

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

**Date:** Wednesday, January 7, 2026

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

**Time:** 7:00 PM

**Stansbury Recreation Service Area Board of Trustees Meeting**

**Order of Business**

I. Call to Order by John Wright at 7:05 PM.

II. Roll Call

A. Board Members

- a. Kyle Shields – Present
- b. John Wright – Present
- c. Wayne Nielson – Present

B. Staff

- a. James Hanzelka – Present
- b. Ingrid Swenson – Present
- c. Rebeca Snodgrass, M.Ed. – Present

C. Members of Community

- a. Karma Wright

III. Pledge of Allegiance led by Kyle Shields

IV. Public Comments - None

**V. Action Items:**

**A. 2026.01.01 A**

- 1. Oath of Office for New Board Members.
  - a. Wayne Nielson was sworn into office.
  - b. John Wright was sworn into office.

**B. 2026.01.02 A**

- 1. Selection of Stansbury Recreation Service Area Board of Trustees Chair, Clerk, and Treasurer for 2026.
- 2. Wayne Nielson made a motion to retain Ingrid Swenson as the Clerk for the Stansbury Recreation Service Area for 2026. Seconded by Kyle Shields.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Passed**

- 3. Wayne Nielson made a motion to nominate John Wright as the Trustees' Chair for the Stansbury Recreation Service Area for 2026. Seconded by Kyle Shields.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Passed.**

- 4. John Wright made a motion to retain Kyle Shields as the Treasurer for the Stansbury Recreation Service Area for 2026. Seconded by Wayne Nielson.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Passed.**

**C. 2026.01.03 A**

1. Board Review and possible approval of December 17, 2025, Board Meeting Minutes.
2. Kyle Shields made a motion to approve December 17, 2025, Board Meeting Minutes. Seconded by Wayne Nielson.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Passed**

#### **VI. Motion to Adjourn**

Wayne Nielson 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:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Passed.**

### **STANSBURY GREENBELT SERVICE AREA BOARD OF TRUSTEES MEETING MINUTES**

#### **Order of Business**

- I. Call to Order by Brett Palmer at 7:16 pm.
- II. Roll Call
  - A. Board Members
    1. Brett Palmer – Present
    2. Kasey Nobles – Present
    3. Brock Petersen – Present

III. Public Comments – None

IV. Action Items:

#### **A. 2026.01.01 A**

1. Oath of Office for New Board Members.
  - a. Kasey Nobles was sworn into office.
  - b. Brock Petersen was sworn into office.

#### **B. 2026.01.02 A**

1. Selection of Stansbury Greenbelt Service Area Board of Trustees Chair, Clerk, and Treasurer for 2026.
2. Kasey Nobles made a motion to nominate Brett Palmer as the Trustees' Chair for the Stansbury Greenbelt Service Area for 2026. Seconded by Brett Palmer.

Vote as Follows:

Kasey Nobles – Aye; Brett Palmer – Aye; Brock Petersen – Aye. **Motion Passed Unanimously**

3. Kasey Nobles made a motion to nominate Brock Petersen as the Treasurer for the Stansbury Greenbelt Service Area for 2026. Seconded by Brett Palmer.

Vote as Follows:

Kasey Nobles – Aye; Brett Palmer – Aye; Brock Petersen – Aye. **Motion Passed Unanimously**

4. Kasey Nobles made a motion to retain Ingrid Swenson as the Clerk for the Stansbury Greenbelt Service Area for 2026. Seconded by Brock Petersen.

Vote as Follows:

Kasey Nobles – Aye; Brett Palmer – Aye; Brock Petersen – Aye. **Motion Passed Unanimously**

**C. 2026.01.03 A**

1. Board Review and possible approval of December 17, 2025, Board Meeting Minutes.
2. Kasey Nobles made a motion to approve the December 17, 2025, Board Meeting Minutes. Seconded by Brock Petersen.

Vote as Follows:

Kasey Nobles – Aye; Brett Palmer – Aye; Brock Petersen – Aye. **Motion Passed Unanimously.**

**I. Motion to Adjourn**

Brock Petersen made a motion to adjourn the Stansbury Greenbelt Service Area Board of Trustees Meeting at 7:23 pm. Seconded by Kasey Nobles.

Vote as Follows:

Kasey Nobles – Aye; Brett Palmer – Aye; Brock Petersen – Aye. **Motion Passed Unanimously.**

**STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING MINUTES**

**Order of Business**

- I. Call to Order by Brett Palmer at 7:26 pm.
- II. Roll Call
  - A. Board Members
    1. Brett Palmer – Present
    2. Kasey Nobles – Present
    3. Wayne Nielson – Present
    4. Kyle Shields – Present
    5. John Wright – Present
    6. Brock Petersen – Present
  - B. Staff
    1. James Hanzelka – Present
    2. Ingrid Swenson – Present
    3. Rebeca Snodgrass – Present
- III. Public Comments - None
  - D. Review of Public Comments from the last meeting – None to review
  - E. General Manager Updates led by Jim Hanzelka:
    1. Operations
      - a. **Clubhouse and Pro Shop.** The northern wall of the Clubhouse and the wall behind the cabinets in the Pro Shop showed signs of water intrusion. Damaged wood was repaired to allow the flooring installation in the Clubhouse and cabinet installation in the Pro Shop to proceed. The crew completed the repairs without impacting the installation schedules.
      - b. **Sagewood Village 13 and 15.** The agency received a design and cost estimate for the Phase 13 and Phase 14 landscape, based on the draft standards previously provided. Discussion included the potential extension of the trail to the parcel at the junction of Village and Pole Canyon, with a proposal to complete the extension in exchange for property to support higher-density housing.
    2. Projects

- a. **2025 Project Summary Original Budget.** Jim Hanzelka presented a PowerPoint chart showcasing both completed projects and those currently in progress. All projects on the list were completed. Items marked with an arrow were transferred into the new Capital Maintenance project workload, with some reassigned back to the Capital Projects list. Jim Hanzelka clarified that all listed projects were completed, except for the remaining electrical work at Mill Pond Park.
  - b. 2025 Fall Project Summary
  - c. **2026 Capital Maintenance.** Capital maintenance projects for the 2026 Budget were presented in PowerPoint, including projects in the following departments: Operations, Golf Course, Clubhouse, and Pool.
  - d. **2026 Capital Projects.** Capital projects for the 2026 Budget were presented in PowerPoint, including projects in the following departments: Operations, Golf Course, Clubhouse, and Pool. Budget totaled \$778,000. A portion of these projects is expected to be supported by the UORG grant.
  - e. **Project Priority List.** Jim Hanzelka provided a Project Priority List on PowerPoint and reviewed the following projects:
    - 1) The new diving boards have been received, and the gate relocation has been completed. Flooring installation in the Clubhouse is mostly complete and pending final acceptance.
    - 2) The Pro Shop front desk installation is also complete and awaiting acceptance.
    - 3) The Portway WeatherTRAK system is in place.
    - 4) The irrigation rewire project needs an engineering study and has been moved to 2026.
    - 5) A rough draft drawing from Ensign was received, and we will need to evaluate the timeline for installing new piping to redirect effluent away from the lake and into the nearby sewer system connection.
3. Finances as of December 31, 2025
- a. **Cash Position.** The finance report included one slide summarizing funding status and operational funds. As of December 31, 2025:
    - a. Operational funds totaled \$4,469,198.90
    - b. PTIF (Impact fees) totaling \$868,023.28
    - c. The total available funds are \$5,337,22.38

#### IV. Discussion Items:

- A. Discuss the Annual Conflict of Interest Disclosure and Ethical Behavior Pledge.
  - a. Board members completed the Annual Conflict of Interest Disclosure and Ethical Behavior Pledge
- B. Discuss 2026 Board Member Training Certification.

Ingrid Swenson reviewed the required board member trainings and noted that the Open Public Training is due as soon as possible. Training information was originally emailed in October and will be resent to ensure completion.

#### V. Action Items:

##### A. 2026.01.01 A

1. Selection of Stansbury Service Agency Board Chair, Vice Chair, Treasurer, and Clerk for 2026.

- a. Discussions. Brett Palmer stated he is willing to continue serving as Chair unless another member wants to assume the role.
  - b. Brock Petersen expressed a preference for having someone other than the current Parks and Recreation or Greenbelt chairs who serve as Chair of the Service Agency to ensure broader distribution of leadership roles.
  - c. After brief discussion and consideration of the administrative responsibilities involved, Board members expressed support for Brett Palmer continuing in the role. Brett Palmer confirmed he was willing to continue serving.
2. John Wright made a motion to retain Brett Palmer as the Directors' Chair for the Stansbury Service Agency for 2026. Seconded by Kyle Shields.  
Vote as Follows:  
Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Nay; Kasey Nobles – Aye. **Motion Passed.**
  3. John Wright made a motion to nominate Wayne Nielson as the Vice Chair for the Stansbury Service Agency for 2026. Seconded by Kasey Nobles.  
Vote as Follows:  
Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**
  4. Kasey Nobles made a motion to nominate Brock Petersen as the Treasurer for the Stansbury Service Agency for 2026. Seconded by Wayne Nielson.  
Vote as Follows:  
Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**
  5. Kyle Shields made a motion to retain Ingrid Swenson as the Clerk for the Stansbury Service Agency. Seconded by John Wright.  
Vote as Follows:  
Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

#### **B. 2026.01.02 A**

1. Resolution 2026-01 For Zion's Bank Account.
2. Kasey Nobles made a motion to approve Resolution 2026-01 certifying Brett Palmer, Board Chair; Wayne Nielson, Vice Chair; Brock Petersen, Treasurer; and Jim Hanzelka, General Manager, to be added as authorized signatures and to remove Cassandra Arnell and Kyle Shields. Seconded by Brock Petersen.  
Vote as Follows:  
Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

#### **C. 2026.01.03 A**

1. Resolution 2026-02 for PTIF Bank Accounts.
2. Kasey Nobles made a motion to approve Resolution 2026-01 01 certifying Brett Palmer, Board Chair; Wayne Nielson, Vice Chair; Brock Petersen, Treasurer; and Jim Hanzelka,

General Manager, to be added as authorized signatures and to remove Cassandra Arnell and Kyle Shields. Seconded by Brock Petersen.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

**D. 2026.01.04 A**

1. Board Assignments to Committees (Finance, Planning, and Policy), Library Board, Cemetery, and Stansbury Service Agency Events (Stansbury Ice Breaker, Stansbury Days, Stansbury Pageants, Halloween, Christmas Market).

- a. Brett Palmer provided a brief overview of the committees and current members

2. Committees 2025

- a. Policy Committee

Board Members:

- 1) John Wright - Chair
- 2) Brett Palmer
- 3) Kasey Nobles

- b. Finance Committee

Board Members:

- 1) Brock Petersen - Chair
- 2) Wayne Nielson
- 3) Kyle Shields

- c. Planning Committee

Board Members:

- 1) Brett Palmer
- 2) Brock Petersen
- 3) Kasey Nobles
- 4) Wayne Nielson
- 5) Kyle Shields
- 6) John Wright

- d. Liaisons:

Pageant – John Wright

Library – Kyle Shields

Cemetery – Brett Palmer

Stansbury Days – Wayne Nielson

**E. 2026.01.05 A**

1. Board Review and possible approval of December 17, 2025, Board Meeting Minutes.
2. Kyle Shields made a motion to approve the December 17, 2025, Board Meeting Minutes. Seconded by Brock Petersen.

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

**B. 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. Wayne Nielson requested a meeting with Jim Hanzellka, GM, for a tour.
- B. John Wright expressed appreciation for the strong group of trustees now serving and emphasized the importance of collaboration across committees, particularly Planning and Policy. He noted that no single individual has all the answers, and committees should continue gathering information, seeking input, and moving work forward efficiently. John Wright stressed the need to keep committees active, make well-informed decisions, and bring clear recommendations to the full Board for review and comment. Remaining engaged and maintaining momentum was identified as essential to serving residents effectively.
- C. Kyle Shields wished everyone a Happy New Year and welcomed new members to the board. He suggested shorter meetings and thanked new members for joining the board.
- D. Kasey Nobles suggested some upgraded technology for presentations and virtual meetings, such as Chromebooks for convenience.
- E. Brock Petersen noted prior discussions regarding Portway Park and the long-standing question of whether the area should remain a dog park or be restored to its original design as a baseball field.

**C. Motion to Adjourn**

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

Vote as Follows:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer– Aye; Brock Petersen – Aye; Kasey Nobles – Aye. **Motion Passed: Unanimously**

**Meeting Adjourned at 8:47 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.*

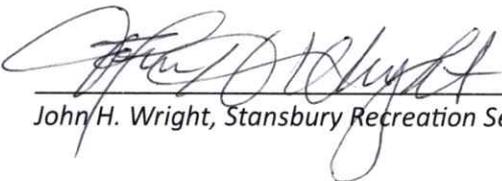
Approved this 21<sup>st</sup> day of January 2026.



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Brett Palmer, Stansbury Service Agency Board Chair



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Brett Palmer, Stansbury Greenbelt Service Area Board Chair



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John H. Wright, Stansbury Recreation Service Area Board Chair