

# North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Wednesday, June 14, 2017

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

**Board Members Present:** Jeff Hammer, Maresa Manzione, Erik Brondum, Jed Winder, and Mike Maloy

**Board Members Excused:** None

**Others Present:** Michael Jensen, Jensen Family Landscape  
Debbie Winn, Tooele City Council

Minutes prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:15 P.M.

## **1. Open Forum for Public Comment**

No one from the public was present to address the board. Chair Hammer closed the open forum.

## **2. Approval of Minutes from the Meeting Held on May 10, 2017**

**Ms. Manzione moved to approve the minutes as presented.** Mr. Brondum seconded the motion. All members present voted, "Aye."

## **3. City Council Report**

Presented by Councilwoman Debbie Winn

Mike Jensen and Jed Winder arrived at 8:16 p.m.

Councilwoman Winn reported that Paul Hansen and Jim Bolser have requested a meeting with Jeff Hammer so that they can verify the light standard that the district wants. They proposed that they meet Wednesday, June 28, 2017, at 6:30pm. It was determined that Jeff Hammer, Erik Brondum, and Mike Maloy would attend that meeting. Councilwoman Winn stated she would make sure it was scheduled.

## **4. Maintenance Coordinator's Report on Past and Present Actions**

Presented by Mike Maloy

Mr. Maloy stated that he didn't have anything formal to update them on.

He noticed that there are several dead trees along 2000 North and that the roundabout has been redone and looks good.

## **5. Treasurer's Report**

Presented by Jed Winder

Mr. Winder reported that they received two additional tax revenue checks last month that totaled about \$2,200.

### **a. Approval of Invoices and Reimbursements**

The following invoices were presented for payment:

- Andrea Cahoon in the amount of \$120.00 for secretarial services
- Jensen Family Landscape had 4 invoices they presented for payment.
  - \$1,033.00 for sprinkler repairs (4 failed valves) on 2000 North.
  - \$10,290.00 for relandscaping the roundabout
  - \$4,300.00 for annual flowers (10 flats less than previously planted)
  - \$1,852.00 for landscape maintenance

Mr. Jensen noted that the maintenance price now includes all of 2000 North and the strip on 400 West from 2000 North up to the junior high school.

**Ms. Manzione moved to pay the invoices as presented.** Mr. Brondum seconded the motion. All members present voted, "Aye."

### **b. Status of Budget/Expenses for Fiscal Year 2017**

Mr. Winder provided a copy of the Combined Income Statement, Budgets, and Account Balances to the board members. A copy of this is included with these minutes as Exhibit A.

## **6. Chair's Report**

Presented by Jeff Hammer

Chair Hammer asked Councilwoman Winn where they were with Katrina's approval to the board? Councilwoman Winn responded that she had forwarded the letter to the mayor but was not sure that anything else had been done. She stated she would recommend to the Council members that she be approved and get that on the next City Council agenda for approval.

Chair Hammer stated that he received a copy of the new subdivision Phase 7. He forwarded the landscape plans to Mike Jensen to go over and he thought it looked fine. Ms. Winn stated there are 29 lots in the phase and it was presented to the planning commission this evening and they recommended approval. The city council will vote on it at their meeting next week.

Mike Jensen reported that there are 2 flowering pear trees and at least 2 Kwanzan Cherry trees that are dead. He recommended that they be removed. He also informed the board that one of the sprinkler clock faces had gone completely blank. He believed the sprinklers were still working okay, but he can't see to change the clock any more.

Mr. Maloy informed the board that when 400 West is installed he would like it to mirror what was installed on the other side. He felt it looked nice and was easy to maintain. The board members agreed with him.

Ms. Manzione asked Mr. Jensen to check the grass on 2000 North on the south side because there are areas that it really struggles. Mr. Jensen said that some of the problem is that there are no sprinklers by the split rail face. Ms. Manzione stated that some areas did not appear to have any grass in them at all anymore. Mr. Jensen said he would check on it closer.

**Ms. Manzione moved to approve the removal of the four dead trees and to install a new face plate for the clock.** Mr. Brondum seconded the motion. All members present voted, "Aye."

Mr. Jensen reported that Mr. Tolbert did replace the dead trees and sod as they requested. He told them that he has set the sprinklers and he hopes the sprinklers are sufficient for the area. Ms. Winn told Mr. Jensen that the city does not have to follow the water restriction schedule that the Tooele City residents have to and he can water the areas as needed so it is maintained properly. Mr. Jensen explained that he tried to follow the rules as much as possible to set an example to the residents.

## **7. PUBLIC HEARING for Consideration of Final Budget for Fiscal Year 2017-2018**

Chair Hammer opened the public hearing at 8:49 p.m. Mr. Winder distributed copies of the final budget to the board members. He noted that they did increase the landscape maintenance line since they have more area to maintain now than they had to in the past. He informed them that the county has not certified the tax rate yet.

**Mr. Brondum moved to close public hearing.** Ms. Manzione seconded the motion. All members present voted, "Aye." The public hearing closed at 8:55 p.m.

## **8. Resolution 2017-03 A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting the Fiscal Year 2017-2018 Final Budget for the North Tooele City Special Service District**

**Mr. Maloy moved to approve Resolution 2017-03.** Ms. Manzione seconded the motion. All members present voted, "Aye."

## **9. Adjourn**

**Ms. Manzione moved to adjourn the meeting.** The meeting adjourned at 8:56 p.m.