



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

**Date:** Wednesday, November 19th, 2025

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

**Time:** 7:00 PM

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

1. Call to Order made by Brett Palmer at 7:00 PM
2. Roll Call
  - a. Board Members
    - i. Brett Palmer – Present
    - ii. Ammon Jacobsmeyer – Present
    - iii. John Duval – Present
    - iv. Kyle Shields – Present
    - v. John Wright – Present
    - vi. Cassandra Arnell – Present
  - b. Staff
    - i. James Hanzelka – Present
    - ii. Ingrid Swenson - Present
    - iii. Kellianne Rosemann – Present
    - iv. Shawn Chidester – Present
3. Pledge of Allegiance led by Kyle Shields
4. Presentation: Youth Recognition presentation made by Stacy Smart
  - a. Stacey Smart and Beth Young with North Valley Communities that Cares presented recognition to three youth from the community, Nella Ayres, Reid Webster, and Andrew Brown.
  - b. Sheriff Update made by Sgt. Yates
    - i. Sergeant Yates presented that the community in October saw 191 Traffic stops, 33 citations, 146 warnings, 9 accidents, 8 DUIs, and 15 misdemeanor arrests.
    - ii. He notified the board that the vandalism that has occurred needs to be reported to the sheriff's office and that they can place cameras at parks, like Woodland Park, which have been tagged recently.
  - c. Public Comments
    - i. No Public comments were received.



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d. Review of Public Comments from the last meeting

- i. There were no Public Comments to review.

5. **General Manager Updates** made by James Hanzelka

a. Operations

- i. Dawn's View water line repairs have been completed. All other projects are still in progress
- ii. At Sagers Park, the irrigation wiring has proven to be a major issue, and the entire system will need to be replaced.
- iii. The new Woodland Park Playground Equipment has recently been targeted by vandalism, but all graffiti has been cleaned with no damage found. Sgt. Yates may place his camera in the area and requested that the Agency report all graffiti incidents directly to him; when Kyle Shields asked if there are gang problems in the area, Sgt. Yates indicated that it is becoming a growing concern.
- iv. Pool maintenance also remains a priority, as the drain valve appears to be leaking; Aquatech assisted by plugging the valve for the winter, and one of the two bottom valves—the flapper valve—is not staying closed. Regarding the diving boards, the best option will be for Aquatech to install the two new boards they have received, after which they will be removed and stored for the winter; Russell Welding will fabricate a new lower roller, and Aquatech is exploring potential repairs for the pool bottom. The pool currently has two winterizing treatments in the water, and in the spring, the Agency will evaluate removing and replacing the pool tiles.
- v. Additionally, Porter Way is scheduled to receive WeatherTRAK.

b. Projects

- i. The entry gate for the pool has been relocated.
- ii. We are waiting to receive from Ensign a design and cost estimate to reroute the backflow for the pool.
- iii. Sprinkler Supply trained our staff for the conversion to WeatherTrak at Porter Way Park.
- iv. We are receiving bids for the Remodeling of the Proshop.

c. Finance

Property tax revenues have stabilized, with an increase in payments of both delinquent payments and in-lieu-of revenues over the past year. The only uncertainty lies in the general government line due to the receipt of taxes, which is based on an estimate, and



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may ultimately come in higher or lower. Taxes have begun to arrive, as the majority is typically collected from October through January. An Influx of capital was received in February 2025 from the sale of water rights. On the expense side, the Agency is under budget in general government due to several anticipated costs that did not occur. In the Capital Funds, approximately \$61,000 remains because the boat—though budgeted—was not purchased. Additionally, within the Impact Fee Fund, \$600,000 was programmed for the sound wall project that was deferred to 2026.

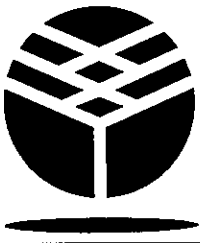
#### 6. Discussion

##### a. Finance Committee Update made by Kyle Shields

- i. Kyle Shields presented the 2025 Proposed Amended Budget, outlining both revenues and expenses for the upcoming year. On the revenue side, the Agency expects to receive \$3,324,588 in property tax funds, intergovernmental revenue is projected to increase due to the tourism grant, miscellaneous revenue, including water right sales, totals \$625,088, and interest earnings are estimated at \$130,000. Kyle Shields stated that overall, the financial outlook appears strong, and the Agency is in a good position moving forward. On the expense side, a new line for non-departmental expenditures has been added to account for capital maintenance. Brett Palmer expressed interest in determining why the Agency cannot label non-departmental expenditures with a term more clearly tied to their specific use, and Ingrid Swenson will consult the independent auditor to obtain clarification.

##### b. Policy Committee Update made by Cassandra Arnell

- i. Agency Bylaws – The concern is that many sections of the current policy are outdated, and the overall structure is not adaptable for long-term relevance. The goal is to update the documents into a more organized format that aligns with governing documents and Utah Code, while adding a clear, common-sense structure from the Administrative Boards to Management to create a robust framework that provides clarity, effective processes, and enduring relevance with clearly defined steps. A transition process will be required as these changes are implemented. Members on the policy committee emphasized the need for firm deadlines to ensure revisions are completed sooner. Cassandra Arnell also expressed that she would like the policy to be voted on tonight.
- ii. Committee Management Policy – The Purpose Statement and Requirements were presented in a slide titled *Committee Management Procedure*. John Duval explained that, in the short term, the Agency needs to better manage its committees to help them operate more proactively. He noted that there are currently four standing committees, and the proposed policy would



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establish the framework for how these committees are organized, managed, and overseen.

- iii. Several key policies are scheduled for completion, including the Safety Manual, the Procedure for Filling a Mid-Term Vacancy, the Procedure for Policy Management, the Procedure for Hiring a General Manager, and the Committee Management Policy. In addition, other policies currently in progress include the Real Estate Transfer and Acquisition Policy and the Purchasing and Procurement Policy.
- c. Planning Committee Update made by James Hanzelka
  - i. At Millpond Park, several adjustments were made, including resizing the retention pond to fit the space appropriately after it was discovered that the topography did not match the surveyor's original data. The berm on the hillside was modified to improve safety, and the connection to the trail leading to the amphitheater was redesigned to meet ADA standards and allow for easier future integration. These revisions resulted in \$44,012 in change order costs, which will need to be recouped following the Board's approval of the updates.
  - ii. Looking ahead to 2026 projects, initial planning for the Millpond Bridge requires review and a finalized cost estimate.
  - iii. Oscarson Park will move from planning into final design and plan set development.
  - iiii. Early concept work is also underway for parks at the intersection of the Pole Canyon Road and Village Boulevard. There is a possibility that Youth football may secure funding source that could allow the project to incorporate the Bonneville-owned property East of Village Boulevard.

#### Action Items:

##### 1. 2025.11.10 A

- a. Board Review and possible approval of October Financial Statements, Purchases, and Journal Entries

##### 2025.11.10 A

John Wright made a motion to approve the October Financial Statements, Journal entries and payments in the amount of \$401,411.47, and Journal Entries. Kyle Shields seconded the motion.

#### Vote as Follows:

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



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2. 2025.11.11 A

- a. Board Review and possible approval of Impact Fee Analysis Plan for Parks Services

**2025.11.11 A**

Kyle Shields made a motion to authorize to initiate a review of the Stansbury Service Agency Impact fee analysis plan. Cassandra Arnell seconded the motion.

Vote as Follows:

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

3. 2025.11.12 A

- a. Board Review and possible approval to amend the 2025 Adopted Budget

**2025.11.12 A**

John Wright made a motion to approve the tentative 2025 amended budget, including the reallocation of \$179,100 from General Government to Capital Maintenance. 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.**

4. 2025.11.13 A

- a. Board Review and possible approval of change order for the Millpond Park Phase 1

**2025.11.13 A**

John Duval made a motion to approve change orders for Millpond Park phase 1 in the amount of \$44,012. John Wright Seconded.

Vote as Follows:

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

5. 2025.11.14 A

- a. Board Review and possible approval of Stansbury Service Agency Bylaws
- Brett Palmer requested clearer language to ensure future state code updates are automatically adopted, along with revisions to date references and fiscal-year alignment.



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- Ammon Jacobsmeyer thanked staff for their work and asked for clarification that the finance committee chair is chosen by the committee.
- Cassandra Arnell moved to approve the SSA bylaws with the proposed wording updates, but the motion failed because members felt they needed more time to review the document.
- John Wright then requested that all board members submit comments within five days, asking for feedback by Monday night.
- Cassandra Arnell made a motion to approve. The motion ended with 3 ayes and 3 nays, and the **motion failed**.

#### 2025.11.14 A

Cassandra Arnell made a motion to table until December 10<sup>th</sup>, 2025. Seconded by Ammon Jacobsmeyer.

#### Vote as Follows:

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

#### 6. 2025.11.15 A

- a. Board Review and possible approval of the Committee Management Policy purpose statement and requirements

#### 2025.11.15 A

John Duval made a motion to approve the Committee Management Policy Purpose Statement and Requirements. 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.**

#### **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.

- John Duval thanked Cassandra Arnell for the slides that she put together. He would like to have a discussion with Brett Palmer and the Board about other committees that need to be spun up.



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- Cassandra Arnell said that the 5k Turkey Trot was fun. She also made a note about how much better it is for the Board in terms of the Service Agency compared to years past.
- Ammon Jacobsmeyer made a comment that at the 5k collected 384 lbs. of food and \$1,000.00 which was all donated to the Utah Food Bank. 194 people donated food and 192 participated in the 5k. He noted that the Turkey Trot was awesome.
- John Wright wanted to clarify that it was determined that the transfer water drain line running from hole three down past the trees along 12 had been inspected. A camera was used to evaluate the line, but it could only be advanced to a certain point before stopping. The inspection revealed a break somewhere farther down the line, which will eventually need to be addressed. The board discussed options, including repairing the damaged section or continuing to roto-root the line every three to four years. There was also a mention of potentially relining the pipe, although no decision was made, and it was not identified as a budget item for the upcoming year.
- Brett Palmer thanked the policy committee for all the work that they have done. He noted that he agrees that the Agency is in lot better hands than it has been in a long time.
- Kyle Shields had no comment.

**Motion** to adjourn made by Kyle Shields. 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.

**Adjourn at 9:55pm**

*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 December 2025.

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Brett Palmer, Stansbury Service Agency Board Chair