

## Stansbury Service Agency Work Minutes

**Date:** Tuesday, January 3, 2024

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

**Time:** 7:00 PM

The agenda items for this meeting are as follows:

1. Call to Order made by Cassandra Arnell at 7:00 PM
2. Roll Call:
  - Board Members
  - James Hanzelka - Present
  - John Wright - Present
  - Cassandra Arnell - Present
  - Maria Sweeten - Present
  - Kyle Shields - Present
  - Brett Palmer – Present

Staff:

  - Ingrid Swenson – Present
  - Kellianne Rosemann – Present
  - Darin Jacobs - Present
3. Review of Public Comments
  - a. James Hanzelka stated that public comment questions will be answered during the meeting with the presentation.
4. General Manager updates made by Interim GM James Hanzelka
  - a. Millpond bathroom connection contract is cancelled due to non-performance. Darin Jacobs is in the process of trying to get ahold of the contractor. James Hanzelka would like to reopen the bidding process too and modify the bid to include culinary water hook up.
  - b. January 8<sup>th</sup> meeting with the county to speak concerning the RAISE grant or any other grants that could be used.
  - c. Trying to schedule a meeting with Sagewood Developer (Ivory Homes) who has land 5 acres on the west side of village Blvd.
  - d. Equipment that is just sitting in the yard has been made an offer on for \$2,000.00 and another \$1,000.00 on the spreader.

Maria Sweeten made a note that TNT auction may be a good source to go to for the sale of the equipment. She will get Ingrid Swenson the contact information.



- e. Meeting schedules are published at the beginning of the calendar year for the year. The agendas are posted 24hours ahead of time.
  - f. Snow removal schedule that is a priority will be plowing sidewalks and parking lots. (See PowerPoint) James Hanzelka will bring up to the county on who is supposed to take care of village Blvd.
  - g. The budget in 2022, 2023 and 2024 are shown and 2024 is significantly lower than where it should be.
5. Discussion Items
- a. Picnic in the Park present by Jaimie Eynon. The company name will be “Your Perfect Picnic” She would like the soft launch to be the weekend before Valentine’s Day and on Valentines Day. The event will be a 12ft-by-12ft clear tent and will use a battery powered electric heater. The goal is to be a romantic picnic for couples. Her Long-term goal is to use the lake as the location to host the events. If the soft launch is successful, she would like to form a partnership with the Agency and create a contract that includes giving a percentage of sales to the agency. The discussion to be had is how to charge the business owner to use the space. James Hanzelka with get with the business owner to work out a proposal.
6. On-Boarding Actions
- a. James Hanzelka Presented the organization chart and the flow chart on how cash and payments are made. Brett Palmer would like a line item on the next agenda to be added that the board give the approval of all purchases. James Hanzelka then presented the Board Workflow Chart
  - b. James Hanzelka presented the capital projects that are proposed for 2024.
    - Millpond Park the County needs to approve the Plan for completing the Parking lot and bathroom.
    - Soundwall trail is a complete redesign based on UDOT changes. The agency needs to obtain county roads approval for crossing and completing phase 1.
    - Oscarson Park needs to update the plan, get county approvals, and finish getting the bathrooms hooked up. Then form a plan to set up playground equipment that is ADA certified. (Cassandra Arnell feels as if this playground should be placed in a different park)
  - c. James Hanzelka presents a list of Initial prioritizations of critical repairs that need to be taken care of.
    - Playground equipment needs to be reviewed at all parks and recommendations for remediation need to be created.
  - d. James Hanzelka presented the Policy Committee plan for 2024 where the committee needs to update the operation section of the manual. Update the budget, Audits and Checks section of manual. Update the impact fees document. As well as updating Safety Training, workers comp procedures and fraud audit shortfalls.



- e. James Hanzelka presented the Finance Committee plan for 2024 which includes establishing an Audit Committee, expanding the committee to include residents (three applicants).
  - f. James Hanzelka presented that the SSA Board needs to work on which includes the budget and approval of execution items.
  - g. James Hanzelka presented the 2024 Guidance from our independent auditor.
  - h. Ingrid Swenson presented the 2024 budget.
  - i. James Hanzelka presented the shortfalls that we have for personnel and equipment.
7. Board member reports and requests
- Brett Palmer requests that we revisit the meeting schedule because a meeting is on February 14<sup>th</sup> and place that on the upcoming agenda and place discussion of financials and approvals on financials on the upcoming agenda.
  - Cassandra Arnell said that 150 jumpers participated in the polar plunge and 400 spectators she feels as if the event was a success. She wanted to recognize Crystal Float Spa and North Tooele Fire Department and all that they did. She would like to add to the next agenda that we have a list of all of the things that need to be done for the upcoming year. She also wanted to make a comment that we change the name of the Service agency to Stansbury Parks and Recreation.
8. Motion to close and go into a Closed Session as needed to discuss personnel, pending, or threatened litigation, or property acquisitions made by Maria Sweeten and seconded by James Hanzelka at 9:03pm  
Vote as follows:  
Cassandra Arnell, Aye; John Wright, Aye; Kyle Shields, Aye; James Hanzelka, Aye; Maria Sweeten, Aye; Brett Palmer, Aye  
Motion Passed.
9. Closed Session as needed to discuss personnel, pending, or threatened litigation, or property acquisitions.
10. Motion made by Maria Sweeten to close the closed session meeting and move back into open meeting at 9:47pm seconded by Kyle Shields.  
Vote as follows:  
Cassandra Arnell, Aye; John Wright, Aye; Kyle Shields, Aye; James Hanzelka, Aye; Maria Sweeten, Aye; Brett Palmer, Aye  
Motion Passed
11. James Hanzelka mentioned that the contractor CJ sent two emails to meet with James Hanzelka and James Hanzelka invited Brett Palmer and John Wright to meet with him and the contractor at 8am on January 4<sup>th</sup>.  
Motion to adjourn made by James Hanzelka and seconded by Brett Palmer.



Vote as follows:

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

Motion Passed

The meeting adjourned at 9:56 pm.

*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*

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*Cassandra Arnell, Board Chair*