STANSBURY
SERVICE AGENCY
Parks and Recreation

Stansbury Service Agency Board of Directors Minutes
Date: Wednesday, August 19, 2026
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 6:30 PM

I. Call to Order by Brett Palmer at 6:30 pm
II. Roll Call
  A. Board Members
    1. Brett Palmer – Present
    2. John H. Wright – Present
    3. Kyle Shields – Present
    4. Brock Petersen – Present
    5. Wayne V. Nielson – Present
    6. Kasey Nobles – Present
  B. Staff
    1. James Hanzelka – Present
    2. Ingrid Swenson – Present
    3. Daisy LeBleu – Present
    4. Shawn Chidester – Present
III. Pledge of Allegiance led by Kasey Nobles
IV. Sheriff Update
  A. The Sheriff's Office was not present; no report was given.
V. Public Comments
  A. No Public Comments
VI. Review of Public Comments
  A. From 08-05: Murray Kendall, 405 Country Club, previously raised concerns about line of sight near Village Boulevard and the Stansbury Parkway entrance to SR-36. He identified vegetation that could obstruct drivers' views and asked the Agency to trim or remove it as needed.
  Response:
  STAFF RESEARCH OR FOLLOW-UP: Operations is monitoring the vegetation and will trim it as necessary.
  B. From 08-05: Murray Kendall also asked that a recreational court be reconsidered, noting limited street-hockey use of the former tennis court and historical demand for tennis. He indicated that both tennis and pickleball could be considered.
  Response:
  STAFF RESEARCH OR FOLLOW-UP: Staff reported there are currently no plans to refurbish, upgrade, replace, or repurpose the former tennis courts.
VII. General Manager Updates:
  A. Operations

1 Country Club Dr., Suite #1, Stansbury Park, UT 84074
Main Phone: 435-882-6188, Email: serviceagency@stansburypark.gov

1. Administration and Records: James Hanzelka reported that all but one Dropbox account had been deactivated after Agency files were moved to SharePoint. One account was retained temporarily to address any transfer issues. Staff also began reorganizing SharePoint, including creating a standalone Boards and Committees section.
2. Stansbury Days: Staff reported that the revised traffic pattern and scheduled vendor and car-show access worked well, and the golf course used the new parking area to reduce congestion. The parade had approximately 35 entries; discussion identified a need for additional staging-area help and possibly restrooms at future events. Blocking the causeway immediately before the parade and reopening it afterward reduced through traffic. Staff also discussed the late afternoon lull after the vendor fair and car show, when several food trucks left or ran out of food, and considered ways to maintain food service later in the evening.
3. Stansbury Days Fireworks: James Hanzelka reported that the fireworks show began approximately 40 minutes early because of a communication failure involving the vendor and fire marshal coordination. The vendor accepted responsibility, agreed to forgo the remaining $4,100 payment, offered a future drone show at no cost, and suggested a future water-based fireworks show using a barge. The Board discussed evaluating those options for a future Stansbury Days event.
4. Greenbelt Irrigation Responsibilities and Cost Tracking: Staff clarified maintenance responsibility for greenbelts around the golf course so that the crew mowing an area is also responsible for its irrigation. Staff created a separate cost code to track greenbelt labor and repair costs. The Board discussed staffing implications and the value of quantifying acreage and maintenance costs by area.
5. Irrigation Repairs: Staff reviewed irrigation conditions in several golf course-adjacent greenbelts. Some areas use standard residential-style rotors while others remain tied to golf-course heads. Approximately 17 heads had been replaced during the prior two weeks, with additional coverage adjustments and partial rotors still needed. Staff also described repair of an Agency irrigation line in the Rabbit Ditch area that crossed a homeowner's yard and noted that older routing may require future correction.
6. Lake and Grounds Maintenance: The lake mower had been redirected from cutting open-water vegetation to collecting clippings accumulated in coves. Staff continued re-sodding around the clubhouse and were removing the wooden plank used to access the concrete structure in the pond east of the golf course, tee box No. 4, because it was not intended for general public use; temporary access can be provided when staff needs to reach the water-control structure.
7. Clubhouse Area Fencing: Staff presented permanent fencing and barrier options intended to keep vehicles off turf and change traffic patterns around the clubhouse parking area. Options included rail fencing, chain-and-bollard systems, and boulders. Board members discussed the length and placement needed to prevent vehicles from simply driving around the barrier and expressed interest in the chain-and-bollard concept if it can be securely installed.

8. Water Shares: James Hanzelka reported continued inquiries about purchasing Agency water shares, including for property that is not currently within the Service Agency boundary. Board discussion reflected agreement that property should be annexed into the Agency's taxing area before the Board considers selling water shares for that property. The Board discussed quantifying available shares and establishing a clearer process for future requests.
9. Irrigation Pond Treatment: Staff reported that the remaining sulfur inventory had been used in the irrigation pond. Broad Fork was expected to perform the next treatment, after which staff planned to compare conditions and evaluate effectiveness.

B. Projects
1. Capital Maintenance: Staff reported continued progress on maintenance projects. A roof leak had been repaired, but decking beneath rooftop HVAC equipment still required more substantial work. Staff evaluated electrical damage at the front fountain; one pump and one VFD require replacement, and staff is pursuing reimbursement for the damage. The Gordon Well VFD and flow controller had been replaced, and staff planned to seek any available WattSmart rebate. The golf course restroom remodel was also reported complete.
2. Porter Way Ball Field: The $30,000 grant for the ball-field project expires in November, making completion of the work a near-term priority.
3. Millpond Bridge: BMEI encountered difficulty locating the end of the conduit beneath the pond and is expected to redrill the electrical crossing. Reaveley Engineers provided a scope to complete the engineering plan set, and staff was also evaluating other engineering input and seeking a reliable construction cost estimate. James Hanzelka said construction is unlikely to be completed in 2026 and will probably move to spring 2027, although plans and contractor procurement may advance this year.
4. Pro Shop Fire Suppression: Staff needed to coordinate with the Stansbury Park Improvement District for system checks before the remaining work proceeds.
5. Soundwall Trail: Staff petitioned UDOT for funding and schedule review during its September review period. Tooele County also asked UDOT to evaluate whether the trail should be funded through UDOT's trail program because the project appears on UDOT's trail list.
6. Millpond Park and Oscarson Park: Staff was finalizing the Millpond Park plan set for Board review and submission. Blu Line provided a down-scoped Oscarson Park concept that requires Board review before the next design direction is selected.

C. Finances
1. Revenue: James Hanzelka reported that overall General Fund revenue remained ahead of projections. General-government revenue was approximately $192,000 above the current projection and was expected to finish roughly $125,000 above projection after year-end reclassifications. Golf-course revenue also continued to outperform the original projection.
2. Pool and Recreation Revenue: Pool revenue remained below the original target but closer to expectations than staff had anticipated after Deseret Peak reopened. Swim

lessons performed well, while nonresident daily admissions were down and punch-card use increased later in the season. Staff planned to review concessions pricing for next year. The football league is not using Agency fields this fall, resulting in some lost recreation-field revenue.

3. Expenses: Staff reported that departments were generally tracking below expense budgets. Pool expenses were expected to finish closer to budget, while golf-course expenses remained lower in part because some positions had not been filled. James Hanzelka said current golf course projections showed higher revenue and lower expenses than originally projected.

VIII. Discussion Items:

A. Discussion of the GM job description, Qualifications, and hiring process.

1. The Board reviewed the proposed General Manager job description, qualifications, and hiring process. John H. Wright explained that the materials summarized work previously completed through the policy committee and were intended to help identify the best-qualified candidate. The Board discussed having applications submitted to the Clerk, screening applicants for the basic qualifications, and moving qualified applicants through the interview process. Wright emphasized the importance of selecting a well-qualified General Manager because of the Agency's size and complexity and concerns arising from prior management problems.
2. Brock Petersen raised concerns about how the General Manager's role and responsibilities were defined. He said the General Manager should function as the Agency's chief executive, with greater focus on matters such as land issues, contracts, budgets, and overall management, while day-to-day operational responsibilities should be handled through staff. John H. Wright said the General Manager would need to handle a range of responsibilities and that the Board could evaluate candidates for those abilities during the interview process.
3. The Board discussed moving the recruitment forward without requiring the proposed hiring process to be followed rigidly in every respect. Kasey Nobles supported using the process as a guideline while allowing the Board to make adjustments where needed. Wayne Nielson asked what minimum action was necessary to allow the position to be posted, and Kyle Shields supported using the process as a guideline and moving ahead with the posting. Brett Palmer asked Board members to submit any additional comments or proposed changes so the job could be posted promptly. James Hanzelka presented a tentative recruitment schedule, and the Board discussed keeping the process moving while allowing sufficient transition time with the current General Manager. Formal approval is recorded under Action Item 2026.08.08 A.

B. Discussion of Vacating and Amending Lot 27 of Golf Course Island Subdivision #3 Plat.

1. The Board reviewed the request to combine Joseph Wilson's parcels and amend Golf Course Island Subdivision #3. Discussion included the quitclaim deed, the prior property transfer, and whether the Agency had legal standing to refuse to sign the plat. James Hanzelka explained that the Agency would need a basis for rejecting the plat and that, if it could identify an affected Agency interest, it could have objected.

Board members questioned whether the Agency was required to sign the plat and discussed the County's role in the plat-adjustment process.

2. Board members discussed concerns about documentation supporting the prior conveyance, the role of the quitclaim deed, possible conflicts of interest in earlier property actions, and whether prior decisions should be revisited. Other members favored resolving the current plat matter while improving documentation and procedures for future property transactions. Brock Petersen also suggested considering whether certain Agency-owned greenbelt parcels could be offered to adjacent property owners. Formal action is recorded under Action Item 2026.08.07 A.

C. Discussion of the Sagewood Trail.

1. The Board revisited the Sagewood Gardens trail after tabling the prior water-right-credit proposal. The recorded plat calls for a pervious road-based trail, while the Agency has requested asphalt before accepting the trail. Staff reported that Ivory Homes preferred paving the full existing and future trail rather than only a portion and that the grading still required correction. Board members discussed whether the Agency should accept the property without asphalt, whether it has authority to improve property it does not yet own, and whether to consider another paving contractor.

   Members generally favored requiring a paved trail before Agency acceptance and continuing negotiations with Ivory Homes on the full paving scope, trail width, and allocation of cost. The Board also discussed the value of any water-right credit, including the prior $30,000-per-acre-foot value versus the more recent $40,000 value, and requested an updated accounting of remaining Agency water rights before committing additional shares. The matter will be returned on a future agenda. No formal action was taken.

IX. Action Items:

A. 2026.08.05 A

1. Board Review and possible approval of August 5, 2026, Board Meeting Minutes.
   Motion by Kyle Shields to approve the August 5, 2026, Board Meeting Minutes. Seconded by Kasey Nobles.
   Vote as Follows:
   Wayne Nielson – Aye; John H. Wright – Abstain; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – Aye. Motion Passed

B. 2026.08.06 A

1. Board Review and possible approval of July Financial Statements, Purchases, and Journal Entries.
   Motion by Brock Petersen to approve the July Financial Statements, Purchases in the amount of $194,793.30, and Journal Entries. Seconded by John H. Wright.
   Vote as Follows:
   Wayne Nielson – Aye; John H. Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – Aye. Motion Passed Unanimously

C. 2026.08.07 A

1. Possible Approval of Vacating and Amending Lot 27 of Golf Course Island Subdivision #3 Plat.
   Motion by John H. Wright to approve vacating and amending Lot 27 of Golf Course Island Subdivision #3 Plat. Seconded by Kasey Nobles.
   Vote as Follows:
   Wayne Nielson – Aye; John H. Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – Aye. Motion Passed Unanimously

D. 2026.08.08 A
   1. Possible Approval of the GM job description, Qualifications, and hiring process.
      Motion by John Wright to approve the GM job description, qualifications, and hiring process as discussed. Seconded by Kyle Shields.
      Vote as Follows:
      Wayne Nielson – Aye; John H. Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – 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 General Manager, and requests for future Board actions.

- Kyle Shields: asked staff if they want notification if organized league football begins using Agency fields. He reported continued strong library use, including 1700 through all of August in 2025, while 2026 bumps to 1,866 summer-reading patrons through only August 18. There were 347 in-person attendees for events such as summer reading events and crafts, up from 229 in 2025. He also stated that the Agency should consider needed equipment for staff when savings are available. He also recognized Stansbury Days volunteers, including Sher Shields and Stacy Smart, for stepping up during the event.
- John H. Wright: praised Stansbury Days, staff, and volunteers and said the parade was among the best the community has held. He reflected on the growth of the event and the community over time and specifically recognized Kellianne Rosemann and her staff for their work. He stated he was proud to have all the area royalty on a float. He also noted improved working relationships with SPID, Rocky Mountain Power, Lumen, and other utility partners, saying those relationships are helping the Agency resolve project issues more effectively.
- Wayne V. Nielson: recognized Kellianne, Jim, Agency staff, and volunteers who worked on Stansbury Days and thanked them for the quality of the event. He stated everyone worked hard and did a very nice job.
- Kasey Nobles: echoed the recognition of staff and also complimented Gordon and Mac for improvements in turf and irrigation conditions. He reported that he was continuing to work through his employer's purchasing requirements for a possible donation of surplus vehicles to the Agency and hoped to have more information within the next month.
- Brock Petersen: said Stansbury Days was a successful way to end the summer and noted that he had encouraged new neighbors to participate in the community event. He

stated every event will have bumps and bruises, but everyone looks forward to it, and he reiterated his thanks.

- Brett Palmer: Echoed other board members' sentiments and said he had been unable to attend Stansbury Days but recognized the effort and work required to produce the event, thanked Board members for their contributions, and expressed appreciation for support provided during the event.

Motion to Adjourn

Motion by Kyle Shields to adjourn the Stansbury Service Agency Board of Directors Meeting.
Seconded by John Wright.
Vote as Follows:
Wayne Nielson – Aye; John H. Wright – Aye; Kyle Shields – Aye; Brett Palmer – Aye; Kasey Nobles – Aye; Brock Petersen – Aye. Motion Passed Unanimously
Meeting adjourned at 8:59 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 9th day of September, 2026.

Brett Palmer, Stansbury Service Agency Board Chair