

Stansbury Service Agency Work Minutes

Date: Wednesday, September 11th, 2024

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

Time: 7:15 PM

1. Call to Order by Brett Palmer at 7:26 PM
2. Roll Call
 - a. Board Members
 - i. Brett Palmer – present
 - ii. John Wright – present
 - iii. Cassandra Arnell – present
 - iv. Kyle Shields – present
 - v. Ammon Jacobsmeyer – late, arrived at 8:55 pm
 - vi. John Duval – present
 - b. Staff
 - i. James Hanzelka – present
 - ii. Shawn Chidester – present
 - iii. Jessica Shaw - present
3. Review of Public Comments from the last meeting
 - a. Brad Parsons volunteered to operate the lake mower. James Hanzelka reported that the mower is not currently operational due to a problem with the new part. In response to questions by John Duval, James Hanzelka stated that the boat is 10+ years old and that the estimated time for completion of the latest fix is about 2 weeks.
 - b. An unknown resident asked about the status of the bridge. James Hanzelka reported the bridge is failing. We are looking at potential fixes, but the bridge needs to be replaced in the long term. The agency did not receive a grant applied for to repair/replace the bridge, but we are awaiting the results of a second grant application. John Wright reported that the bridge was rebuilt about 15-20 years ago (decking and some supports). Brett Palmer stated that the loss of the bridge would be a huge detriment to the community
4. General Manager Updates
 - a. Millpond Park
 - i. Bathroom water and sewer lateral connections made; we need a contractor to finish cleaning up the area, and we will need to make the electrical connection fully operational
 - ii. Blu Line is updating the park's final design to take back the county. It should be done later this week and ready to submit to the county.
 - b. Shoreline Improvements.

- i. The installation of the Phase II Dock in Solomon Park is complete. The dock portion of Phase I, the clubhouse fishing dock, and the swim platform are in process. The County engineer has looked at both installations.
 - ii. Phase III, the main dock at the clubhouse, is pending design approval, and the shoreline rockwork at Delgada Park has yet to be planned or completed.
 - iii. Committed to \$194607 funding.
 - 1. \$116,264 UORG Grant (exp. Oct '25)
 - 2. \$16K Tooele County Recreation
 - 3. \$62,343 Stansbury Impact Fees
 - 4. \$25K 2024 Grant from Tooele County Rec
 - a. Reduces SSA commitment to \$37,343.
 - iv. We received more material than we paid for, so we can build an extra dock.
- c. Soundwall Trail
 - i. UDOT preliminary statement
 - 1. Trail to be built adjacent to SR 36 from Village Blvd to Pole Canyon Rd
 - ii. Stansbury requested an amendment to the statement.
 - a. Includes trail from Village Blvd to the area across from Millpond.
 - b. Cutoff at the southern end to avoid issues at Junction SR36 & Village Blvd
 - c. UDOT asked how much can be built with available funds.
 - iii. Funding profile
 - a. UDOT - \$534400
 - b. SSA Impact Fees - \$133600
- d. Phragmites Removal Program. Now is the optimal time to treat them. The wetland area adjacent to the property is the responsibility of the landowner. The Stansbury Service Agency will be taking care of those areas adjacent to its property; an individual landowner needs to take care of their property. The county has provided chemicals and sprayers; contact points for homeowners to obtain materials and instructions are on the service agency website.
 - i. Cassandra Arnell said the lake is doing much better due to volunteers and private homeowners. She also volunteered to spray for those unwilling to use the chemicals.
- e. Review of 9-11 Day of Service Projects. About seventy-five people worked on seven projects around the park. Some areas need more work.
 - f. Report on Damage at Porter Way Park: A youth on 4-wheelers doing donuts damaged an area of Porter Way Park. The sheriff's office caught the individual, and SSA has requested that he be prosecuted.

- g. Current Operational Financial Balance. The current balance is about \$600,000. We are well ahead of last year and should complete the year with available funds. Golf course Revenue is currently ahead of the total revenue for 2022 and 2023.

5. Discussion Items

- a. Update of Library Use and Summer Reading Program – Diane Schmidt, Library Board Chair. Currently, the library is entirely volunteer, with no paid employees. We have eight board members and twelve volunteers (3 current board members also volunteer in the library). The library's usage has increased because of increased visibility due to marketing and community outreach. Summer reading program completion numbers were down mainly due to early school starting and a lack of staff. About a quarter of the residents have a library card, and about half have used the asset during the past year. The current year's funding consists of a \$4,000 grant for the summer reading program. The Agency provides overhead support. More grants would be available if the library could have a part-time employee funded by the agency or the county.
- b. Discussion of Land Use Issues.
 - i. Adopt a Greenbelt Program. Only seven out of fifty-five identified greenbelts have been adopted. The premise is to allow adjacent property owners to manage greenspace next to their homes and reduce costs to the Service Agency. Most involved residents seem to be working within guidelines. A couple have gone beyond simple maintenance.
 - ii. The board asked that the policy committee review the Adopt a Greenbelt agreement to determine if the use agreement needs to be clarified or expanded.
 - iii. Future Land Use Discussion.
 - 1. James Hanzelka outlined the golf course adjacent to the greenspace and the lake finger greenspaces. He indicated that there needs to be a long-term discussion about retaining difficult-to-maintain greenspaces.
 - 2. We need to protect the golf course and other assets from trespassing and vandalism by closing fingers off from public access.
 - 3. Brett Palmer said the fingers provide easy access for maintaining golf ponds and other areas, and this needs to be taken into account in any discussions.
- c. Review of Policy Purpose Statements given by Cassandra Arnell. The policy committee is trying to streamline policy management procedures. She asked John Duval to present his policy development process.
- d. Policy Development Process Presentation by John Duval
 - i. He is in the process of creating a policy on managing policies. He did an informal assessment of SSA policy management, identified issues, and proposed improvements.

- ii. He has developed a strawman process for managing document creation and modification. He provided an overview to the board.

Brett Palmer stated, for the record, that Ammon Jacobsmeyer joined the meeting at 8:55 PM.

- e. 2025 SSA Planning Initiative Update from Finance Committee, presented by John Duval. He explained that this is focused on refining the approach to the budget development process to provide better transparency for residents, board, and staff. It enables proactive budget management and configuration control of the process and provides decision-level quality data. The legacy approach analyzes historical data and makes adjustments based on projected changes. The new approach provides an independent validation of the base budgets. The current process will use the draft 2025 budget and build a separate template using baseline data.
- f. Initial Draft of 2025 Budget for Board Review. The current SSA process mandates that management prepare a draft tentative budget for the board by the first work meeting of September. This budget is built using historical data and from the bottom up. Look at the budget by department first.
 - i. 2025 Goals.
 - 1. Continued improvement in basic services, like irrigation
 - 2. Fix identified safety issues that enable risk reduction for lawsuits due to harm/injury of individuals.
 - 3. Repair/replace identified maintenance issues.
 - 4. Items to increase operational efficiency to ultimately lower costs.
 - 5. Operational costs. Personnel Cost \$2,253,375, driven by additional personnel and higher wages and benefits costs. Staffing increases mainly on the park's side. Benefits are paid only to full-time employees, about 13.
 - a. Need to increase wages and benefits to keep good people and not have to retrain each year.
 - 6. Materials & Supplies \$242,100, Utilities \$309,500
 - 7. Total Operational Budget \$2,804,975
 - 8. Capital Project Costs
 - a. Critical \$254,450
 - i. Key expenditures to correct safety issues, critical repair requirements, and some operational efficiencies to reduce personnel costs.
 - ii. The budget does not include enough money to fix playgrounds in every park.
 - b. Board members will identify limited fixes that can be done with money.

- c. Board discussed using all abilities playground purchased to provide some benefit at Woodland Park.
 - d. The finance committee has adjusted the capital projects list to get more critical repairs done sooner.
 - e. Added money in the sustainment fund to prepare for large equipment replacements.
 - f. Contingency fund for emergency repairs not funded.
9. Impact Fee Projects include Soundwall Trail (supported by a UDOT grant), Millpond Park, Shoreline Improvement (supported by a UORG grant), and the design of Oscarson Park. The total cost is \$495,000. The decision is made based on the ability to leverage funds, the readiness of the project, and the need.
- i. Cassandra Arnell asked why Millpond Park is prioritized over Oscarson Park. The response was that, unlike Millpond Park, a design still needed to be done.
 - ii. Brett Clarified that these are not in priority order.
10. Adjustments due to recommendations on Capital Projects
- a. Capital Project Total in Tentative Budget \$535,450
 - b. Budget adjustments initiated by the capital projects committee.
 - i. Capital Projects \$539,235
 - ii. Sustainment \$60,000
11. Staff put together the original tentative budget. Now, it is being reviewed, and adjustments are suggested by board members. The plan is to present a tentative budget to the board in October.
6. Board member reports and requests.
- a. Ammon Jacobsmeyer—He wanted to mention that the service day was great. There was lots of unreported effort, and he saw lots of people out working on Saturday. It was great to see the community stepping up. It looks a lot better. Thanks to the community.
 - b. John Duval – We just got a lot of work in front of us.
7. Motion to go into closed session to discuss possible land acquisition.

Motion to go into closed session to discuss possible land acquisition, inviting James Hanzelka and Jessica Shaw, and of course the board, here in the clubhouse made by Cassandra Arnell and seconded by Kyle Shields.

Vote as follows:

Brett Palmer - yea; John Wright - yea; Cassandra Arnell - yea; Kyle Shields – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed.**

The closed session is held at 1 Country Club Drive in the Clubhouse in Stansbury Park.

The closed meeting commenced at 10:46 PM.

8. Motion to close executive session and return to Work Meeting.

Motion to close executive session and return to work meeting made by Ammon Jacobsmeyer and seconded by Cassandra Arnell.

Vote as follows:

Brett Palmer - yea; John Wright - yea; Cassandra Arnell - yea; Kyle Shields – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed.**

The closed session adjourned at 11:05 PM.

9. Motion to Adjourn

Motion to adjourn made by Cassandra Arnell and seconded by Kyle Shields.

Vote as follows:

Brett Palmer - yea; John Wright - yea; Cassandra Arnell - yea; Kyle Shields – yea; Ammon Jacobsmeyer – yea; John Duval - yea. **Motion Passed.**

The meeting ended at 11:05 PM.

The content of these 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 9th day of October, 2024.



Brett Palmer, Board Chair



PUBLIC NOTICE is hereby given that the Stansbury Service Agency will hold a meeting that is open to the public on Wednesday, September 11th, 2024, at 7:00 pm at the Clubhouse, 1 Country Club Dr. Ste 1, Stansbury Park, Utah

Stansbury Service Agency Work Agenda

Date: Wednesday, September 11th, 2024

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

Time: 7:15PM

1. Call to Order
2. Roll Call
3. Review of Public Comments from the last meeting
4. General Manager Updates
 - a. Update on Millpond Park/Bathroom
 - b. Update on Shoreline Project
 - c. Update on Soundwall Trail Project
 - d. Phragmites Eradication Project
 - e. Review of 9-11 Day of Service Projects
 - f. Report on Damage at Porter Way Park
 - g. Current Operational Funding Status
5. Discussion Items
 - a. Update of Library Use and Summer Reading Program – Diane Schmidt, Library Board Chair
 - b. Discussion of Land Use Issues
 - i. Adopt a Greenbelt Program
 - ii. Future Land Use Discussion
 - c. Review of Purpose Statements for Policy Committee – Cassandra Arnell
 - d. Presentation of Policy Committee proposal for development of policy– JD Duval
 - e. Presentation of Process for Development of Budget – JD Duval
 - f. Presentation of Initial Draft 2025 Budget for Board Review
6. Board member reports and requests.
 - a. Open public 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.
7. Motion to go into closed session to discuss possible land acquisition.
8. Motion to close executive session and return to Work Meeting.
9. Motion to Adjourn

2025 Stansbury Service Agency Fund 10 Budget - Proposed

10 General Fund

Revenue:	<u>2025 Proposed</u>	<u>2024 Estimated</u>
Taxes		
4100 General Property tax	2,968,618	2,968,618.00
4110 Fee in lieu of property tax	90,000	90,000.00
4115 Delinquent property tax	30,000	30,000.00
Total Taxes	3,088,618	3,088,618

Intergovernmental revenue

4601 Tourism tax grant	10000	15,000
4602 Tooele Co Recreation Grant	0	0
4603 Emerging library grant	0	0
4604 LSTA Borrower Support grant	0	0
4605 Tooele Co Recreation Grant - Librar	4000	4,000
Total Intergovernmental Revenue	14,000	19,000

Charges For Services

4200 Clubhouse Rental	40,000	40000
4205 Small Conference Room	300	300
4210 Large Conference room	300	300
4215 Gazebo rental	1,600	1600
4220 Pavilion rental	2,000	2000
4225 Park rental Youth Sports	40,000	30000
4310 Swimming Pool Daily Admission Res	20,000	20000
4311 Swimming pool Season Pass	8,000	8000
4312 Swimming pool punch card	2,400	2400
4313 Swimming Pool Daily Admission No	700	700
4320 Swimming pool party rental	5,000	5000
4330 Swim Lessons	20,000	20000
4335 Swim teams	8,500	8500
4350 Pool Concessions	12,000	12000
4400 Golf Course	850,000	700000
4502 Library card	50	50
4503 Library Lost Book	0	0
4800 Cemetery Plots	25,000	25000
4801 Cemetery Plots transfer	0	0
4810 Cemetery services	6,000	6000
4950 Boat registration	20	40
Total Charges for services	1,041,870	881890

Interest

4140 Interest Income	51,000	51,000
Total Interest	51,000	51,000

Miscellaneous Revenue

4001 Charter Membership	254	254
4170 Miscellaneous	0	11,000
4175 Legal Settlement	0	0
4180 Cell tower rental	9,438	9,438
4250 Special Event Stansbury Days	15,000	15,000
4252 Park Event	0	300
4253 Special Event Community	3,000	3,000
4254 Food Trucks Revenue	25,000	25,000
4900 Property Rental	2,000	2,000
Total Miscellaneous Revenue	54,692	65,992

Contributions and transfers

6999 Fund Balance Appropriation	0	0
Total Revenue:	4,250,180	4,106,500

Expenditures:**General Government****Council**

50-110 Board Member Compensation	15,600	15,600
50-250 Keys	100	100
50-312 IT Expense	1,500	1,500
Total Cc Council	17,200	17,200

Account #**Total**

110 Salaries	604,960	482,800
115 Hourly	547,740	228,500
120 Seasonal	597,220	407,900
130 Benefits	0	0
131 FICA	119,975	91,393
132 Health Benefit	299,600	145,300
133 Retirement Benefit	158,500	87,255
134 Unemployment Insurance	28,200	17,335
135 Employee Incentive	3,000	1,200
210 Dues & Subscriptions	10,400	10,950
230 Mileage Reimbursement	3,570	2,820
240 Office Supplies & PPE	12,075	10,895
250 Maintenance	57,650	66,650
251 Irrigation Repairs & Maintenance	88,000	140,500
252 Equipment Repairs & Maintenance	76,000	73,000
253 Fertilizer & Chemical (2021 Postage)	77,000	56,000
254 Sand/soil/seeds/materials	24,000	24,000
255 Range Expense	7,500	9,000
256 Clubhouse Maintenance	20,000	20,500
257 Clubhouse Repairs	2,500	2,500

258 Housekeeping	3,500	3,500
259 Ice Shack Maintenance	800	800
260 Waste/Trash	9,200	9,200
261 Grave Digging	6,000	5,000
262 Trees Maintenance	500	500
263 Greenbelts Maintenance	500	500
264 Sports Fields Maintenance Wage	500	500
265 Sports Fields Maintenance	5,000	3,000
266 Parks Maintenance Wage	500	500
270 Electricity	45,700	46,200
271 Natural gas	16,500	15,500
272 Telephone, Internet	17,810	17,410
273 Water	125,270	101,900
274 Natural gas- Clubhouse	10,000	10,000
275 Electricity- Clubhouse	8,000	8,000
276 Water- Clubhouse	900	900
280 Fuel	39,000	38,000
310 Professional Services	42,000	35,000
311 Security	3,300	3,100
312 IT Expense	13,500	13,800
319 Food Truck Expenses	5,000	3,500
320 Community Outreach	10,500	10,000
321 Community Outreach Stansbury Da	30,000	30,000
322 Community Outreach Pageant	6,000	6,000
323 LSTA Borrower Support Grant Exper	0	0
324 Emerging Library Grant Expenses	0	0
325 Tooele Co Recreation Grant Library	0	4,000
326 Tourism Tax Grant Expenses	20,000	30,000
330 Training	13,700	7,000
410 Inventory food	66,000	34,000
415 Inventory non food	100,200	80,200
510 Insurance	55,000	45,000
530 Elections	16,000	5,998
610 Miscellaneous	5,500	5,470
620 Merchant fees	23,300	20,100
621 Bank fees	4,300	3,700
710 Land	0	10
740 Small tools under \$1,000	8,250	7,450
741 Equipment rental	128,800	84,700
810 Interest Expense	0	10
Total Administrative & Parks, Recreation, &	3,596,120	2,586,146
Transfers		
945 Transfers to Capital Projects	205,000	780,000
950 Fund Balance Appropriated	631,600	812,654
Total Transfers	836,600	1,592,654

Total Expenditures	4,432,720	4,178,800
Total Change in Net Position	-182,540	(72,300)

Draft

CLUBHOUSE	EST COST	
North Side of Clubhouse Wall rebuilt/remediated/Sealed		
Overhead Windows Replaced/wooden framing seals replaced	\$10,000.00	Risk: Water intrusion source, affects both structural integrity and damages newly Renovated clubhouse.
Repair Header Over Clubhouse Windows		Risk: If not repaired and weathering continues unabated may affect integrity of the roof, requiring the entire roof be replaced.
Roof Gutter Cleaned/Rebuilt		
Gutter Downspouts on Rear Deck Plugged, Cleaned, Replaced, and Stucco redone.		
Structure on outside wall of Back Deck damaged, leaking/Needs to be rebuilt/fixd		
Entry Way Concrete Leaking into storage area below, Needs to be Replaced and Rebuilt	\$10,000.00	
Utility Area on South Side of Building in Disrepair/Needs to be rebuilt		
Outside Hose Fitting Leaking/Needs to be replaced		
Leak in lower level Storage area		
Leak in old Sauna, needs to be repaired before room can be repurposed		
Finish Decommissioning and Renovat Old Outside Bathrooms		
Fix lights on back patio		
North end of Roof leaking		
Fire Supression/warning system not functional	\$6,000.00	Risk: Safety/Out of Compliance/Fire Marshall Aware/ May Close Building to rentals
Alarms on building not working		
Lack of High Amperage curcuits to support use in Building		
Need signs for handicap parking signs		
Striping next to east side handicap sign needs to be repainted		
Lights on upper deck not working correctly, turning on lights kills plugs		
Stucco on Building failing.		
Lights in Clubhouse need to be replaced	\$12,000.00	Risk: Not up to code for an occupied building/Safety
Lights on north end of the clubhouse not working		
Install Escutcheons Around Sprinklers		
Rewire Can Lights in lower lobby		
Fix Entry Way Doors in Main Lobby and off pool.		
Finish Drywall in Lower Men's Bathroom		
Replace light fixtures in upper men's bathroom		
Fix heating ducts in upper storage area		
Expand Table Storage Area Upstairs		
Set Up linen closet in upper area.		
Fix Outside power storage area walls and doors		
Fix/Add lights in lower kitchen lights		
Update Lower great room light switches		
Map out breaker box		
Install integrated Fire Suppression system and connect to fire suppression system		
50-year test of suppression system		
Add a Rentable Items Cabinet upstairs		
Finish upgrade to Upstairs Sound system		
Set up mobile sound system		
Add ADA Ramp to Downstairs		
Convert Downstairs Doors to Fire Compliant system		
Rebuild and landscape Roundel		
Remove the remaining Acacia trees		

Re-plant front of clubhouse										
Light Deck beds										
Install Steps by Flagpole										
Light Flagpole										
Upgrade Downstairs Sound System										
Seal off/Repurpose Showers										
Rewire in clubhouse										
Change out Office Doors										
HVAC Rework of clubhouse										
Fix Drain in lower storage Room										
Remove old Security System wiring (add new system if needed)										
Repair Leak in North Office Wall										
Replace broken/leaking hose bibs										
Replace outside outlets not working										
Roofing Repair										
Replace towel dispensers in bathrooms										
Repair door in outside under the stairwell storage.										
Hook up vent to lower food prep area.										
Railings above Utility area need to be replaced					\$3,500.00				Risk: Safety/Choking Hazard/Small Child Fall Hazard	
Add Double Check Valves at Clubhouse					\$3,500.00				Risk: Compliance	
Parking lot Lighting at Clubhouse Parking Lot					\$15,000.00				Risk Safety/	
Upgrade Camera systems at Clubhouse, Pro Shop, Pool, Maintenance Areas, Tunnel										
POOL AND SURROUNDING AREA										
Replace Railings in and around the pool/basketball area					\$25,000.00				Risk: Safety/Out of Compliance/Trip Hazard/Noted by Safety Inspector	
Electrical upgrades in Pool Snack Shack					\$16,486.25				Risk: Safety/Out of Compliance/Trip Hazard/Noted by Safety Inspector	
Pool needs resurfacing										
Pool Deck Needs to be repaired					\$4,000.00					
Repair pool cracks/clean pool bottom					\$800.00					
Need to rewire boiler power line to work on 240										
Railings around pool area need to be replaced										
Sport Courts by Clubhouse, Repair or Replace					\$14,000.00				Risk: Safety	
Add Lighting and Electrical to Gazebo					\$5,500.00				Risk: Planned addition not eecuted/adds value to rental	
					\$41,000.00				Risk: Safety/Identified by Inspector Last Year	
PRO SHOP										
Fire Suppression system not working in Golf Shack										
Need a new washrack for golf cart area										
Need cameras on cart area/Pro shop					\$25,000.00				Risk: Safety/Sharp Edge hazard/Trip Hazard	
Add Lighting to the Golf pavaliion					\$400				Risk: Safety/Adds to Rental	
Fix Outside Drain at Washrack					\$2,500.00				Risk: Drain leaking/Mold/	
PARKS										
Cap Off Wiring along Village Parkway and Clubhouse/Remove unused Electircal Structures					\$5,000.00				Risk: Safety/Electrical Shock Hazard/Trip Hazard	
Add Wood Chips to Play Areas					\$32,000.00				Risk: Safety/Identified by Safety Inspector	
Replace/Repair Playground Equipment at Parks					\$20,000.00				Risk: Safety/Identified by Inspector	

Missing paint on metal structures											
Needs age signs											
PARKVIEW											
Slide cracked and damaged											
Guard rail on slides steps missing											
Verticle pole rusted and damaged											
Bathroom Graffiti											
Missing part on stairs											
Needs wood chips											
Concrete exposed in slide area						See Purchase Above					
GATEWAY											
Rusted climbing ladder											
Damaged Step on slide ladder											
Needs wood chips											
GARRETT/SUTTON						See Purchase Above					
Merry go round damaged											
Riding Dinosaur damaged						Remove					
Broken climbing structure						Remove					
Needs wood chips											
Bent swingset structure						See Purchase Above					
Missing swings											
GALLEY											
Steps rusted and peeling											
Plastic poles cracking											
Bench rusting and tagged											
Ladder rusting, cracked and bent											
Pole Cover missing											
Plastic peelin from Pole											
Plastic panels cracked											
Picnic table top damaged											
Missing Parts											
Needs wood chips											
broken steps						See Purchase Above					
Broken and bent struts											
Bridge broken, gaps in sections											
FAIRWAY											
Broken Play Toy											
Needs wood chips											
CAPTAINS ISLAND											
Needs wood chips											
ANGEL WAY						See Purchase Above					
Needs wood chips											
Missing part on play structue						See Purchase Above					
Shave and Raise Sidewalks at Various Sites around Park											
Add Trash and Pet Station at Solomon						\$10,000		Risk Safety/Trip Hazard			

Age/Capability signage at park	\$600.00	Risk: Cleanliness/Ambiance					
Green Space at Schooner need to be leveled and resodded	\$1,000.00	Risk: compliance					
Need a replacement boat for weed mowing	\$160,000.00	Risk: Aesthetics/Damage to Surface					
Need lights in Tunnel	\$5,310.55	Risk: Operations					
Tunnel exterior sealing							
bathroom sealing to prevent graphitti							
	\$20,000.00	Risk Operations					
GOLF COURSE							
Backflow in golf course/greenbelt need to be installed							
Hole 3 water line repair	\$2,500.00	Risk: Compliance					
Weir repair behind hole 3	\$6,000	Risk Operations					
Pump house controls on Gordon Well need to be replaced/installed correctly		Risk : Operations					
Pipe water from Rabbit Ditch to back 9 pond		Risk Operations					
Restore pump in the Reserve to pump water.							
OTHER PARK AREAS							
Restore Geenbelts on lake fingers							
Xeriscape areas around the park							
Weather controllers on greenbelt sprinkling systems							
Restore Greenbelts around golf course.							
Rebuild of Millpond Bridge	\$1,500,000						
Water clarity issues on Lake and Golf course ponds.							
Replace sprinkler system on golf course	\$1,000,000.00	Risk: Compliance					
Fence the golf course outline course and prevent vehicle traffic							
Reinstall weather related control systems.							
	\$2,982,096.80						

Replace sprinkler system on golf course

Fence the golf course outline course and prevent vehicle traffic

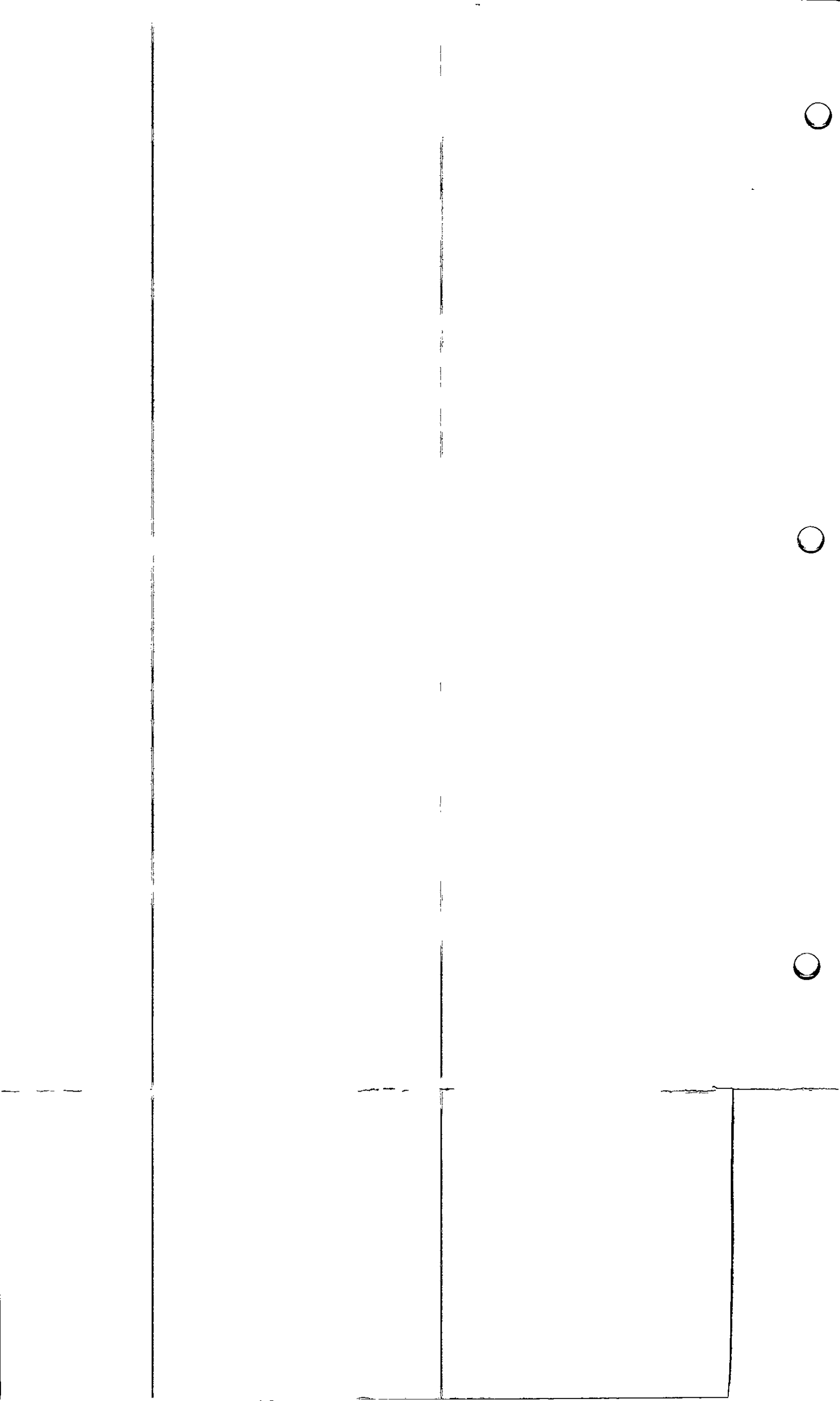
Reinstall weather related control systems.



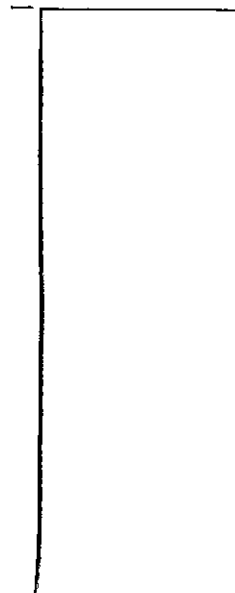
Priority	Action	Proshop	Greens	Clubhouse	Parks	Cemetery
1	Fire Safety Inspection			\$ 750.00		
2	Clubhouse Fire Supression/warning system not functional			\$ 6,000.00		
3	Replace Master Breaker at Clubhouse			\$ 15,000.00		
4	Fire Suppression system not working in Pro Shop	\$ 4,700.00				
5	Add Wood Chips to Play Areas				\$ 32,000.00	
6	Replace/Repair Playground Equipment at Parks				\$ 40,000.00	
7	Overhead Windows Replaced/wooden framing seals replaced			\$ 10,000.00		
8	Repair Header Over Clubhouse Windows			\$ 20,000.00		
9	Convert Downstairs Doors to Fire Compliant system			\$ 10,000.00		
10	Replace Railing Around Gazebo				\$ 15,000.00	
11	Repair Railings in and around the pool/basketball area				\$ 4,500.00	
12	Install Security Cameras			\$ 3,000.00	\$ 5,000.00	
13	Add Lights to Tunnel				\$ 6,500.00	
14	AED	\$ 2,000.00				494,050
15	Replace/Repair Maintenance Building Roof				\$ 25,000.00	
16	Fixing Proshop Leaks	\$ 10,000.00				
17	Fix Entry Way Doors in Main Lobby and off pool.			\$ 10,000.00		281000
18	Entry Way Concrete Leaking into storage area below, Needs to be Replaced and Rebuilt			\$10,000		213,050
19	Reinstall weather related control systems (WeatherTrak)			\$5,000.00		
20	50-year test of suppression system			\$750.00		
		\$ 16,700.00		\$90,500.00	\$ 128,000.00	\$ 235,200.00
21	Proshop Remodel - Add grill/kitchen	\$ 150,000.00				
22	Cemetery Survey/Development	\$ 75,000.00				
23	Mini Split Systems/Clubhouse	\$ 50,000.00				
24	Service Contract - AC/Furnace	\$ 10,000.00				
25	North Side of Clubhouse Wall rebuilt/remediated/Sealed					
26	Roof Gutter Cleaned/Rebuilt					
27	Gutter Downspouts on Rear Deck Plugged, Cleaned, Replaced, and Stucco redone.					
28	Structure on outside wall of Back Deck damaged, leaking/Needs to be rebuilt/fixe					
29	Utility Area on South Side of Building in Disrepair/Needs to be rebuilt					
30	Outside Hose Fitting Leaking/Needs to be replaced					
31	Leak in lower level Storage area					
32	Leak in old Sauna, needs to be repaired before room can be repurposed					
33	Finish Decommissioning and Renovat Old Outside Bathrooms					
34	Rewire West Side of Building Lights and Electrical			\$25,000.00		
35	North end of Roof leaking					
36	Lights in Clubhouse need to be replaced					
37	Lights on north end of the clubhouse not working					
38	Install Escutcheons Around Sprinklers					
39	Rewire Can Lights in lower lobby					
40	Finish Drywall in Lower Men's Bathroom					
41	Replace light fixtures in upper men's bathroom					
42	Fix heating ducts in upper storage area					
43	Expand Table Storage Area Upstairs					
44	Set Up linen closet in upper area.					
45	Fix/Add lights in lower kitchen lights					
46	Update Lower great room light switches					
47	Map out breaker box					
48	Add a Rentable Items Cabinet upstairs					
49	Finish upgrade to Upstairs Sound system					
50	Set up mobile sound system					
51	Add ADA Ramp to Downstairs					

Sprinkler heads for Golf Course
Put Sprinklers on Weathertrak

\$ 35,000.00
\$2,500.00



- 52 Rebuild and landscape Roundel
- 53 Remove the remaining Acacia trees
- 54 Re-plant front of clubhouse
- 55 Light Deck beds
- 56 Install Steps by Flagpole
- 57 Light Flagpole
- 58 Upgrade Downstairs Sound System
- 59 Seal off/Repurpose Showers
- 60 Rewire in clubhouse
- 61 Change out Office Doors
- 62 HVAC Rework of clubhouse
- 63 Fix Drain in lower storage Room
- 64 Remove old Security System wiring (add new system if needed)
- 65 Repair Leak in North Office Wall
- 66 Roofing Repair
- 67 Replace towel dispensers in bathrooms
- 68 Repair door in outside under the stairwell storage.
- 69 Hook up vent to lower food prep area.
- 70 Railings above Utility area need to be replaced
- 71 Add Double Check Valves at Clubhouse
- 72 Parking lot Lighting at Clubhouse Parking Lot
- 73 Upgrade Camera systems at Clubhouse, Pro Shop, Pool, Maintenance Areas, Tunnel
- 84 Pool needs resurfacing
- 75 Pool Deck Needs to be repaired
- 76 Repair pool cracks/clean pool bottom
- 77 Need to rewire boiler power line to work on 240
- 78 Sport Courts by Clubhouse, Repair or Replace
- 79 Add Lighting and Electrical to Gazebo
- 80 Need a new washrack for golf cart area
- 81 Need cameras on cart area/Pro shop
- 82 Add Lighting to the Golf pavilion
- 83 Fix Outside Drain at Washrack
- 84 Shave and Raise Sidewalks at Various Sites around Park
- 85 Add Trash and Pet Station at Solomon
- 86 Age/Capability signage at park
- 87 Green Space at Schooner need to be leveled and resodded
- 88 Tunnel exterior sealing
- 89 bathroom sealing to prevent graphitti
- 90 Backflow in golf course/greenbelt need to be installed
- 91 Hole 3 water line repair
- 92 Weir repair behind hole 3
- 93 Pump house controls on Gordon Well need to be replaced/installed correctly
- 94 Pipe water from Rabbit Ditch to back 9 pond
- 95 Restore pump in the Reserve to pump water.
- 96 Restore Geenbelts on lake fingers
- 97 Xeriscape areas around the park
- 98 Weather controllers on greenbelt sprinkling systems
- 99 Restore Greenbelts around golf course.
- 100
- 101
- 102
- 103
- 104
- 105
- 106
- 107



Capital Projects

Construction - General Fund	Year Req'd		
Replacement of Pool	2026		Recreation
Replacement of Bridge	2025		Recreation
Pro Shop Remodel	2026	\$150,000.00	Pro Shop
Cemetary Expansion	2026		Cemetary

Constrction - Impact Fees	Year Dev		
Millpond Park	2023-2025	TBD	Recreation
Oscarson Park	2025-2027	TBD	Recreation
Soundwall Trail	2025	\$134,000.00	Recreation
5 Acre Park	TBD	TBD	Recreation
3.8 Acre Park	TBD	TBD	Recreation
Millpond Trail	TBD	TBD	Recreation

Note: Projected \$500,000 from UDOT Grant

Equipment - General Fund	Priority	Number	Funding Req'd	Dept	
Lake Mowing Boat	1	1	\$160,000.00	Recreation	Purchase
Large Area Mower	3	3	\$185,000.00	Recreation	Purchase
Utility vehicle	1	3	\$40,000	Greens	Purchase
Verticut Reels	1	1	\$9,000.00	Greens	Purchase
Large Rough Mower	1	1	\$95,000.00	Greens	Lease
Truck	1	1	\$50,000.00	Recreation	Purchase
Utility Vehicles	1	2	\$30,000.00	Recreation	Purchase
Ice Machine	1	1	\$7,000.00	Pro Shop	Purchase
Diving Boards	1	2	\$15,000.00	Pool	Purchase
Ditch Witch	2	1	85,000.00	Recreation	Purchase
Tractor	3	1	30,000.00	Recreation	Purchase
Large Compressor	2	1	45,000.00	Recreation	Purchase



Project
Replacement of HVAC

Sustainment	
Proj. Year	funding
2026	\$50,000
2028	\$50,000
2030	\$50,000
2032	\$50,000

Curret Budget Allocation
\$50,000

Replacement of Clubhouse Carpet

2027 \$10,000



Contingency Funding

Target Funding Level	Current Balance	Current Year Allocation
TBD	\$0.00	\$0.00

Stansbury Service Agency Work Meeting

SEPTEMBER 11TH, 2024

Agenda

1. Call to Order
2. Roll Call
3. Review of Public Comments from the last meeting
4. General Manager Updates
 - a. Update on Millpond Park/Bathroom
 - b. Update on Shoreline Project
 - c. Update on Soundwall Trail Project
 - d. Phragmites Eradication Project
 - e. Review of 9-11 Day of Service Projects
 - f. Report on Damage at Porter Way Park
 - g. Current Operational Funding Status
5. Discussion Items
 - a. Discussion of Land Use Issues
 - i. Adopt a Greenbelt Program
 - ii. Future Land Use Discussion
 - b. Review of Purpose Statements for Policy Committee – Cassandra Arnell
 - c. Presentation of Policy Committee proposal for development of policy – JD Duval
 - d. Presentation of Process for Development of Budget – JD Duval
 - e. Presentation of Initial Draft 2025 Budget for Board Review
6. Board member reports and requests.
 - a. Open public 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.
7. Motion to Adjourn

Review of Public Comments

Public Comments

From August 28 2024 meeting

- Brad Parsons volunteered to operate the lake mower.
 - Answer by Jim Hanzelka – Currently, the mower is not operational in the state where we can have non-agency personnel operate it. If the mechanics can get it fully operational, we will have those who are interested in operating it.
- (Unknown) Asked about the status of the bridge.
 - Answer by Jim Hanzelka – The County Engineer reviewed the status of the bridge with Agency and board personnel. It was felt the bridge had sufficient structure on the east side to support traffic, but the County Engineer recommended closing it after this year. John Wright is making the necessary repairs and will see if he can get a waiver to extend its life by another year.

General Manager Updates

Millpond Park

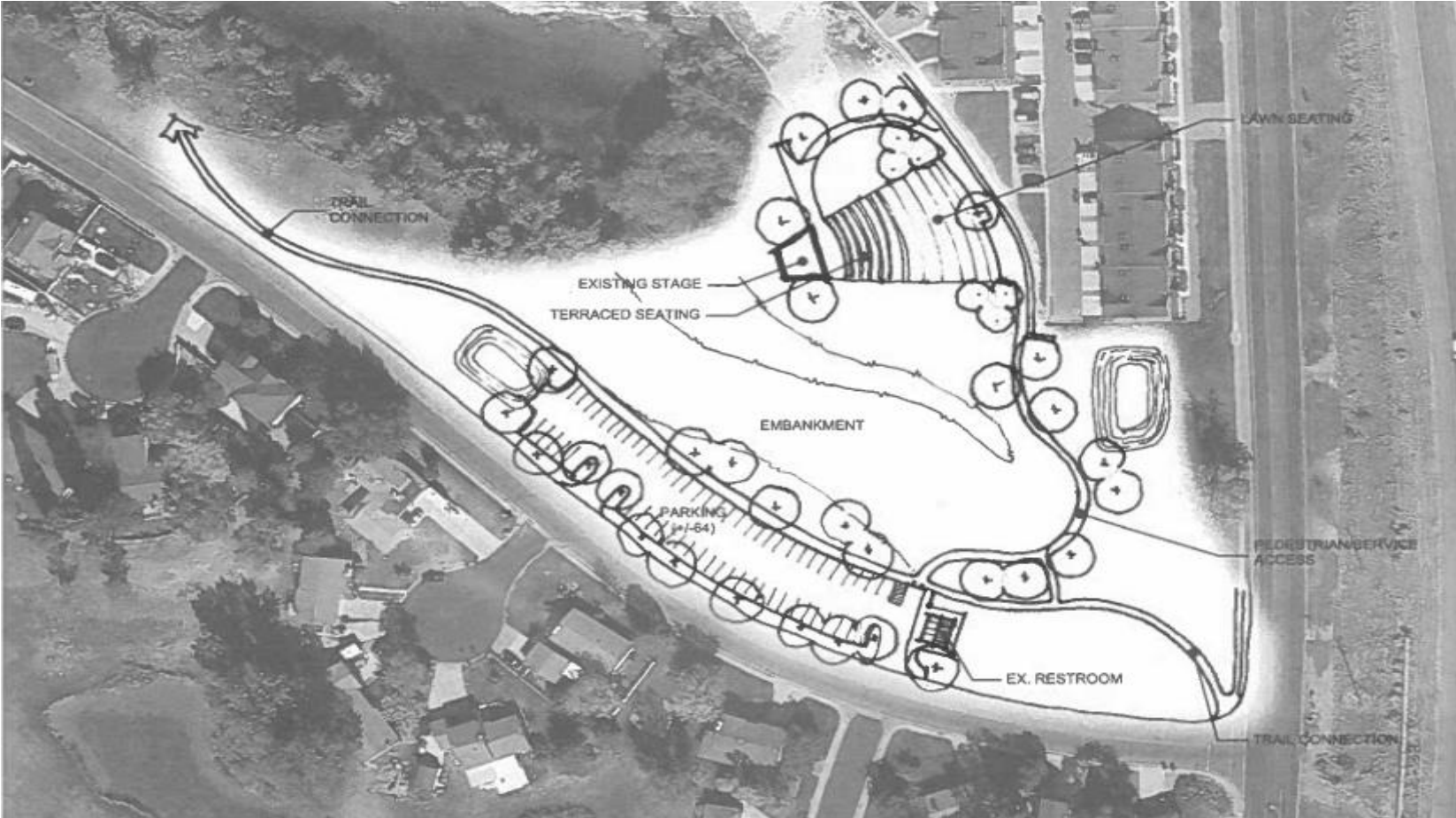
Bathroom water and sewer lateral connections made

- Pending area remediation
- Still Needs Electrical Connection to be Operational

Blu line updating final architectural design for overall park

Millpond Park Design Concept

July 2024



Shoreline Improvements

- Contractor has completed the installation of phase II Solomon Park area
- Contractor has completed Phase 1 Dock Install in Clubhouse Area
- The County Engineer has looked at both installs
- Contractor Building Anchors for Swim Platform
- Phase III, the main dock at the clubhouse area, is pending approval of design.
- Remaining work is shoreline rockwork at Delgada Park
- Funding: Committed to \$194,607
 - Initial Funding profile:
 - \$116,264 provided by UORG Grant (expires October 2025)
 - \$16,000 provided by Tooele County Recreation
 - \$62,343 from Stansbury Impact Fees
 - 2024 Grant from Tooele County Recreation for \$25,000 (which will be used to reduce our commitment to \$37,343)

Shoreline Improvements

Dock #2 Completed

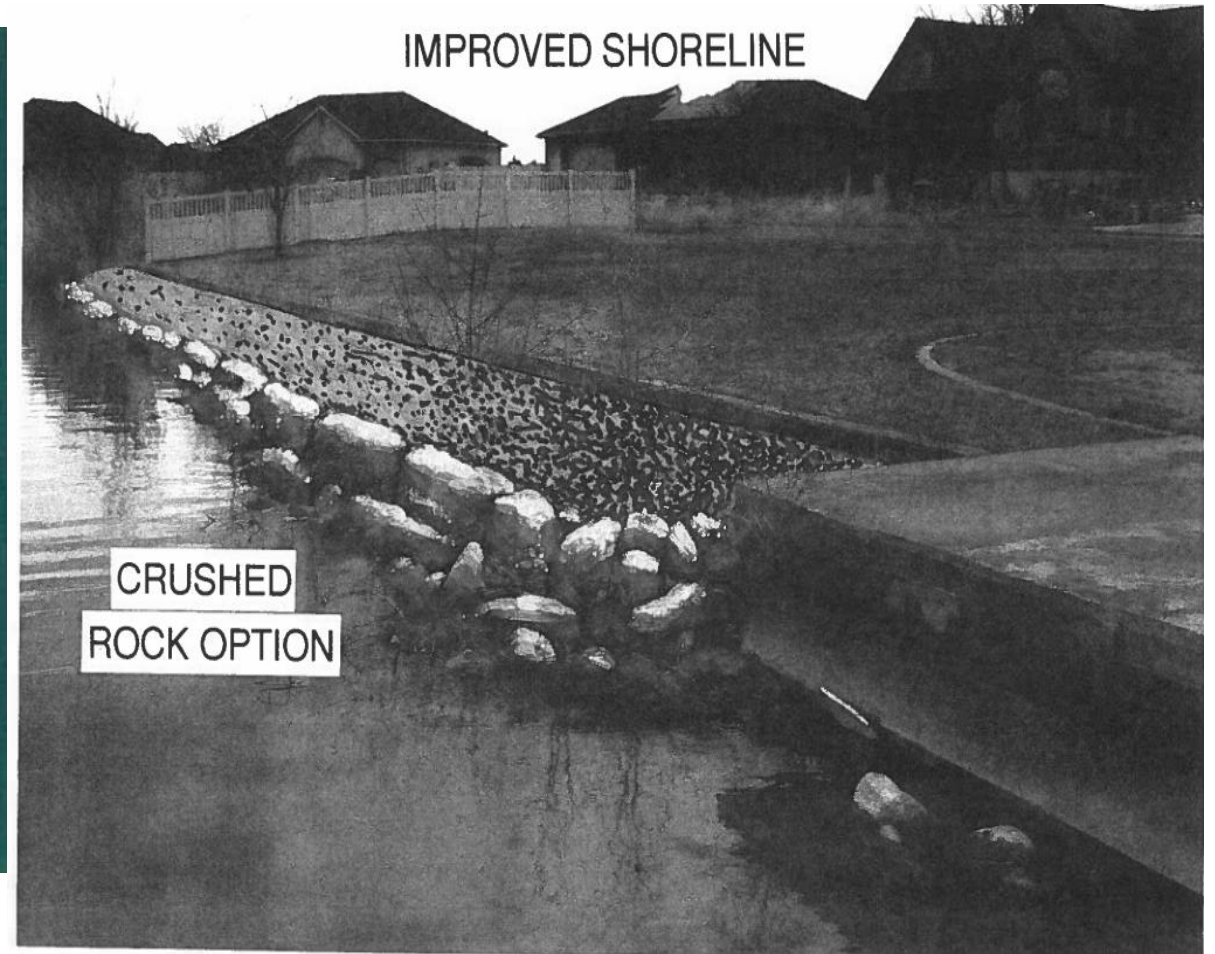


Shoreline Improvements

Dock #1 Completed



Shoreline Improvements



Soundwall Trail

UDOT issued a preliminary statement of work.

- Called for the trail to be built adjacent to SR 36 from Village Blvd to Pole Canyon Road (Formerly SR138)
- Stansbury Asked for an amendment to the statement of work:
 - Includes trail from Village Blvd to an area across from Millpond Park
 - Cutoff at the southern end of the trail to avoid potential issues at the junction of SR36 and Village Blvd
 - UDOT asked how much of the connecting trail can be built with available funds
- **Funding Profile**
 - UDOT - \$534,400
 - Stansbury Funds (Impact Fees) - \$133,600

Soundwall Trail Project

Proposed Change to SOW



Phragmites Removal Program

2024

Phragmites is an invasive plant species

Tooele County has a grant to provide the chemicals and equipment to remove them

Now is the optimal time to treat the plant

Instructions, chemicals, and equipment for residents to control this species are available.

For More information Contact:

Lauren Jones – (801)842-4363 or

Wil Pineda – (385)266-0761

Phragmites Removal

Last night we had a meeting at the Clubhouse with Jerry Caldwell, the Director of the Tooele County Weeds Department (<https://www.tooeleco.gov/departments/administration/weeds.php>).

Tooele County has secured a grant to pay for chemicals and equipment to help residents cover the costs for Phragmites Removal in Stansbury Park.

Phragmites is non-native and highly invasive. It will notably diminish native flora and fauna populations, is a substantial fire threat as masses of it die and dry up each autumn, and it can create an impenetrable mass that fish, waterfowl, and other animals cannot move through. It can take over/obstruct access to the lake.

The optimal time of year for treatment is between now and the first freeze.

Equipment and chemicals can be picked up at the Service Agency office during normal office hours.

For more information on Phragmites check out the USU extension at: (<https://extension.usu.edu/wetlands/research/how-to-restore-phragmites-invaded-wetlands>).



9-11 Day of Service

7 September 2024

- About 75 People participated throughout the day
- 7 Projects around the park
 - Cemetery
 - Solomon Park
 - Porter Way Park
 - Greenbelt Along Clubhouse Drive
 - Monolith at East Entrance
 - Painting Bathrooms
 - Causeway
- Donations of Clothing for Ukrainian Refugees

9-11 Day of Service At Solomon Park

7 September



9-11 Day of Service

7 September 2024



Damage to Porter Way Park

- Porter Way Park Damaged by Youths on 4-wheelers
- Sheriff's Office Apprehended the Culprits
- SSA Requested the Sheriff's Office Pursue Charges



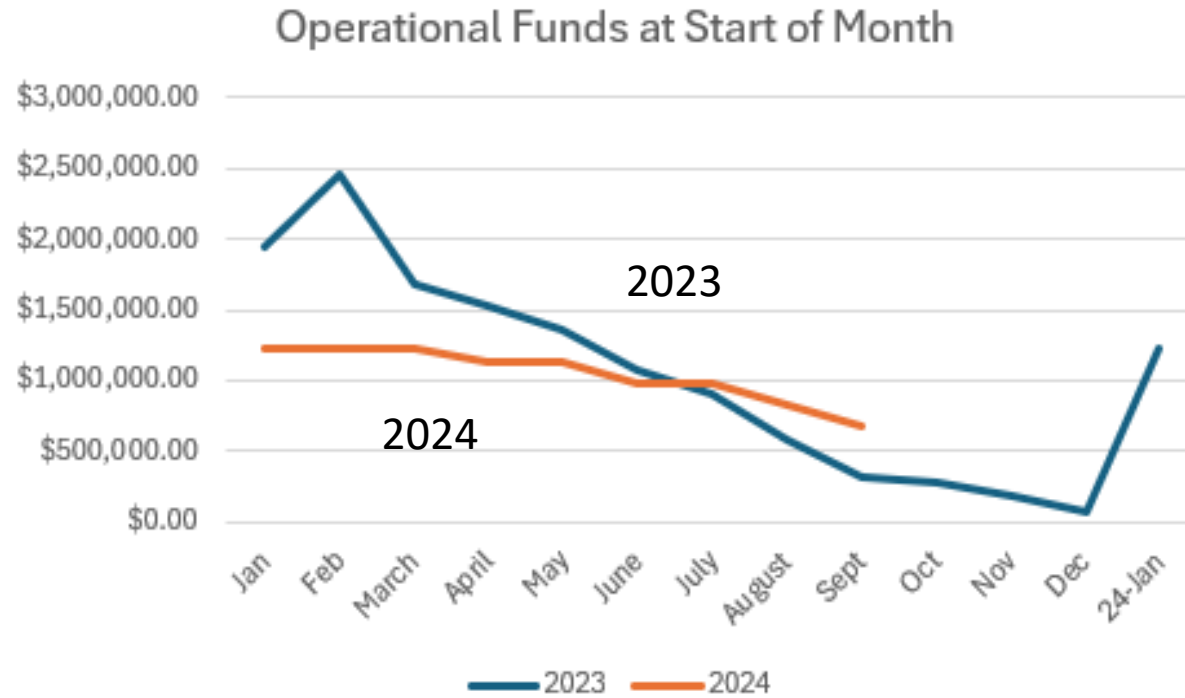
Current Operational Financial Balance

As of 10 Sept 2024

2023 Year End			
Operations		IMPACT	
Checking (Zions Bank)	\$19,751.38	Checking (Zions)	\$32,916.03
Checking (Chartway)	\$1,087.11	PTIF	\$993,811.32
Savings (Chartway)	\$5.00		
PTIF	\$1,213,643.00		
TOTAL	\$1,234,486.49		\$1,026,727.35
TOTAL	\$2,261,213.84		
As of 31 Jul 2024			
Operations		IMPACT	
Checking (Zions Bank)	\$46,786.69	Checking (Zions)	\$0.00
Checking (Chartway)	\$1,592.11	PTIF	\$1,175,767.13
Savings (Chartway)	\$5.00		
PTIF	\$566,833.23		
TOTAL	\$615,217.03		\$1,175,767.13
TOTAL	\$1,790,984.16		

Operational Funds by Month

As of 1 September 2024



Discussion Items

Stansbury Library

Summary

- 8 Board Members
- 12 Volunteers (3 of which are also Board Members)

Stansbury Library

Statistics

	2022	2023	2024 YTD				
Patron Visits	1750	1686	2401				
Patron Visits (Summer)	879	717	1119				
Book Checkouts	1507	2419	2578				
Completed Summer Reading	109	112	105*				
*Shortened Summer, Less Hours (Staff Limitations)							
Library Card Breakout			Monthly Cardholder Usage		Yearly Cardholder Usage		
Unique Address	622		Checkout	40	Checkouts	162	
Juvenile	90		Overdrive/Libby	194	Overdrive/Libby	300	
Same Address	87		Used Both	12	Used Both	49	
Non Stansbury	18		Total Monthly Use	222	Total Annual Usage	413	
Total Active Cards	817						
22% of Stansbury Households have a Library Card			6% of Stansbury Households Use Their Card Monthly		11% of Stansbury Housholds Use Their Card Annually		

Stansbury Library

Events
Summer Reading
Kick Off



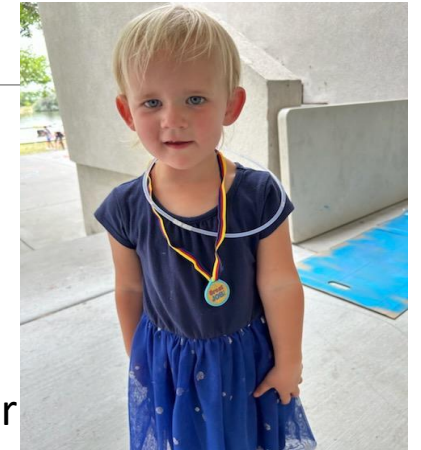
Space
Camp



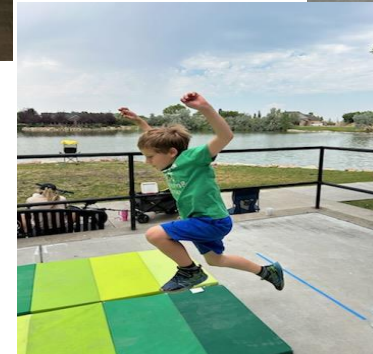
Story Time



Stansbury
Days



Summer
Reading
Close/
Olympics



Stansbury Library

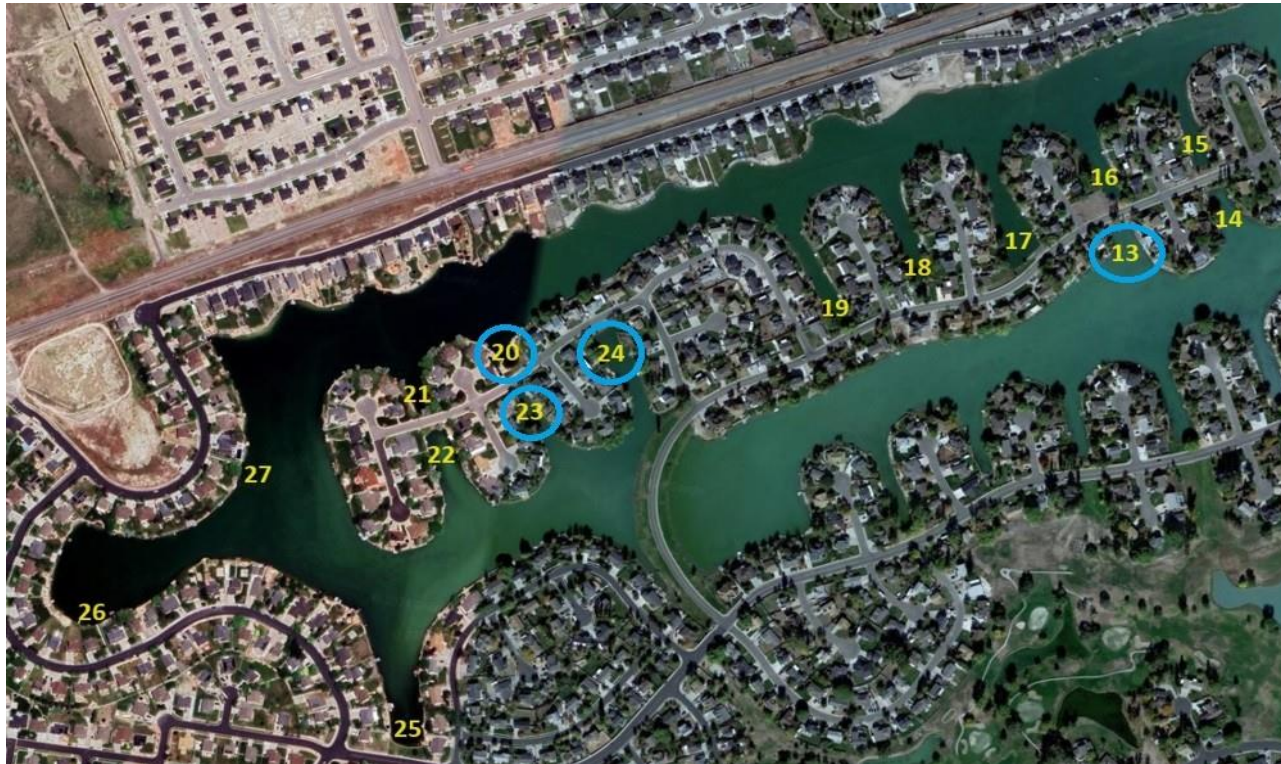
Funding

- Major Source of Funding - \$4,000 Grant From Tooele Recreation Board
- Library Hierarchy
 - Volunteer Library – Current Level
 - Local Grants
 - Emerging Library
 - Qualifies for Local and State Grants
 - Participation in State Directors Meetings
 - Certified Library
 - Qualifies for Local, State and Federal Grants

Adopt a Greenbelt Program

- 7 out of 55 adopted
- Premise is to give adjacent property owners ability to manage greenspace next to their homes and reduce costs to Service Agency.
- Most seem to be working within guidelines
- A couple have gone beyond simple maintenance

Adopt a Greenbelt



182 Lakeview

Before



182 Lakeview

After



100 LAKEVIEW



Greenbelt Land Use



Review of Policy Purpose Statements

Cassandra Arnell

Policy Development Process

JD Duval

Policy Committee Update

Policy to Manage Policies

WEDNESDAY SEPTEMBER 11, 2024

Agenda

Background & Schedule

Policy Purpose

Policy Format (Sections)

Roles & Responsibilities

High Level Process

Contact Info

Questions

Background and Schedule

Performed an informal assessment of SSA policy management to identify issues and improvement opportunities (July)

Identified a need to create a policy on how to manage policies (July)

Developed a strawman process to manage the creation and modification of documents (policies, plans, important procedures) (Aug)

Drafted Policy: "Policy Management Policy" (Aug)

Incorporated initial feedback from Policy Committee Team (Sept)

FYI Brief BoD (this evening) (Sept)

Complete Document & Final Review (Oct)

BoD Vote (Oct)

Publish/post (Oct)

Policy Mangement Policy

The purpose of this policy is to define and document the management approach to facilitate the effective creation and modification of SSA Policies while maintaining configuration control and stakeholder feedback

Policy Structure (standard sections)

General Document Information

Purpose

Applicability

Reference Documents

Requirements

Roles & Responsibilities

Process Steps

Process Flow Diagram (swim lane graph)

Inputs

Outputs

Responsible Person (compliance)

Exceptions

Change History

Definition of Terms

Roles and Responsibilities

BoD Members (approval authority)

Stakeholder (ID need)

Policy Committee Lead (process management, compliance)

Documentation Lead (primary author)

Contributor (subject matter expert)

Business Clerk (administration)

General Manager (operations execution)

High Level Steps

Capture and Track Requests

Codify purpose, need, and priority

BoD approval to proceed

Assign Document Lead and set expectations

Identify contributors and draft content

Vet through Policy Committee Team Members and stakeholders

Present to BoD

Vote

Publish/Post

Key Roles

Policy Committee Lead - Cassandra

Document Lead - JD

Policy Committee Members – Jim, Ingrid, John, Cassandra, JD

Business Clerk – Ingrid

GM - Jim

Questions ?



Budget Planning Process

JD Duval

2025 SSA Planning Initiative

FINANCE COMMITTEE UPDATE

SEPTEMBER 11, 2024

Goals/Objectives

Independent Deep Scrub (better planning)

Improved documentation (BOE, risks, and assumptions)

Ability to objectively assess interim progress and Estimate at completion (EAC)

Transparency (stakeholders, public, state)

Proactive change management (identify issues earlier)

Configuration control (data integrity)

Decision quality data/information

Legacy Approach (2024)

Expenses:

- Analyze historical spending
- Prepare preliminary 2025 requirements
- Create annual budget by Dept by line items
- Balance revenue and expenses

Revenue:

- Analyze historical revenue
- Estimate volume of sales and unit price
- Create annual revenue by department by line items
- Balance revenue and expenses

2025 Planning Approach (both Rev & Exp)

Use preliminary 2025 budget as starting point

Create monthly execution plans by department by line item

Document GM's workload estimate and assumptions by dept.

Independent validation of GM's proposed department plans

Create 18 Dept plans: 9 Revenue, 9 Expenses

Rollup and evaluate against funding

Prioritize, rebalance, quantify risk

Vote

Submit to State

2025 Budget

1. On or before the first work meeting in September, the budget officer shall prepare for the upcoming year and file with the board, proposed revenue, operating and capital budgets, together with any work programs, and any other supporting data required by the board.
2. The board shall approve a tentative budget at the first regularly scheduled meeting in October, or at a special meeting called for that purpose.
3. Following appropriate public hearing, the board will adopt appropriate operating and capital budgets for the ensuing fiscal year before the beginning of each fiscal year. A copy of the budget shall be filed with the Utah State Auditor within 30 days after adoption.

Note: If a tax increase is needed to support the proposed budget, notice of a public hearing on proposed increase must be posted in the paper 14 days in advance of the general election.

Tentative Budget Basics

- Tentative Budget is a Bottom-Up Process
- Initial Look at the Needs of the Agency
- Tentative Budget is reviewed/Adjusted by Board
- A Final Draft Budget is Approved by Board

2025 Goals

- Continued Improvement in Basic Services
- Fix of Identified Safety Issues – Risk Reduction
- Repair/Replacement of Identified Maintenance Issues
- Increased Operational Efficiency

Operational Costs

2025 Budget

- Projected Personnel Cost - \$2,253,375
 - Increased costs to hire
 - Cost of Living Increase
 - More Benefited personnel for retention
- Materials and Supplies - \$242,100
- Utilities - \$309,500
- TOTAL - \$2,804,975

2025 Staffing Projection

Basis for Estimate

RECREATION/GREENBELT

Manager

Full Time

- Mechanic
- 2 Irrigation Tech II
- Facility Manager
- Gardner/Arborist

Seasonal

- 9 Groundskeepers
- 2 Irrigation Tech
- Lake Mower
- 2 Housekeepers

GOLF COURSE

Pro Shop

- Manager
- 2 Full Time
- 6 Seasonals

Greens

- Manager
- Full Time
 - 1 Irrigation Tech II
 - 1 Groundskeeper
- Seasonal
 - 1 Irrigation Tech
 - 4 Grounds Keeper

Note: Admin remains the same except for a part time add to library

Capital Project Costs

Critical

	Proshop	Greens	Clubhouse	Parks	Cemetery	
Fire Safety Inspection			\$ 750.00			
Clubhouse Fire Supression/warning system not functional			\$ 6,000.00			
Replace Maste Breaker at Clubhouse			\$ 15,000.00			
Fire Suppression system not working in Golf Shack	\$ 4,700.00					
Add Wood Chips to Play Areas				\$ 32,000.00		
Replace/Repair Playground Equipment at Parks				\$ 40,000.00		
Overhead Windows Replaced/wooden framing seals replaced			\$ 10,000.00			
Repair Header Over Clubhouse Windows			\$ 20,000.00			
Convert Downstairs Doors to Fire Compliant system			\$ 10,000.00			
Replace Railing Around Gazebo				\$ 15,000.00		
Repair Railings in and around the pool/basketball area				\$ 4,500.00		
Install Security Cameras			\$ 3,000.00	\$ 5,000.00		
Add Lights to Tunnel				\$ 6,500.00		
AED	\$ 2,000.00					
Replacing Maintenance Roof				\$ 25,000.00		
Fixing Proshop Leaks	\$ 10,000.00					
Fix Entry Way Doors in Main Lobby and off pool.			\$ 10,000.00			
Sprinkler heads		\$ 35,000.00				
	\$ 16,700.00	\$ 35,000.00	\$ 74,750.00	\$ 128,000.00	\$ -	\$ 254,450.00

Woodland Park Playground

Repair and/or Replace

WOODLAND

Stairs broken on Tube slide

Rusted support bars on overhead holds

Missing wood chips, exposed concrete

Missing slides

Missing and damaged rubber mats

Broken clamp on overhead bars

Tube Slide Damaged top and bottom

Steps rusted and broken

Parts missing from overheads

Yellow Tube slide not attached properly

Climbing steps not attached

Slide Missing

Steps not attached properly, loose

Missing clamps and bolts from verticles

Bolt missing from clamp on stairs

Holes in steps leading to platform

Clamps missing from platform

Broken and missing rails

Capital Projects

Non-Critical

- Pro shop – Remodel - \$150,000
- Cemetery – Expansion Project - \$75,000
- Total Capital Non-Critical Projects - \$225,000

Capital Projects

Sustainment

- Mini Split HVAC - \$50,000
- HVAC Service Contract - \$6,000
- Total Sustainment - \$56,000

Capital Projects

Contingency

Not Funded

2025 Capital Projects

Impact Fee Projects

- Sound Wall Trail - \$133,000
- Millpond Park - \$300,000
- Shoreline Improvement - \$37,000
- Oscarson Park - \$25,000
- Total - \$495,000

Total Capital Improvement Budget

- Critical Projects - \$254,450
- Urgent, Not Critical - \$281,000
- Total Capital Improvement Budget - \$535,450

Planning Committee Adjustments to Budget

Safety

Priority	Action	Proshop	Greens	Clubhouse	Parks	Cemetery	
1	Fire Safety Inspection			\$ 750.00			
2	Clubhouse Fire Supression/warning system not functional			\$ 6,000.00			
3	Replace Master Breaker at Clubhouse			\$ 15,000.00			
4	Fire Suppression system not working in Pro Shop	\$ 4,700.00					
5	Add Wood Chips to Play Areas				\$ 32,000.00		
6	Replace/Repair Playground Equipment at Parks				\$ 40,000.00		
7	50-year test of suppression system			\$750.00			
8	Convert Downstairs Doors to Fire Compliant system			\$ 10,000.00			
9	Replace Railing Around Gazebo				\$ 15,000.00		
10	Repair Railings in and around the pool/basketball area				\$ 4,500.00		
11	AED	\$ 2,000.00					
		\$ 6,700.00	\$ -	\$ 32,500.00	\$ 91,500.00	\$ -	\$ 130,700.00

Planning Committee Adjustments to Budget

Maintenance

Priority	Action	Proshop	Greens	Clubhouse	Parks	Cemetery	
12	Overhead Windows Replaced/wooden framing seals replaced			\$ 10,000.00			
13	Repair Header Over Clubhouse Windows			\$ 20,000.00			
14	Install Security Cameras			\$ 3,000.00	\$ 5,000.00		
15	Add Lights to Tunnel				\$ 6,500.00		
16	Replace/Repair Maintenance Building Roof				\$ 25,000.00		
17	Fixing Proshop Leaks	\$ 10,000.00					
18	Fix Entry Way Doors in Main Lobby and off pool.			\$ 10,000.00			
19	Entry Way Concrete Leaking into storage area below, Needs to be Replaced and Rebuilt			\$10,000			
20	Millpond Bridge Evaluation and Repair				\$ 150,000.00		
21	North Side of Clubhouse Wall rebuilt/remediated/Sealed				\$ 45,000.00		
		\$ 10,000.00	\$ -	\$ 53,000.00	\$ 231,500.00	\$ -	\$ 294,500.00

Planning Committee Adjustments to Budget

Operational Improvement

Priority	Action	Proshop	Greens	Clubhouse	Parks	Cemetery	
22	Golf Course Irrigation System Restoration		\$35,000.00				
23	Reinstall weather related control systems.			\$5,000.00			
24	Cemetery Survey/Development					\$29,000.00	
25	Upgrade of Sound and Video System in Clubhouse			\$35,000.00			
26	Add Automated Locks to Bathrooms				\$ 10,000.00		
27	Flyswatters			\$35.00			
		\$ -	\$ 35,000.00	\$ 40,035.00	\$ 10,000.00	\$29,000.00	\$ 114,035.00

Planning Committee Adjustments to Budget

Next 20

30	Roof Gutter Cleaned/Rebuilt						
31	Gutter Downspouts on Rear Deck Plugged, Cleaned, Replaced, and Stucco redone.						
32	Structure on outside wall of Back Deck damaged, leaking/Needs to be rebuilt/fixed						
33	Utility Area on South Side of Building in Disrepair/Needs to be rebuilt						
34	Outside Hose Fitting Leaking/Needs to be replaced						
35	Leak in lower level Storage area						
36	Leak in old Sauna, needs to be repaired before room can be repurposed						
37	Install All Abilities Playground					\$120,000.00	
38	Finish Decommissioning and Renovat Old Outside Bathrooms						
39	Rewire North Side of Building Lights and Electrical						
40	North end of Roof leaking				\$25,000.00		
41	Lights in Clubhouse need to be replaced						
42	Lights on north end of the clubhouse not working						
43	Rework Golf Cart Parking Area						
44	Proshop Remodel - Add grill/kitchen	\$150,000.00					
45	Install Escutcheons Around Sprinklers						
46	Rewire Can Lights in lower lobby						
47	Finish Drywall in Lower Men's Bathroom						
48	Replace light fixtures in upper men's bathroom						
49	Fix heating ducts in upper storage area						

Budget Adjustments Due to Capital Projects Recommendations

- Capital Project Total in Tentative Budget - \$535,450
- Budget Adjustments Initiated by Capital Projects Committee
 - Capital Projects - \$539,235
 - Sustainment - \$60,000

Board Member Reports and Concerns

Adjourn to Closed Session

Potential Land Acquisition

- Board Member, Jim Hanzelka – Manager, Jessica Shaw – Acting Secretary

Adjourn
