

**Combined Annual Meeting Between the Stansbury Service Agency Board
of Directors, The Greenbelt Service Area Board of Trustees and the
Recreation Service Area Board of Trustees Minutes**

Date: Tuesday, January 16, 2024

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

Time: 7:00 PM

Order of Business

1. Call to Order made by Cassandra Arnell at 7:00pm
2. Roll Call
 - Board Members:
 - Cassandra Arnell – Present
 - Maria Sweeten – Present
 - James Hanzelka – Present
 - Kyle Shields – Present
 - Brett Palmer – Present
 - Staff Members:
 - Ingrid Swenson – Present
 - Kellianne Rosemann – Present
 - Darin Jacobs - Present
3. Pledge of Allegiance made by Darin Jacobs
4. Sheriff Report made by Sargeant Yale
 - a. December 2023 there were 112 Traffic Stops, 42 Citations, 68 warnings, 4 accidents, 8 DUI, 17 Misdemeanor Arrests and 1 Felony Arrest.
5. Public Comment – No Public Comment

Staff Updates and Reports

1. General Manager Updates presented by James Hanzelka
 - a. Heater repair – The heaters needed to be cleaned and restarted and changing the filter replacement has been added to standard maintenance. The wiring is chaffed and may present a hazard. 2 of the units are 30+ years old (need replacement at some point) 1 newer unit. We Potentially move to different type of units to reduce cost and ease of maintenance. 6 CO2 detectors were purchased and placed in the club house.
 - b. There is leakage in the old sauna area which is believed to come from either under the deck or from the roof. We will be purchasing something to help with the humidity and moisture.
 - c. We are in the process of renewing the liquor license for the golf course. The document was transferred from Jeff Geen to Agency last year. The agency needs

- to develop a responsible action site plan, do a layout diagram of the pro shop, the alcohol price list and the renewal is required January 31st.
- d. Stansbury Triathlon would like to be under the Agency's insurance but continue to collect their own sponsorship money into their own bank account.
 - e. Items that have been deemed unrepairable or not cost effective to repair have been made an offer of \$2,000 for the lot and an offer of \$1000.00 was offered for the unused manure spreader. New, it usually costs 6-8 K, ours is 4 years old, we are still in the process of finding another bid.
 - f. Cost mitigation ideas so far are as follows -Two grants to go through the County and State are the tourism and the recreation grant. There is a potential for the Agency to sell water rights to a developer. The agency is looking at the possibility of leasing or selling properties. Adopt a greenbelt and the possibility of selling inoperable equipment and the fertilizer spreader.

Action Items

1. 2024.01.01 A

- a. Board Review and Possible Approval of January 3rd, 2024, Work Meeting

M 2024.01.01 A

Motion to approve January 3rd, 2024, Work meeting minutes made by James Hanzelka and seconded by Maria Sweeten.

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

2. 2024.01.02 A

- a. Report from Board Hiring Committee for GM position.

The hiring committee reported on their quest to find a new GM. The recommendation is to hire James Hanzelka.

M 2024.01.02 A

Motion to move that the offer for the GM Position be made to James Hanzelka and to work out compensation details afterwards made by Maria Sweeten and seconded by Brett Palmer.

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, abstain; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

3. 2024.01.03 A

- a. Selection of Stansbury Service Agency Board Chair, Treasurer, Clerk and Committees for 2024.

Cassandra recommends that Brett Palmer take over the position of Board Chair.

M 2024.01.03 A

Motion to nominate Brett Palmer as the Board Chair was made by Maria Sweeten and seconded by Kyle Shields.

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

Motion to nominate Ingrid Swenson as the Clerk made by Maria Sweeten and seconded by James Hanzelka.

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

Motion to nominate Kyle Shields as the interim Treasurer until we know if a new board member position is opened up made by Maria Sweeten and seconded by Brett Palmer.

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

Motion to have Kyle Shields serve on the Capital Project Planning Committee and the Finance committee and to keep the Policy committee unchanged made by Maria Sweeten and seconded Cassandra Arnell.

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

Stansbury Recreation Service Area Meeting

Action Items

1. 2024.01.04 A

- a. Discussion and Possible Approval of January 3, 2024, Stansbury Recreation Service Area Board of Trustees Minutes

M 2024.01.04 A

Motion to approve January 3rd, 2024, Stansbury Recreation Service Area Board of Trustees meeting minutes made by Cassandra Arnell and seconded by Kyle Shields

Vote as Follows:

Cassandra Arnell, Aye; Kyle Shields, Aye

Motion Passed.

- b. Selection of Stansbury Recreation Service Area Board of Trustees Chair for 2024

M 2024.01.04 A

Motion to approve the Stansbury Recreation Service Area Board of Trustees Chair of John Wright for 2024, made by Cassandra Arnell and seconded by Kyle Shields.

Vote as Follows:

Cassandra Arnell, Aye; Kyle Shields, Aye.

Motion Passed.

Stansbury Greenbelt Service Area Meeting

Action Items

1. 2024.01.05 A

- a. Discussion and Possible Approval of January 3, 2024, Stansbury Greenbelt Service Area Board of Trustees Minutes

M 2024.01.05 A

Motion to approve January 3rd, 2024, Stansbury Greenbelt Service Area Board of Trustees meeting minutes made by Maria Sweeten and seconded by James Hanzelka.

Vote as Follows:

Maria Sweeten, Aye; James Hanzelka, Aye; Brett Palmer, Aye.

Motion Passed.

- b. Selection of Stansbury Greenbelt Service Area Board of Trustees Chair for 2024

M 2024.01.05 A

Motion to approve the Stansbury Greenbelt Service Area Board of Trustees Chair Brett Palmer for 2024, made by Maria Sweeten and seconded by James Hanzelka.

Vote as Follows:

Maria Sweeten, Aye; James Hanzelka, Aye; Brett Palmer, Aye.

Motion Passed.

Stansbury Service Agency Board of Directors Business Meeting

Action Items (Continued)

6. 2024.01.06 A

- a. Discussion and Possible Approval of Amended 2024 Board Meeting Schedule

M 2024.01.06 A

Motion to move the February 14th meeting to February 21st and to cancel the January 31st meeting made by Maria Sweeten and seconded by Cassandra Arnell

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

7. 2024.01.07 A

- a. Possible Ratification of previously approved 2024 Fee Schedule

M 2024.01.07 A

Motion to ratify the previously approved 2024 Fee Schedule made by Cassandra Arnell and seconded by Maria Sweeten

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

Possible Ratification of previously approved 2024 Administrative Policies

M 2024.01.07 A

Motion to ratify the previously approved 2024 Administrative Policies made by Cassandra Arnell seconded by Kyle Shields

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

Possible Ratification of previously approved Employee Benefit Package

M 2024.01.07 A

Motion to ratify the previously approved Employee benefit package made by James Hanzelka and seconded by Cassandra Arnell

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

8. 2024.01.08

- a. Board Discussion and Possible Approval of Contract for “Picnic in the Park” Business

M 2024.01.08 A

Motion to approve the contract for “Picnic in the Park” and that Kyle Shields and Maria Sweeten look at other options and make offers to the board made by Maria Sweeten and seconded by Cassandra Arnell

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

9. 2024.01.09

- a. Discussion and organization of committee to establish Audit Committee.

Brett recommended that management and staff make formal recommendations for individuals to join. He also noted that SPID has helped Audit North Tooele Fire Dept and vice versa and that could be a possibility to have them assist.

M 2024.01.09

Motion to table pending further study made by the staff and James Hanzelka made by James Hanzelka and seconded by Maria Sweeten

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

10. 2024.01.10

a. Presentation of RAISE Grant Proposal 2023 Out brief and 2024 Bid Potential made by James Hanzelka

b. Public Comment

Heather Lester – Wondering why we would not try to at least submit for the grant this year when we can. The board should not be thrifty in some areas and not in others.

c. Board Discussion and Possible Direction for 2024 Raise Grant

M 2024.01.10

Motion to move forward with having Cassandra Arnell and help from the public to put together the grant in time for the February 28th, 2024, deadline made by Kyle Shields and seconded by James Hanzelka

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

11. 2024.01.11

a. Discussion and Approval of Financials.

James Hanzelka presented that the GM currently approves payroll and related expenses, routine expenses such as utility bills, supplies and materials and emergency repairs the impact the operation safety or structural integrity of assets.

Brett Palmer would like to suggest that the board approve the expenses monthly even if they are already preauthorized by James Hanzelka and that the board looks into the thresholds of maximum spending that can be made without the board approval.

M 2024.01.11 A

Motion to approve the of financials made by Maria Sweeten and seconded by Cassandra Arnell

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye; Brett Palmer, Aye.

Motion Passed.

Motion to adjourn and go into closed session for character, competence, or health of an individual and to invite board members and Ingrid Swenson made by James Hanzelka and seconded by Maria Sweeten.

Vote as Follows:

Cassandra Arnell, Aye; Maria Sweeten, Aye; James Hanzelka, Aye; Kyle Shields, Aye;
Brett Palmer, Aye.
Motion Passed.

Adjourn at 9:07pm.

Motion to adjourn closed session made by Kyle Shields and seconded by Cassandra Arnell at 9:34pm.

*The content of the 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 3 day of January 2024*

Brett Palmer, Board Chair