

Stansbury Service Agency Board of Directors Business Meeting Agenda

Date: Wednesday, April 3rd, 2024

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

Time: 7:00 PM

Order of Business

1. Call to Order by Brett Palmer at 7:05PM
2. Roll Call

Board Members:

Brett Palmer – Present
Kyle Shields – Present
John Wright – Present
Maria Sweeten – Present
Cassandra Arnell – Arrived Late

Staff:

James Hanzelka - Present
Ingrid Swenson – Present
Kellianne Rosemann – Present
Darin Jacobs – Present

3. Pledge of Allegiance presented by John Wright
4. Sheriff Report –
134 Traffic Stops, 38 Citations, 88 Warnings, 2 Accident, 5 DUI, 10 Misdemeanor, Felony Arrests
5. Fire Chief Report – Not present.
6. Public Comment

No public comment

Staff Updates and Reports

1. General Manager Updates presented by James Hanzelka
 - a. Volunteer Initiatives
 - b. Tooele County did not plan on us needing to deposit waste at the dump and did not budget to allow us to do it for free. James Hanzelka presses that we need to keep making our presence known to the County.
 - c. Major Projects update
 - i. Sound Wall Trail – Meeting with UDOT on April 10 about road widening on SR36.
 - ii. Millpond Park – Waiting on Engineering design to resubmit to county.
 - iii. Bid package for bathroom is being vetted by Planning Committee



- iv. Shoreline Improvement – Grant submitted for 35,000.00 to use towards helping install docks and install a fixed dock (awaiting on bid)
- v. Sagewood Trails – Discussion with developers about the trails that the agency will receive as well as a 3.69 acre lot (located West of Village & South of Hwy 138) will take place.
- d. Playground Equipment
 - i. Most of our equipment is 20-30 years old and has never been inspected, which has caused repairs to be problematic. Kyle Shields can have a potential source for inexpensive equipment and requires volunteer effort to install.
- e. Pool Update
 - i. The bid for decking repair is \$4,000 and we are still waiting for an electrical bid that could be around \$6,000. Between April 15-30 will be start up and prep of the pool. If everything goes through, and the pool is okay, registration will open the 1st of May and the Pool will open June 1st.
- f. Sports League Updates
 - i. Elite soccer, Stansbury Park Youth Baseball Association, Flag Football and Comp baseball have reserved parks. Stallions are producing a plan to reserve in the fall and will notify the Agency next week. Cost to reserve fields is there to help keep the fields in good shape.
- g. Meeting with the county
 - i. March 27th was the meeting and Kendall Thomas felt we should be included in the Council of Governments. Tooele County Trails committee has a meeting on April 4th. The County Planning Office is reviewing Sagewood properties. We will need to have a discussion with the County about property on the east side of Wildhorse Properties
- h. Grants Update
 - i. Rebuilding American Infrastructure with Sustainability and Equity Grant is 2.2M for the DOT has been submitted. County Tourism grant has been submitted. Cemetery put in a 5k grant for surveying. The Utah Outdoor Recreation Grant grant is 116k and the county and tourism grant if received could cover the matching of the Utah Outdoor Recreation Grant.
- i. Financial Highlights
 - i. Annual Audit – Completed by designated Auditor.
 - 1. No Major Findings but the golf course was keeping cash accounts and that is no longer happening.
 - ii. Major Golf Course Purchases
 - 1. Large Sprayer – Delivery in 30-40 days
 - 2. Small Sprayer – On order but looking for a used sprayer to save costs.
 - 3. Triplex Mowers – Not in budget but notified that they will ship in 30/40 days.
 - a. Moving to smaller/diesel mowers- saves 5k a mower.
 - b. Looking at lease vs purchase – minimized cost this year.
- j. Finance Report presented by James Hanzelka
- k. Fee Schedule Changes

- i. The golf course needs to possibly change the fee of the 20-round punch card and range balls and pavilion rentals.
- ii. Sports Leagues need to be charged \$5.00 per hour for unaccounted fields.

Action Items

1. 2024.04.01 A

- a. Board Review and Possible Approval of February 21st, 2024, Business Meeting Minutes

M2024.04.01 A

Motion to approve February 21st, 2024, Business Meeting Minutes made by John Wright and seconded by Kyle Shields

Vote As Follows:

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

Motion Passes.

2. 2024.04.02 A

- a. Board Review and Possible Approval of March 6th, 2024, Public Hearing Minutes

M2024.04.02 A

Motion to approve March 6th, 2024, Public Hearing Minutes made by Maria Sweeten seconded by Cassandra Arnell

Vote As Follows:

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

Motion Passes.

3. 2024.04.03 A

- a. Board Review and Possible Approval of March 6th, 2024, Special Meeting Minutes

M2024.04.03 A

Motion to approve March 6th, 2024, Special Meeting Minutes made by Cassandra Arnell and seconded by Kyle Shields

Vote As Follows:

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

Motion Passes.

4. 2024.04.04 A

- a. Board Review and Possible Approval of March 13th, 2024, Business Meeting Minutes

M2024.04.03 A

Motion to approve March 13th, 2024, Business Meeting Minutes made by John Wright and seconded by Maria Sweeten

Vote As Follows:

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

Motion Passes.

5. 2024.04.05 A



- a. Presentation to add Roth IRA to options for employee retirement programs made by James Hanzelka
- b. Public Comment – No public Comment
- c. Discussion and Possible Approval to add Roth IRA to options for employee retirement programs.

M2024.04.03 A

Motion to adopt the option to include the Roth IRA into our employee benefit package made by Maria Sweeten and seconded by Cassandra Arnell

Vote As Follows:

Cassandra Arnell; Aye, Maria Sweeten; Aye, Brett Palmer; Aye, John Wright; Aye, Kyle Shields; Aye
Motion Passes.

6. 2024.04.06 A

- a. Presentation of Food Truck Contract made by James Hanzelka
- b. Public Comment
- c. Discussion and Possible Approval of Food Truck Contract

M2024.04.03 A

Motion that we adopt the Food Truck Contract for use by vendors participating in Stansbury Park Events as amended with Cassandra Arnell's Changes and Edits made by Maria Sweeten and seconded by John Wright.

Vote As Follows:

Cassandra Arnell; Aye, Maria Sweeten; Aye, Brett Palmer; Aye, John Wright; Aye, Kyle Shields; Aye
Motion Passes.

7. 2024.04.07 A

- a. Presentation of Volunteer Forms made by James Hanzelka
- b. Public Comment – No Comment
- c. Discussion and Possible Approval of Volunteer Forms
 - i. John Wright asked that we be cautious about what activities the volunteers are going to do.

M2024.04.03 A

Motion to adopt the Volunteer Agreement for Stansbury Park Volunteers made by Maria Sweeten and seconded by Kyle Shields.

Vote As Follows:

Cassandra Arnell; Aye, Maria Sweeten; Aye, Brett Palmer; Aye, John Wright; Aye, Kyle Shields; Aye
Motion Passes.

Motion to adopt the waiver and release form for the Stansbury volunteers made by Kyle Shields and seconded by Maria Sweeten.

Vote As Follows:

Cassandra Arnell; Aye, Maria Sweeten; Aye, Brett Palmer; Aye, John Wright; Aye, Kyle Shields; Aye
Motion Passes.



8. 2024.04.08 A

- a. Board Review and Possible Approval of March warrants, financial statements, and journal entries.

John had various questions concerning the invoice register.

M2024.04.03 A

Motion to ratify march warrants, financial statements and journal entries made by John Wright and seconded by Kyle Shields

Vote As Follows:

Cassandra Arnell; Aye, Brett Palmer; Aye, John Wright; Aye, Kyle Shields; Aye

Motion Passes.

Maria Sweeten left at 8:32pm

Board Member Reports and Discussion Items

Cassandra Arnell – Follow up on 3.8 acres at Sagewood as she was not at the meeting yet for that. Cassandra Arnell would like to make sure that we have a Lake Mower and would like what the plan is for the lake this summer. James responded that we would like to have something for volunteers helping Mow. She wanted to make sure that the newsletter went out. She wants to have a conversation about the Cemetery being privately funded. She acquired donated nets for Brent Rose Park.

Motion to extend to Closed Session to discuss pending or reasonably imminent litigation and invite James Hanzelka and Ingrid Swenson

Motion to close closed meeting and reopen Business meeting made by Cassandra Arnell and second by John Wright at 8:45pm.

Vote As Follows:

Cassandra Arnell; Aye, Brett Palmer; Aye, John Wright; Aye, Kyle Shields; Aye

Motion Passes.

Reopened the open meeting.

John Wright gave an update on the various projects he is working on: pool and Mitchell's property.

James Hanzelka gave an update on the Mitchell's survey for the lot he would like to buy.

John Wright motioned to adjourn the business meeting and Kyle Shields seconded meeting adjourned at 8:48pm

Vote As Follows:

Cassandra Arnell; Aye, Brett Palmer; Aye, John Wright; Aye, Kyle Shields; Aye

Motion Passes.

Adjourn



STANSBURY
SERVICE AGENCY
Parks and Recreation District

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 22 day of May 2024

A handwritten signature in blue ink, appearing to read 'Brett Palmer', is written over a horizontal line.

Brett Palmer, Board Chair