

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

Date: Wednesday, December 17th, 2025

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

Time: 7:00 PM

STANSBURY RECREATION SERVICE AREA BOARD OF TRUSTEES MEETING MINUTES

I. Order of Business

- A. Call to Order by John Wright at 7:00 PM.
- B. Roll Call
 1. Board Members
 - a. Kyle Shields – Present
 - b. John Wright – Present
 - c. Cassandra Arnell – Present
 2. Staff
 - a. James Hanzelka – Present
 - b. Ingrid Swenson – Present
 - c. Shawn Chidester – Present
 - d. Rebeca Snodgrass, M.Ed. – Present
 3. John Wright welcomed the members of the community who were in attendance.
- C. Pledge of Allegiance led by Cassandra Arnell.
- D. Public Comments – None.

II. Action Items:

A. 2025.12.01 A

1. Board Review and possible approval of November 12, 2025, Board Meeting Minutes.
2. Cassandra Arnell made a motion to approve the November 12, 2025, Board Meeting Minutes. Seconded by Kyle Shields.

Vote as Follows:

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

B. 2025.12.02 A

1. Board Review and possible approval of November 12, 2025, Canvass Board Meeting Minutes.
2. Cassandra Arnell made a motion to approve the November 12, 2025, Canvass Board Meeting Minutes. Seconded by Kyle Shields.

Vote as Follows:

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

C. 2025.12.03 A

1. Board Review and possible approval of December 10, 2025, Public Hearing Minutes.
2. Cassandra Arnell made a motion to approve the December 10, 2025, Public Hearing Minutes. Seconded by Kyle Shields.

Vote as Follows:

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

D. 2025.12.04 A

1. Approval of Resolution 2025-02 Adopting the Stansbury Recreation Service Area 2026 Budget.
2. Cassandra Arnell made a motion for the approval of Resolution 2025-02, adopting the Stansbury Recreation Service Area 2026 Budget in the amount of \$1,617,294. Seconded by Kyle Shields.
Vote as Follows:

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

E. 2025.12.05 A

1. Board Review and possible approval of 2026 Stansbury Recreation Service Area Meeting Schedule.
 - a. Questions on meeting schedule: John Wright clarified that he is only approving the Stansbury Recreation Area Meeting Schedule for 2026. John Wright recommended adding a meeting on February 11, 2026, to approve January 7, 2026 and January 21, 2026 meeting minutes.
2. Cassandra Arnell made a motion to approve the 2026 Stansbury Recreation Service Area Meeting Schedule with the addition of a meeting on February 11, 2026. Seconded by Kyle Shields.
Vote as Follows:

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

III. Motion to Adjourn

Cassandra Arnell made a motion to Adjourn the Stansbury Recreation Service Area Board of Trustees Meeting at 7:16 pm. Seconded by Kyle Shields.

Vote as Follows:

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

STANSBURY GREENBELT SERVICE AREA BOARD OF TRUSTEES MEETING MINUTES**I. Order of Business**

- A. Call to Order by Brett Palmer at 7:16 PM.
- B. Roll Call
 1. Board Members
 - a. Brett Palmer – Present
 - b. Ammon Jacobsmeyer – Present
 - c. John Duval – Present
- C. Public Comments – None.

II. Action Items:**A. 2025.12.01 A**

1. Board Review and possible approval of November 12, 2025, Board Meeting Minutes.
2. Ammon Jacobsmeyer made a motion to approve the November 12, 2025, Board Meeting Minutes. Seconded by John Duval.

Vote as Follows:

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

B. 2025.12.02 A

1. Board Review and possible approval of December 10, 2025, Public Hearing Minutes.
2. John Duval made a motion to approve the December 10, 2025, Public Hearing Minutes. Seconded by Ammon Jacobsmeyer.

Vote as Follows:

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

C. 2025.12.03 A

1. Approval of Resolution 2025-02 Adopting the Stansbury Greenbelt Service Area 2026 Budget.
2. Ammon Jacobsmeyer made a motion to approve Resolution 2025-02 Adopting the Stansbury Greenbelt Service Area 2026 Budget in the amount of \$1,617,294. Seconded by John Duval.

Vote as Follows:

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

D. 2025.12.04 A

1. Board Review and possible approval of 2026 Stansbury Greenbelt Service Area Meeting Schedule.
2. John Duval made a motion to approve the 2026 Stansbury Greenbelt Service Area Meeting Schedule with the addition of a meeting on February 11, 2026. Seconded by Ammon Jacobsmeyer.

Vote as Follows:

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

III. Motion to Adjourn

John Duval made a motion to adjourn the Stansbury Greenbelt Service Area Board of Trustees Meeting at 7:20 pm. Seconded by Ammon Jacobsmeyer.

Vote as Follows:

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

STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING MINUTES

I. Order of Business

- A. Call to Order by Brett Palmer at 7:20 PM
- B. Roll Call
 1. Board Members
 - a. Brett Palmer – Present
 - b. Ammon Jacobsmeyer – Present
 - c. John Duval – Present
 - d. Kyle Shields – Present
 - e. John Wright – Present
 - f. Cassandra Arnell – Present
 2. Staff

- a. James Hanelka – Present
- b. Ingrid Swenson - Present
- c. Rebeca Snodgrass, M.Ed. – Present
- d. Shawn Chidester – Present

C. Presentation: Youth Recognition presentation made by Stacy Smart

- 1. Stacy Smart from the Tooele County Health Department, Prevention Department, and representative for the North Valley Communities that Care, presented two youth awards:
 - a. Jade Parks – Stacy Smart recognized Jade Parks, a student at Rose Springs Elementary, nominated by Carissa Han and Principal Kelly Ran. Principal Ran and Jade's mother, Brittany, attended in support. Jade was commended as a kind and cheerful student who readily helps others, recently joined the Student Council, and continues to excel in her classwork. Her mother shared that Jade has always been a bright light at home, a quality now shining in her school and community.
 - b. Alexa Miller – Stacy Smart recognized Alexa Miller, who was nominated by Lauren Rutland. Alexa attended with her parents, Chris and Vanessa Miller. She is actively involved in the scouting program, contributing to Eagle Service projects such as rebuilding fences at the Clark Farm and constructing flag retirement boxes. She also volunteered at the *Bike the Bear* event at Bear Lake, assisting with food distribution for riders in the 50-100-mile event. Alexa has served as her scout troop's Senior Patrol Leader for over a year, demonstrating leadership, inclusivity, and consistent support for new members.
 - c. Members of the board and community congratulated Jade Parks and Alexa Miller, giving them a well-deserved round of applause. Board members posed for a group photo with the award recipients.

Note: Several members of the community departed following the Youth Award presentation.

- D. Sheriff Update – No updates.
- E. Public Comments – No comments.
- F. Review of Public Comments from the last meeting – None to review

II. **Action Items:**

A. 2025.12.04 A

- 1. Board Review and possible approval of December 10, 2025, Board Meeting Minutes.
 - a. Question and Discussions. Board Member John Duval inquired whether the *Board Member Reports and Requests* portion of the minutes had been omitted intentionally. Upon review, the Board confirmed that these discussions were included in the minutes.
- 2. Kyle Shields made a motion to approve the December 10, 2025, Board Meeting Minutes. Seconded by Cassandra Arnell.

Vote as Follows:

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

B. 2025.12.05 A

1. Board Review and possible approval of Resolution 2025-02 Amending the 2025 General Fund Budget.
2. John Duval made a motion to adopt resolution 2025-02 approving the Stansbury Service Agency 2025 Amended Budget in the amount of \$7,084,061 and moving \$179,100 from the General Government line to the Non-Departmental Expenditures line. 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.

C. 2025.12.06 A

1. Board Review and possible approval of Resolution 2025-03 Adopting the Stansbury Service Agency 2026 Budget.
2. Kyle Shields made a motion to approve Resolution 2025-03 Adopting the Stansbury Service Agency 2026 Budget in the amount of \$7,744,766. 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.

- a. Board members noted an error in the reported dollar amount of \$7,744,766 during the motion. The discrepancy was identified and acknowledged for correction in the official record as \$7,445,766.
3. Kyle Shields made a motion to rescind the approval of Resolution 2025-03 Adopting the Stansbury Service Agency 2026 Budget in the amount of \$7,744,766.
4. John Duval made a motion to approve Resolution 2025-03 Adopting the Stansbury Service Agency 2026 Budget in the amount of \$7,445,766. 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.

D. 2025.12.07 A

1. Board Review and possible approval of 2026 Stansbury Service Agency Meeting Schedule.
 - a. Board members briefly discussed the meeting schedule and the process of scheduling and cancellation of meetings.
2. Kyle Shields made a motion to approve the 2026 Stansbury Service Agency Meeting Schedule. 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.

E. 2025.12.08 A

1. Board Review and possible approval of November Financial Statements, Purchases, and Journal Entries.
 - a. John Wright commented that he reviewed statements and found that they are accurate.
 - b. It was reported that approximately \$2.6 million in property tax revenue was received in November. The remaining anticipated tax revenue for 2025 is estimated at \$3,059,588,

leaving the agency about \$400,000 short of the approved amended budget of \$3.324 million.

2. John Wright made a motion to approve the November Financial Statements, Journal entries and payments in the amount of \$199,352.44, and Journal Entries. 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.

F. 2025.12.09 A

1. Board Review and possible approval of 2025 Fraud Risk Assessment.
 - a. Board members reviewed the Fraud Risk Assessment, including the twelve questions addressing the agency's fiscal responsibilities. The agency's overall score was 335 out of a possible 395 points, placing it in the low-risk category.
 - b. Ammon Jacobsmeyer initiated a discussion on the agency's whistleblower policy, process, and options.
 - c. Board members briefly discussed internal auditing processes.
2. Kyle Shields made a motion to approve the 2025 Fraud Risk Assessment. 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:** Unanimously.

G. 2025.12.10 A

1. Board Review and possible approval of 2026 Fee Schedule.
 - a. John Duval addressed prior public comments regarding the Brent Rose Park tennis court reservation fee and inquired whether the community members' concerns had been resolved. The answer was yes. Murray Kendall asked for clarification on whether he had to pay to play tennis on the courts. Play is free unless it needs to be reserved for a specific time.
2. John Wright made a motion to adopt the 2026 Fee Schedule. 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.

H. 2025.12.11 A

1. Board Review and possible approval to remove Annual policies that do not conform to the current structure.
 - a. *Paragraph 3.2.C* was presented on PowerPoint for board members to review. Jim Hanzelka noted a conflict between current practice and policy manual language in paragraph 3.2(c). As the provision has never been implemented and does not align with good practice, the Board agreed to continue the existing process for this year and not apply paragraph 3.2(c).
2. John Duval made a motion to rescind paragraph 3.2.C. in the administrative policy manual, titled: Annual Meeting, to remove Annual policies that do not conform to the current structure. 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.**

I. 2025.12.12 A

1. Board Review and possible approval of December 10, 2025, Public Hearing Minutes.
2. Kyle Shields made a motion to approve the December 10, 2025, Public Hearing Minutes. 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.

III. 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. **Ammon Jacobsmeyer** reflected on six years of service, noting the agency's significant progress from its early challenges to a stronger position today. Appreciation was expressed for the efforts of fellow board members, staff, and contributors, including Jim Hanelka, Ingrid Swenson, and Shawn Chidister. Ammon Jacobsmeyer emphasized that the groundwork has been laid for future board members to succeed, acknowledged the personal sacrifices involved in service, and conveyed gratitude for the opportunity to contribute.
- B. **John Duval** noted this year's public tax resident participation generated eight pages of comments. Additionally, he expressed appreciation to board members for their support, thanked everyone for their hard work, and stated he intends to remain engaged to some degree.
- C. **Kyle Shields** briefly discussed the importance of careful application of weed control spray and following product labels. He expressed appreciation for the service of board members and emphasized the value of maintaining the community.
- D. **John Wright** reflected on accomplishments during 2025, noting the completion of approximately 25 projects across parks and facilities, including improvements at Mill Pond Park, Woodland Park, the maintenance barn, and the golf course. John Wright highlighted operational progress such as cross-training field employees, improved maintenance, and stabilizing office staff. John Wright thanked Ammon Jacobsmeyer for financial advice and recognized Jim Hanelka for strong leadership and tough decision-making. He also commended Cassandra Arnell and John Duvall for their contributions, particularly in policy committee work. Additionally, John Wright recognized Ingrid Swenson and Brett Palmer for their service. John Wright expressed pride in the agency's progress, appreciation for staff and board members, and optimism for continued improvements in the coming year.
- E. **Cassandra Arnell** agreed with board members on the progress that has been made and acknowledged the contributions of Jim Hanelka, Ingrid Swenson, and agency staff. Cassandra Arnell reflected on how far board members have come since earlier days.
- F. **Brett Palmer** echoed the sentiments of fellow board members and expressed appreciation for Cassandra Arnell and John Duval.

IV. Motion to Adjourn

Kyle Shields made a motion to adjourn the Stansbury Service Agency Board of Directors Meeting at 8:38 PM. Seconded by Ammon Jacobsmeyer.

Vote as Follows:

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

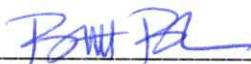
Meeting Adjourned at 8:38 PM.

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.

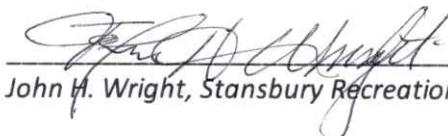
Approved this 7th day of January 2026.



Brett Palmer, Stansbury Service Agency Board Chair



Brett Palmer, Stansbury Greenbelt Service Area Board Chair



John H. Wright, Stansbury Recreation Service Area Board Chair