

**North Tooele City Special Service District**  
Administrative Control Board Business Meeting Minutes  
Thursday, May 2, 2019  
Conference Room 224, Tooele City Hall  
90 North Main, Tooele, Utah

**Board Members Present:** Jeff Hammer, Travis Brady, Amanda Graf, Kari Scribner, and Katrina Call

**Board Member Excused:** Jed Winder, Maresa Manzione, Melodi Gochis (City Council)

**Others Present:** Mike Jensen, Family Landscaping

Minutes Prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:00 p.m.

**1. Open Forum for Public Comment**

No one from the public was present to make any comments. The public comment period was closed at 8:01 p.m.

**2. Approval of Minutes from Meeting Held on March 14, 2019**

**Mr. Brady moved to approve the minutes from the meeting held on March 14, 2019 as presented.** Chair Hammer seconded the motion. All members present voted, "Aye."

**3. City Council Report**

Presented by Melodi Gochis

Councilwoman Gochis was not present to make her report.

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

Presented by Katrina Call

Ms. Call said that she didn't have anything to report to them. Ms. Graf let her know there are two "day burner" lights along 2000 North that need to be reported to Tooele City. The board members discussed that the new detention basin on the east side of 400 West should be maintained by Tooele City as a park as it will be used as a soccer field.

**5. Treasurer's Report**

Presented by Travis Brady

**a. Approval of Invoices and Reimbursements**

Mr. Brady presented the following invoices for payment:

- Andrea Cahoon in the amount of \$152.00 for secretarial services
- Jensen Family Landscape in the amount of \$3,330.00 for landscape maintenance

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

Mr. Brady turned in the required report to the State Auditor, so they have received most of the taxes for the year.

**b. Status of Budget/Expenses for Fiscal Year 2019**

Mr. Brady had emailed a copy of the Combined Income Statement, Budgets, and Account Balances to the Board members prior to the meeting. A copy of this is included with these minutes as Exhibit A. He reported that in the tentative budget that they will consider the District needs to increase their water and maintenance budget 30% since they now have to pay for the water the landscaping uses and there is another section of landscaping that will be added to the District that needs to be maintained.

Katrina Call arrived at 8:22 p.m.

**6. Chair's Report**

Presented by Jeff Hammer

Chair Hammer reported that Tooele City Resolution 2019-30, regarding the vinyl fence in the District, was adopted by the Tooele City Council. It clarifies that Tooele City owns the fence and the NTCSSD will maintain the fence and gates are not allowed. The board discussed that there are a lot of holes in the fence at this time and they need to get it repaired. Mr. Jensen stated once the annual flowers were installed, he would get working on the fence repairs.

**7. Resolution 2019-02 A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting the Tentative Budget for Fiscal Year 2020 and Establishing the Time and Place of a Public Hearing to Consider Adoption of the Final Budget**

Presented by Jeff Hammer

It was determined that the public hearing would be held at the District's normally scheduled meeting on June 20<sup>th</sup>, 2019, at 8pm at City Hall.

**Ms. Graf moved to adopt Resolution 2019-02.** Ms. Scribner seconded the motion. All members present voted, "Aye."

Mr. Jensen said that Roger Brockbank needs to make sure that in the new development on 400 West people understand that there cannot be gates installed in the vinyl fence.

It was also discussed that Paul Hansen and Jim Bolser have not got back with an approval on the landscape standards. Paul Hansen did tell Mike Jensen to continue to go forward with the landscape standards they have been using currently.

**8. Adjourn**

**Mr. Brady moved to adjourn the meeting.** The meeting adjourned at 8:42 p.m.