

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Thursday, February 27, 2020

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

Board Members Present: Jeff Hammer, Maresa Manzione, Amanda Graf, Jed Winder and Travis Brady

Board Members Excused: Katrina Call

Others Present: Justin Brady, Tooele City Council
Jim Bolser, Tooele City
Chris Springer, Jensen Family Landscaping

Minutes Prepared by Elisa Jenkins

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

1. Open Forum for Public Comment

No one was present from the public to make any comments.

2. Approval of Minutes from Meeting Held November 14, 2019

Ms. Manzione moved to approve the minutes from the meeting held November 14, 2019.

Mr. Travis Brady seconded the motion. All members present voted "Aye".

3. Tooele Community Development Representative – Jim Bolser

Mr. Bolser stated that he didn't have anything new to report. He said that it is his understanding that the 400 West Landscaping project is back up for bid.

Ms. Graf was told by some neighbors that the far corner in the new Hallmark Development was being offered to the City for a park, but she was told that the City did not want to make it a park. Mr. Bolser stated that corner of 400 W and 4400 N is a storm water retention basin. There has been some discussion between the developer and the staff as to whether the City wants to take responsibility for the basin, that will be a decision for the City Council.

Ms. Graf asked if there is a possibility to put a park in the detention basin. Mr. Bolser said that there is a possibility but nothing formal has been decided. Ms. Graf asked what happens to it if the City does not take over the property. Mr. Bolser said that it becomes a private improvement for the developer.

Mr. Winder asked if the City was putting in a well on Berra Boulevard. Mr. Bolser said "yes". Mr. Winder also asked if there were plans for that area right now. Mr. Bolser indicated that there is someone looking at the property.

Mr. Bolser said that the City had drilled three test wells. Two of the three test wells showed promise so they moved forward with developing two wells which will be tied into the City's culinary system. Mr. Bolser asked if the board was familiar with the re-zone that was proposed and denied by the City Council? The board indicated that they were aware. There was another re-zone that was proposed by Mr. Hall further down 1000 N that did pass. Part of the discussion was one of his plans for re-zoning was to allow the property along Berra Blvd and the railroad tracks to remain an R1-7 zone. There is some planning currently with another buyer.

Mr. Winder asked if that property could become part of service district? Mr. Bolser indicated that there is a possibility, but unlikely because it becomes an option for the developer and the frontage would have to be annexed into the district.

Mr. Winder asked if the board could talk to the potential buyer. Mr. Bolser said that once a formal application is made, he would let the board know.

Ms. Graf had one more question regarding the property owned by Hallmark Homes. She indicated that Hallmark Homes owns the land north to Home Depot. She heard that Hallmark was going to sell off the last strip that would get an outlet to Home Depot.

Mr. Bolser said that Hallmark does not own all of that property to Home Depot. The school district owns a large piece of property in this area. He has not heard any conversation of developing that area at this time.

Mr. Graf asked if Hallmark developed the land up to where the school district owns if the City would finish the road to create an exit? Mr. Bolser said that the school district would have to finish the road.

4. City Council Report

Presented by Justin Brady

Mr. Brady stated that the City has \$300,000 budgeted to complete the 400 W project. When the City put the project out for bid there was only one person that bid on it, which is the reason they are opening it up for bid again. This is an important project to be completed. Hopefully it will be completed this year.

Ms. Graf asked how projects are put up for bid.

Mr. Bolser said when they would bid for public works projects they usually advertise in all local papers, industry organizations and APWA that have local chapters. They would also advertise through the Contractor's Association. He is not sure how this project was advertised because the project went through the Parks Department.

5. Maintenance Coordinator's Report on Past and Present Actions

Presented by Maresa Manzione for Katrina Call

Ms. Manzione said that Ms. Call has communicated with Shilo about all of the day burners on 400 W and 2000 N. Ms. Call indicated that they have fixed the light Mr. Winder reported at the last meeting. Ms. Call asked the board to keep reporting to her when they see lights out and she will follow up.

Ms. Graf noted that off of 2000 N and Clemens the tree has grown around the day burner. She asked Mr. Springer if they could cut around it? Mr. Springer said usually they only trim low hanging trees over sidewalks and routine pruning.

Mr. Hammer asked the board if they would like to discuss the e-mail, he sent out earlier today, from Steve Evans, Public Works Director at the City regarding the bridge. (Attached to the minutes as Exhibit A).

Mr. Winder said that there were four lights on the bridge that were taken out several years ago because they were not working. The City electrician tried to fix the lights but he couldn't get them to work. When the 4 lights were taken out the line was taken out that connects the lights at 400 West so those lights won't work until they dig a new line. This project has been on the boards list to get fixed, when the City looked at it a few weeks ago the City's findings were there is no line connecting the power.

Mr. Winder asked if the board could forward the e-mail to Mike Jensen to review. It sounds like the City would not fix the lights. This is a main entry way into Overlake and they would like to have the lights fixed.

Mr. Hammer asked if anyone knows where the mapping would be for this area.

Ms. Manzione said that the lights on 400 West worked after the bridge lights were taken out. The lights stopped working with Mr. Schmidt's development. She says that the e-mail does not make sense. She said that when the big box was put it the lights stopped working.

Ms. Graf asked if the City would have electrical plans for the street lights.

Mr. Bolser said that the City has plans but they would be rough because conduit for power can snake around. He also said that the big box would have been put in by Rocky Mountain Power, not the developer.

The board asked Ms. Call to follow up with Steve Evens regarding the lights on 400 West.

Mr. Springer will also talk to Mike Jensen.

6. Treasurer's Report

Presented by Jed Winder

a. Approval of Invoices and Reimbursements

Mr. Winder presented the following invoices for payment:

- Andrea Cahoon in the amount of \$64.00 for secretarial services.
- Rocky Mountain Power in the amount of \$24.71 for two invoices for the Sunset Estates subdivision.
- Utah Governments Trust in the amount of \$1,860 for liability insurance.
- Jensen Family Landscape in the amount of \$8,916.02 for snow removal, fencing repair along 2000 N and 400 W, and the balance of fall clean up.

Mr. Springer indicated that they have a small excess of materials from fence repair that they will use before they buy new materials. There are about six different types of slats that they use for repair. Ms. Manzione has spoken with the principal at the junior high about the vandalism to the fence. Mr. Hammer will send something to Ms. Graf for the Facebook Page.

Ms. Manzione moved to approve the invoices as presented. Mr. Travis Brady seconded the motion. All members present voted "Aye".

Ms. Graf asked if a copy of the invoices could be e-mailed to the board before the meeting.

b. Status of Budget/Expenses for Fiscal Year 2020

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 B.

7. RESOLUTION 2020-01: A RESOLUTION OF THE NORTH TOOELE CITY SPECIAL SERVICE DISTRICT ADMINISTRATIVE CONTROL BOARD ESTABLISHING THE DATES, TIME AND PLACE OF ITS PUBLIC MEETINGS FOR CALENDAR YEAR 2020

A motion was made by Ms. Graf to approve Resolution 2020-01. Ms. Manzione seconded the motion. All members present voted "Aye".

8. Election of Board Officers for 2020

Mr. Winder moved to nominate Mr. Hammer as Board Chair. Ms. Manzione seconded the motion. All members present voted "Aye".

Ms. Graf moved to nominate Ms. Manzione as Vice Chair. Mr. Hammer seconded the motion. All members present voted "Aye".

Mr. Winder moved to nominate Ms. Graf as Maintenance Coordinator. Mr. Hammer seconded the motion. All members present voted "Aye".

Mr. Hammer moved to nominate Mr. Winder as Vice Treasurer and Mr. Brady as Treasurer. Ms. Graf seconded the motion. All members present voted "Aye".

Ms. Graf will need to follow up with Steve Evans regarding the issue discussed earlier in the meeting.

9. Chair Report

Presented by Jeff Hammer

Mr. Hammer received an email from Mr. Baker who wanted to remind the Board that each check that is written needs to have two signatures; the treasurer and a board member. Mr. Winder stated that he always has two signatures on any check that is written.

Ms. Graff asked if Heritage West Credit Union has low fees. Mr. Winder said they have no fees.

Mr. Hammer reminded the board that the next meeting will be held Thursday, March 26 at 8:00 p.m.

10. Adjourn

Ms. Graf moved to adjourn the meeting. The meeting adjourned at 8:40 p.m.