STANSBURY
SERVICE AGENCY
Parks and Recreation

COMBINED MEETINGS OF THE STANSBURY RECREATION, STANSBURY GREENBELT SERVICE AREAS BOARD OF TRUSTEES, AND THE STANSBURY SERVICE AGENCY BOARD OF DIRECTORS AND IMPACT FEE FACILITIES PLAN AND IMPACT FEE ANALYSIS FOR PARKS SERVICES PUBLIC HEARING MEETING MINUTES

Date: Wednesday, April 08, 2026
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 6:30 PM

Stansbury Service Agency Board of Directors Meeting

<u>Order of Business</u>

I. Call to Order by Brett Palmer at 6:30 PM

II. Roll Call
   A. Board Members
      1. Brett Palmer – Present
      2. John Wright – Present
      3. Kyle Shields – Present
      4. Brock Petersen – Absent
      5. Wayne Nielson – Present
      6. Kasey Nobles – Present
   B. Staff
      1. James Hanzelka – Present
      2. Ingrid Swenson – Present
      3. Rebeca Snodgrass, M.Ed. – Present
      4. Shawn Chidester – Present

III. Pledge of Allegiance led by Brett Palmer

IV. **North Tooele County Fire District (NTCFD) Report**
   A. Fire Chief Kevin Nunn (North Tooele Fire District) provided an operational update, noting his past absence due to scheduling conflicts and his intent to attend regularly going forward.
   B. Fire Chief Nunn gave a brief overview of district staffing and operations and reported that from March 4 to April 8, crews responded to 165 calls, including 75 in Stansbury Park.
   C. Stansbury Park Call Breakdown: 46 medical, 5 vehicle crashes, 15 fire/smoke alarms, 1 grass fire, and 8 lift assists (non-transport; reflects aging population).

V. **Presentation:** Presentation by Cody Deeter from EFG Consulting and discussion of the Impact Fees Facility Plan and Impact Fees Analysis.
   A. Cody Deeter reviewed the Impact Fee Analysis and methodology presented to the Board on March 11. "Impact fees," as defined by state statute, are payments of money imposed upon new development activity as a condition of development approval to mitigate the impact of the new development on public infrastructure—specifically, parks and recreation in this district.
   B. **Impact Fee Methodology:** Demand > Level of Service > Excess Capacity > New Facilities > Funding > Impact Fees
   C. Projecting population growth over the next 10 years, evaluating the current level of service, and identifying future facility needs to maintain the level of Service as the population grows. The district currently has no excess capacity. Therefore, new facilities will be required to meet projected demand. The analysis also accounts for historical grant funding and could incorporate future debt financing if pursued.

D. **Demand Analysis**. The current population of Stansbury Park is 11,163 (2025), with an estimated 3% annual growth rate, resulting in a projected population of approximately 15,000 by 2035.

E. Historical capital investment is $971 per capita (parks and recreation only). The estimated cost of future eligible projects is $17 million, with projected impact fee revenue of $3.7 million, resulting in a funding gap that would need to be addressed through alternative funding sources if chosen.

F. **Proposed Impact Fee:** $971 per person × average household size (3.68) = $3,572 per single-family home.

G. **Next Steps.** The Board is currently at the public hearing stage. Following the hearing and public comment, the Board may consider adopting the impact fee by resolution. If adopted, the fee would take effect after a 90-day period.

VI. **Motion to Close Meeting to Enter into Public Hearing**

Kyle Shields made a motion to close the Stansbury Service Agency Board of Directors Meeting and enter the Impact Fee Facilities Plan and Impact Fee Analysis for Parks Services Public Hearing. Seconded by John Wright.

<u>Vote as Follows</u>:

Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye

Motion Passed: Unanimously

Impact Fee Facilities Plan and Impact Fee Analysis for Parks Services Public Hearing

<u>Order of Business</u>

I. **Public Hearing about the Impact Fee Facilities Plan and Impact Fee Analysis for Parks Services**

II. **Public Comments** –

A. Community member Sarah Snow raised questions about alignment between the proposed $17 million capital program and the role of impact fees, noting that supporting project documentation was not included in the board packet. Brett Palmer clarified that the listed project costs are conceptual and have not undergone independent validation because the impact fees are based on the level of service and not necessarily on the overall project costs.

B. Sarah Snow asked whether impact fees apply only within the service area and if agreements exist with neighboring communities. Brett Palmer said initial discussions have occurred, but no formal interlocal agreements are in place. Additionally, Sarah Snow expressed concern—citing experiences in Eagle Mountain—about whether developer credits or offsets for infrastructure are properly validated. Brett Palmer clarified that impact fees are based on the current level of service and deferred to Cody Deeter, who explained that the fee is derived from historical capital spending (about $971 per household), resulting in a current impact fee of approximately $2,800. Cody Deeter added that increasing the fee would require increasing the level of service.

C. Jim Hanzelka and Cody Deeter further explained that impact fee revenue can only be used for eligible new infrastructure tied to growth, not repairs (such as a bridge), although all capital expenditures are considered in calculating the level of service. The $17 million in identified projects represents eligible capital improvements.

D. Regarding developer contributions, the board noted that developers may be required—through county agreements—to dedicate land and construct parks as part of their projects. However, these are separate from the district's capital facilities plan, and developers are still required to pay impact fees without receiving offsets for those improvements.

E. Cody Deeter noted a significant funding gap, with approximately $3.7 million in projected impact fee revenue compared to $17 million in potential eligible projects. The Board discussed this as an ongoing concern. After discussion, and after Sarah Snow's questions had been addressed and clarified, the Board concluded the item. There was no other public comment.

III. **Close Public Hearing**
MOTION - John Wright made a motion to close the Public Hearing on Impact Fees Facility Plan and Impact Fee Analysis. Seconded by Wayne Nielson.
<u>Vote as Follows</u>:
Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye
Motion Passed: Unanimously

IV. **Adjourn**
Kasey Nobles motion to Adjourn the Stansbury Service Agency Board of Directors Meeting and enter into the Stansbury Recreation Service Area Board of Trustees Meeting. Seconded by Kyle Shields.
<u>Vote as Follows</u>:
Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye
Motion Passed: Unanimously

Stansbury Recreation Service Areas Board of Trustees Meeting

<u>Order of Business</u>

I. Call to Order by John Wright at 7:04 PM.

II. Roll Call
   - **A. Board Members**
     1. John Wright – Present
     2. Kyle Shields – Present
     3. Wayne Nielson – Present

III. Public Comments – None

IV. **Action Items**
   - **A. 2026.04.01**
     1. Board Review and possible approval of the Resolution 2026-01 Adopting that Certain Amended and Restated Interlocal Agreement (Creating the Stansbury Service Agency) and Related Matters.
     2. **MOTION** - Kyle Shields made a motion to approve Resolution 2026-01 Adopting that Certain Amended and Restated Interlocal Agreement (Creating the Stansbury Service Agency) and Related Matters. Seconded by Wayne Nielson.
        <u>Vote as Follows:</u>
        Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Carries: Unanimously.**

V. **Motion to Adjourn**
Kyle Shields made a motion to adjourn the Stansbury Recreation Service Area Board of Trustees Meeting and enter into the Stansbury Greenbelt Service Area Board of Trustees Meeting. Seconded by Wayne Nielson.
<u>Votes as Follows:</u>
Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Passed: Unanimously.**

Stansbury Greenbelt Service Areas Board of Trustees Meeting

<u>Order of Business</u>

I. Call to Order by Brett Palmer at 7:07 PM.

II. Roll Call

A. **Board Members**
   1. Brett Palmer – Present
2. Kasey Nobles – Present
   3. Brock Petersen – Absent

III. Public Comments – None

IV. Action Items

A. **2026.04.01**
   1. Board Review and possible approval of the Resolution 2026-01 Adopting that Certain Amended and Restated Interlocal Agreement (Creating the Stansbury Service Agency) and Related Matters
   2. **MOTION** – Kasey Nobles made a motion to approve Resolution 2026-01 Adopting that Certain Amended and Restated Interlocal Agreement (Creating the Stansbury Service Agency) and Related Matters. Seconded by Brett Palmer.
      <u>Votes as Follows:</u>
      Kasey Nobles – Aye; Brett Palmer – Aye. **Motion Passes.**

V. Motion to Adjourn

Kasey Nobles made a motion to adjourn the Stansbury Greenbelt Service Area Board of Trustees Meeting and reenter the Stansbury Service Agency Board of Directors Meeting. Seconded by Brett Palmer.

<u>Votes as Follows:</u>

Kasey Nobles – Aye; Brett Palmer – Aye. **Motion Carries.**

Stansbury Service Agency Board of Directors Meeting

<u>Order of Business</u>

I. General Manager Updates led by Jim Hanzelka:

A. **Operations**

1. **Administrative:**
   a. **Timekeeping System.** The agency has transitioned to the new Vision timekeeping system from Pelorus, which will provide improved tracking of staff work. The system allows employees to switch between tasks throughout the workday and includes geofencing capabilities. Implementation is still a work in progress.
   b. **Staffing.** Staffing efforts are ongoing and show improvement; however, there is still a need for four mowing crew members (including a boat operator), three facilities staff, and two irrigation staff. Most seasonal employees are expected to begin in May.
   c. **Cybersecurity.** State cybersecurity software has been added to agency computers.

2. **Updates:**
   a. **WeatherTrak.** All WeatherTrak systems have been unwinterized, with a few initial start-up issues reported, and approximately 90% of systems across the park are now operational. Watering will remain limited until necessary.
   b. **Staffing**. A weekend staff member will be added to open select bathrooms throughout the park, including Village, Sandhill, Sagers, and the pickleball courts at Porter Way, with additional openings phased in as staffing levels improve. Additionally, the agency is currently seeking a weed harvester boat operator.
   c. **Grounds Repairs**. Ground repair work is ongoing, with significant gopher damage reported following the winter season.

3. **Pool:**

a. **Backflush Effluent.** Jim Hanzelka reported that backflush effluent is expected to be completed and tested by this weekend. Backfilling is currently underway to allow for system testing before final closure.
b. **Valve Replacement.** Aquatech is scheduled to replace the return valve at the bottom of the pool by the end of the week, as the existing valve is believed to have failed, causing significant water loss.
c. **Pool Lighting**. The next phase of pool improvements includes repairing the pool lighting to enable safe nighttime work.
d. **Pool Staffing.** Pool staff have been hired, and the pool manager and assistant manager are actively training new employees, currently ahead of schedule.

B. Projects

1. **Electrical**. Cash Valley Electric has completed electrical work at Mill Pond, with the final task being to run power to the amphitheater. Rocky Mountain Power has turned power on.
2. **Irrigation**. Updated specifications and drawings for irrigation and grading standards have been submitted to Ensign Engineering, who will complete the CAD drawings.
3. **Concrete Installation.** Jim Hanzelka discussed plans to install concrete in areas adjacent to the clubhouse and lake area and provided board members with a PowerPoint visual reference of the proposed areas. One priority is the addition of an ADA-compliant ramp near the snack shack entrance to accommodate changes in pool access, enabling better control of entry. Another area near the signage will also be concreted, as the turf in that location is consistently damaged by heavy foot traffic.
4. **Resod.** A visual reference was presented to board members, highlighting the proposed areas for resodding between the clubhouse and the lake. Plans are in place to remediate these areas by adding topsoil and reseeding or, where appropriate, installing sod to improve turf quality and overall appearance.

C. Finances led by Jim Hanzelka:

1. **Cash Summary.** Financial report as of April 8, 2026:
   a. Operational funds totaled $ 4,490,859
   b. PTIF (Impact fees) totaling $ 906, 843
   c. The total available funds are $5,397,702
2. **Golf Course Revenue Summary.** Golf course revenue through February showed significant year-over-year increases, largely due to higher traffic during January and February, attributed to warmer weather. March has begun to normalize while still trending ahead of prior year figures.
3. **Finances Revenue.** Overall revenue performance remains strong, with additional tax revenue and golf course income contributing positively. Continued growth is anticipated throughout the year.
4. **Finances Expenses.** Parks and Recreation expenditures are slightly elevated due to increased activity and project work. However, spending is expected to normalize, with projections indicating approximately a 1% overage, which remains within acceptable budgetary limits.

II. Discussion Items:

A. Planning Committee Update

1. **Oscarson Park Design**. Ten firms responded to the bid solicitation, which was narrowed to four; however, one firm (G. Brown) withdrew due to workload constraints. The remaining three firms were interviewed on March 25 and evaluated based on technical capability, community involvement, schedule, and cost. A PowerPoint slide listed evaluation criteria for the board's review.

2. **Evaluation of All Three Firms**. All three firms demonstrated capability, though one was less aligned with the project scope. Blu Line (with CMT Engineering) and MGB emerged as top candidates, with Blu Line preferred for stronger alignment with project goals and a more competitive cost. The interview panel recommended awarding the contract to Blu Line, which the Planning Committee concurred with on April 2. An action item will be presented to confirm the issuance of the contract to Blu Line.
3. **Soundwall Trail Build**. The initial package was received from Ensign on April 2 and distributed for review. Several substantive comments have been received and are being addressed; all feedback is requested by April 9. Once finalized, Ensign will complete the drawings for Utah DOT approval. The goal is to present a final plan at the next meeting for approval to proceed with bidding.
4. **HVAC Unit for Pro Shop**. Jim Hanzelka reported that both the Pro Shop HVAC system and the roof beneath it are failing, requiring a two-step replacement process. Board members reviewed a PowerPoint chart outlining HVAC replacement options. He noted that a dual-fuel heat pump with a smart thermostat from Desert Development was selected for its lower cost of $14,146.
5. **Other Projects**. State Fire has been awarded the contract for the dry suppression system installation at the pro shop. Work is also underway on planning for the bridge rebuild project, which is intended to proceed this year using available grant funding.

B. Discussion of moving the Board of Directors Meeting to 6:00 PM

1. Board members discussed the possibility of moving Board of Directors meetings from 7:00 PM to 6:00 PM. No action was taken.
2. **Discussion**: Board members discussed the benefits, challenges, and potential impacts of changing the meeting time, including accessibility, meeting efficiency, and time constraints. It was concluded that both options have pros and cons, and the matter will be revisited at a future meeting for further consideration.

III. Action Items:

A. 2026.04.01 A

1. Board Review and possible approval of March 11, 2026, Board Meeting Minutes.
2. **MOTION** – Kasey Nobles made a motion to approve the March 11, 2026, Board Meeting Minutes. Seconded by Kyle Shields.
   <u>Vote as Follows</u>:
   Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye**. Motion Passed: Unanimously**

B. 2026.04.02 A

1. Board Review and possible approval of February Financial Statements, Purchases, and Journal Entries.
2. **Questions.** John Wright noted that the February Financial Statements, Purchases, and Journal Entries report he was reviewing differed from the one he had received via email days earlier and did not match. Ingrid Swenson, Business Manager, provided clarification that financial reports fluctuate daily.
3. **MOTION** – Kyle Shields made a motion to approve the February Financial Statements, Purchases, and Journal Entries in the amount of $66,376.13. Seconded by Kasey Nobles.
   <u>Vote as Follows</u>:
   Wayne Nielson – Aye; John Wright – Abstain; Kyle Shields – Aye; Brett Palmer– Aye; Kasey Nobles – Aye. **Motion Passed.**

C. **2026.04.03**

1. Board Review and possible approval of Resolution 2026-03, An ordinance adopting an impact fee facilities plan and impact fee analysis and imposing certain impact fees.
2. **MOTION** – John Wright made a motion to approve Resolution 2026-03, an ordinance adopting an impact fee facilities plan and impact fee analysis and imposing certain impact fees. Seconded by Kyle Shields.
   <u>Vote as Follows</u>:
   Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye**. Motion Passed: Unanimously**

D. **2026.04.04**

1. Board Review and possible approval of Oscarson Park Contract Award.
2. **MOTION** – John Wright made a motion to award the Oscarson Park design and engineering contract to the team led by Blu Line Design Architects. Seconded by Kasey Nobles.
   <u>Vote as Follows</u>:
   Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye**. Motion Passed: Unanimously**

E. **2026.04.05**

1. Board Review and possible approval of April 2, 2026, Work Planning Committee Minutes.
2. **Discussion:** John Wright commented that the April 2, 2026, minutes were brief and requested clarification on the level of detail required in the meeting minutes. Brett Palmer clarified that the content and level of detail included in the minutes are determined by Stansbury Service Agency, with the Board having discretion over the level of detail recorded.
3. **MOTION** – John Wright made a motion to approve the April 2, 2026, Work Planning Committee Minutes. Seconded by Wayne Nielson.
   <u>Vote as Follows</u>:
   Wayne Nielson – Aye; John Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye**. Motion Passed: Unanimously**

A. **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. **Kasey Nobles** inquired about the mowing activity near the tennis courts. Jim Hanzelka confirmed the work was not performed by the agency.

  B. **Wayne Nielson** commended recent improvements to the golf course, noting significant progress in course conditions, clubhouse appearance, and overall operations, while suggesting continued attention to sand traps.

  C. **John Wright** asked about the remaining tree trunks and debris near the golf course maintenance building, and whether the contractor will remove them. Jim Hanzelka responded that the contractor completed its contract, and the remaining material will be removed by staff. John Wright asked about the trimming of trees along Village Boulevard. Jim Hanzelka noted that tree maintenance is being evaluated and addressed.

  D. **Kyle Shields** asked whether district staff hold vertebrate (gopher) applicator certification. Staff confirmed they use poison applicators but are not certified in vertebrate application. Alternative gopher control methods were discussed, including the Gopher X carbon monoxide system, which was noted to be effective when used properly.

E. **Brett Palmer** noted that once the sound wall work is completed, the next priority is to move forward with the bridge contract, as funding is already included in the budget.

B. Motion to Adjourn

Kyle Shields made a motion to adjourn the Stansbury Service Agency Board of Directors Meeting at 7:46 PM. Seconded by John Wright.

Vote as Follows:

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

Meeting Adjourned at 7:46 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 17nd day of June, 2026.

6/17/26

Brett Palmer, Stansbury Service Agency Board Chair

6/17/26

Brett Palmer, Stansbury Greenbelt Service Area Board Chair

6/17/2026

John H. Wright, Stansbury Recreation Service Area Board Chair