station experienced delays due to efforts to determine how the structure would be reintegrated into the site. Revised plans have been submitted to UDOT, and staff are actively working to expedite their review. The soundwall is structured under an 80/20 cost-sharing agreement with UDOT. John Wright asked whether the 80/20 split includes in-house labor costs. Board members clarified that the current figures capture additional costs, but further clarification is needed to determine which expenses are eligible for reimbursement under UDOT guidelines.
 - iii. **Impact Fee Funding.** Board members briefly discussed eligibility for impact fee funding. Ammon Jacobsmeyer explained that if the Project Manager, Shawn Chidester, contributes work to a project, those efforts would be eligible for impact fee funding.

2. **Policy Committee Update Led by Cassandra Arnell.**

- a. Cassandra Arnell provided a policy committee update, noting that prior to 2020, there was no policy manual and documentation was disorganized. Since then, progress has been made toward establishing checks and balances, with a sample manual under review to tailor into a comprehensive guide; individual policies have been developed, and earlier this year, work began on a bylaws document.
- b. The committee is now compiling an indexed system of codes, policies, and procedures to ensure accessibility and continuity. As part of broader organizational efforts, including addressing board vacancies, procedures are being formalized for key functions such as the annual budget, real estate transfers, and the upcoming GM hiring. Cassandra Arnell emphasized the need for a rigorous GM selection process, citing past challenges, and presented the draft policy's purpose and requirements via PowerPoint.

- i. John Duval reiterated the importance of Cassandra Arnell's policy presentation, emphasizing the need for board review and closure. Ammon Jacobsmeyer confirmed there is currently no formal policy for GM hiring. John Duval raised broader questions about whether all agency roles have defined duties, compensation ranges, and qualification scales, and asked Ingrid Swenson, HR Supervisor, if internal guidance exists for job classifications.
- ii. The board discussed evaluating the GM position's market value and the potential benefit of consulting a third-party organization to ensure competitive and equitable compensation. Key considerations include minimum qualifications and traits of a strong candidate. The conversation underscored the agency's need for a standardized hiring procedure and broader policy development, including formalizing committee formation and oversight to ensure consistent checks and balances.
- iii. The committee reached a consensus to join the Utah Association of Special Districts, with plans to enroll in 2026. Jim Hanzelka confirmed that the decision was made after reviewing the organization's website. Regarding the Policy Manual, John Duval noted that the organizational chart is nearly complete, with only a few minor areas still to be finalized.

Action Items:

1. 2025.11.01 A

- a. Board Review and possible approval of September 24, 2025, Board Meeting Minutes.
- b. Board members discussed updating the roll call to reflect that Ammon Jacobsmeyer at 7:55 p.m.

2025.11.01 A

John Wright made a motion to approve the September 24, 2025, Board Meeting Minutes as written, with the exception of the roll call to reflect the attendance of Ammon Jacobsmeyer arriving at 7:55 pm. Seconded by Kyle Shields.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously.

2. 2025.11.02

- i. Board Review and possible approval of October 15, 2025, Board Meeting Minutes.

2025.11.02 A

Kyle Shields made a motion to approve the October 15, 2025, Board Meeting Minutes. Seconded by John Duval.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Abstain; John Duval — Aye. **Motion Passed.**

3. 2025.11.03 A

- a. Board Review and possible approval of 2026 Tentative Budget
- b. Questions and Discussions for 2026 Tentative Budget.
 - i. John Wright inquired about the \$100,000 increase related to services charged under the General Fund and Golf Course. He requested clarification on whether the projected

revenue for 2026 accounts for this increase. Board members clarified that the figures presented are projections, as several weeks remain in the 2025 fiscal year.

- ii. Clarification was requested by John Wright regarding the Tourist Grant allocation, which is \$20,000 higher than in the previous year. Board members discussed how the 2026 draft budget projections were developed by the 2026 proposed figures, the 2025 estimated actuals, and the 2025 approved budget for the General Fund.
- iii. Brett Palmer invited comments from community members in attendance. There were none. John Duval provided an overview of the general process for developing the draft budget.
- iv. John Wright asked about Target River. Board Members reviewed services they provide, which include multimedia offerings such as signage, campaign materials, and related communications support.

2025.11.03 A

John Wright made a motion to approve the 2026 Tentative Budget, seconded by Kyle Shields.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously.

4. 2025.11.04 A

- a. Board Review and possible approval of the Cemetery Property Boundary Line Adjustment document

2025.11.04 A

Ammon Jacobsmeyer made a motion to approve the proposed boundary line adjustment, transferring Ownership of parcel 05 034-0-0009 to the Stansbury Greenbelt Service District and adjusting the property line of parcel 05-034-0-0071 to the new line outlined in the boundary line adjustment document provided by Tooele County. Seconded by John Wright.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously.

5. 2025.11.05 A

- a. Ratification of Millpond Park Contract in the amount of \$505,135 to Hughes General for the construction of Phase I of the Millpond Park Project.

2025.11.05 A

Kyle Shields made a motion to ratify the Millpond Park Contract in the amount of \$505,135 to Hughes General for the construction of Phase I of the Millpond Park Project. Seconded by Cassandra Arnell.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously

6. 2025.11.06 A

- i. Board Review and possible approval of 2026 PEHP Agreement

- ii. Human Resources Supervisor Ingrid Swenson reported that the board packets included the PEHP agreement, which must be returned, as well as updated pricing information for the 2026 plan year. She noted that employee health plan options have changed from two separate plans in 2025 to a single HSA plan for 2026, which offers a more favorable rate for employees. While PEHP benefits remain unchanged from 2025, the cost to employees has increased. Due to the cancellation of the previous month's meeting, the HSA plan has not yet received formal board approval, though it is needed in time for open enrollment. Ingrid Swenson emphasized that limited information could be provided until board action is taken.
- iii. Board members discussed and expressed support for the new PEHP options, stating they appear beneficial to employees. Ammon Jacobsmeyer reviewed the cost differences for family plans under the new structure. Board members discussed the potential advantages of offering the HSA plan, both for employees and the agency.

Ammon Jacobsmeyer made a motion to approve the 2026 PEHP Agreement. Seconded by John Duval.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously

7. 2025.11.07 A

- a. Review and Possible approval of September Financial Statements, Purchases, and Journal Entries

2025.11.07 A

Kyle Shields made a motion to approve September Financial Statements, Purchases in the amount of \$458,573.40, and Journal Entries. Seconded by John Wright.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously

8. 2025.11.08 A

- a. Review and Possible approval of the GM Selection policy purpose statement and requirements.

2025.11.08 A

A motion was made to approve the GM Selection policy purpose statement and requirements. Seconded by

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously

9. 2025.11.09 A

- a. Board Discussion and possible approval of Stansbury Service Agency representatives to the Utah Association of Special Districts
 - i. Brett Palmer noted that both his name and Jim Hanzelka's have been submitted for enrollment with the Utah Association of Special Districts (UASD). A question was raised regarding the membership fees; it was clarified that fees will be based on the year-end actual 2024 budget numbers.

- ii. Palmer highlighted several benefits of joining UASD, including access to policy and procedure guidance, assistance with compliance documentation, standardized forms, and resources specific to Special Service Area (SSA) agencies. The organization also provides updates on legislative changes to help ensure ongoing compliance.
- iii. John Wright shared comments regarding the bylaws, expressing concern about procedures that may be implemented without sufficient review and then changed too frequently. He emphasized the importance of understanding how bylaw policies function and noted that board members may need time to fully grasp their implications. John Duval added that the intent behind the current structure is to ensure a system of checks and balances, allowing the board to prevent policy changes from being made arbitrarily or without proper oversight.

2025.11.09 A

A motion was made by John Duval to approve the representatives Brett Palmer and Jim Hanzelka of Stansbury Service Agency to the Utah Association of Special Districts. Seconded by John Wright.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Aye; John Duval— Aye. **Motion Passed:** Unanimously

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.

- a. **John Duval.** John Duval shared observations from a recent walk through the area, noting the need for tree trimming and identifying locations where sidewalks are missing. Jim Hanzelka suggested following up with the Roads Division regarding sidewalk gaps. A hole in the soundwall was also noted; Brett Palmer commented that the county initiated the soundwall project without establishing ownership, which does not currently lie with the SSA. Additional discussion touched on infrastructure elements that cross county lines, such as fiber optic installations, where ownership remains unclear. John Duval expressed hope that long-term planning efforts will evolve into a formal 10-year plan as Stansbury Park continues to grow and eventually stabilizes.
- b. **Ammon Jacobsmeyer.** Ammon Jacobsmeyer clarified that his calculations when discussing PEHP plans were based on the prior year and reviewed the number to ensure it reflects the correct information for 2026. He shared his observation that there is budgeting for the docks and parking lot area for the agency, which would be safer. In closing, Ammon Jacobsmeyer expressed his opinion that replacing the clubhouse flooring would not likely contribute to increased revenue
- c. **Kyle Shields.** Kyle Shields expressed appreciation for the contributions of committee members and staff. He inquired about the process for collecting boat fees at the lake. Jim Hanzelka clarified that fees are collected when individuals bring their boats to the lake by purchasing a permit.
- d. **John Wright.** John Wright requested updates on UDOT activity and cleanup efforts near the Sportsman and Maverik areas, noting no significant changes. He also referenced prior discussions about improvements to the Stansbury entrance. Jim Hanzelka added that he has been in communication with the Tooele County Project Manager and that there are ongoing issues that still need to be addressed.
- e. **Cassandra Arnell.** Cassandra Arnell referenced recent discussions regarding the Stansbury Service Improvement District (SPID) and its developments, emphasizing that SSA should have access to information on potential developments and associated impact fees, especially given overlapping service

areas. Cassandra Arnell encouraged proactive coordination with SPID on long-term development planning.

- f. **Brett Palmer.** Brett Palmer commented that he seconds Ammon Jacobsmeyer concern about the area by the docks.

Motion to Adjourn

Cassandra Arnell made a motion to Adjourn the Stansbury Service Agency Board of Directors Meeting. Seconded by Kyle Shields.

Vote as follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously

Meeting adjourned at 9:34 PM.

Motion to Enter

Made a motion to enter the Stansbury Recreation Service Area Board of Trustees Meeting. Seconded by

Vote as follows:

Cassandra Arnell— Aye; John Wright — Aye; Kyle Shields — Aye. Motion Passed.

STANSBURY RECREATION SERVICE AGENCY BOARD OF TRUSTEES MEETING MINUTES

1. Call to Order by John Wright at 9:35 pm.
2. Roll Call
 - i. Board Members
 - a. Cassandra Arnell – Present
 - b. John Wright – Present
 - c. Kyle Shields – Present
 - b. Staff
 - a. James Hanzelka – Present
 - b. Ingrid Swenson – Present
 - c. Rebeca Snodgrass – Present
3. Public Comments – A community member commented on the great work that the service agency did on constructing the new all abilities playground at Woodland Park and presented a large thank you card that was created and signed by community children, saying thank you.

Action Items:

1. 2025.11.02 A
 - a. Board Review and possible approval of 2026 Stansbury Recreation Service Area Tentative Budget.

2025.11.02 A

Cassandra Arnell made a motion to approve the proposed Draft 2026 Stansbury Recreation Service Area Tentative Budget. Seconded by Kyle Shields.

Vote as Follows:

Cassandra Arnell– Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Carries.**

Motion to Adjourn

Kyle Shields made a motion to Adjourn the Stansbury Recreation Service Area Board of Trustees Meeting. Seconded by Cassandra Arnell.

Vote as Follows:

Cassandra Arnell– Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Passed.**

Motion to Enter

John Duval made a motion to enter into the Stansbury Greenbelt Service Area Board of Trustees Meeting at 9:43 pm. Seconded by Ammon Jacobsmeyer.

Vote as Follows:

Brett Palmer– Aye; Ammon Jacobsmeyer– Aye; John Duval – Aye. **Motion Passed.**

STANSBURY GREENBELT SERVICE AREA BOARD OF TRUSTEES MEETING MINUTES

Order of Business

1. Call to Order by Brett Palmer at 9:43 pm
2. Roll Call
 - a. Board Members
 1. Brett Palmer – Present
 2. Ammon Jacobsmeyer – Present
 3. John Duval – Present
 - b. Staff
 1. James Hanzelka – Present
 2. Ingrid Swenson – Present
 3. Rebeca Snodgrass – Present

Action Items

1. 2025.11.01
 - a. Board Review and Possible Approval of October 15, 2025, Board Meeting Minutes.

2025.11.01

John Duval made a motion to approve the October 15, 2025, Board Meeting Minutes. Seconded by Ammon Jacobsmeyer.

Vote as Follows:

John Duval – Aye; Ammon Jacobsmeyer – Abstain; Brett Palmer – Aye. **Motion Passed.**

2. 2025.11.02

- a. Board Review and possible approval of 2026 Stansbury Greenbelt Service Area Tentative Budget.

2025.11.02

Ammon Jacobsmeyer made a motion to approve the 2026 Stansbury Greenbelt Service Area Tentative Budget. Seconded by John Duval.

Vote as Follows:

John Duval – Aye; Ammon Jacobsmeyer – Abstain; Brett Palmer – Aye. **Motion Passed.**

3. Public Comments- There were no public comments.

Motion to Adjourn

John Duval made a motion to adjourn the Stansbury Greenbelt Service Area Board of Trustees Meeting at 9:45 pm. Seconded by Ammon Jacobsmeyer.

Vote as Follows:

John Duval — Aye; Ammon Jacobsmeyer— Aye; Brett Palmer— Aye. **Motion Passed.**

The content of these minutes is neither intended nor presented as a verbatim transcript of the meeting. Rather, they serve as a concise summary of the key discussions and actions that took place.

Approved this 10th day of December 2025.



Brett Palmer, Stansbury Service Agency Board Chair