

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Thursday, March 26, 2020

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

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

Others Present: Justin Brady, Tooele City Council
Jim Bolser, Tooele City
Mike Jensen, 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 February 27, 2020

Ms. Manzione moved to approve the minutes from the meeting held February 27, 2020. Mr. Travis Brady seconded the motion. All members present voted "Aye".

3. Tooele Community Development Representative – Jim Bolser

Mr. Bolser stated that the 400 West landscaping project was put out to bid and has been awarded. The landscaping section and water connections were awarded separately. He also mentioned that Tooele City Hall is closed but Tooele City is fully operational except for the library and the pool. They are asking individuals to make an appointment if they need to see someone at City Hall.

Ms. Graf asked if the City received more than one bid?

Mr. Bolser said that it is his understanding that they received a few bids.

Mr. Hammer asked if he could get a plat of the NTCSSD area so he could update what is on the City's website. He said that what is on the website now is from 2015. Mr. Bolser indicated that he could get a plat from the County's Recorder's office, but they are hard to read. Mr. Bolser suggested that a map with the boundaries, might be easier to read and he could get one from the public works department. He suggested that Mr. Hammer e-mail Steve Evans to get a map of the NTCSSD.

4. City Council Report

Presented by Justin Brady

Mr. Brady commented on the 400 West project. He said that the landscaping bid was awarded to Jensen Family Landscaping and the water connection bid went to Broken Arrow. They would like them to begin as soon as they can.

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

Presented by Amanda Graf

Ms. Graf stated that there was a question as to whose responsibility it is to trim the trees that are over grown on 2000 North. She was informed that it is the District's responsibility. She has spoken with Mr. Jensen and he said that they would take care of it. She also asked Steve Evans whose responsibility it is to take care of the trees in the parking strips; he indicated that it is the City's but they do not have enough staff to take care of them. Mr. Jensen said that he has usually taken care of the trees in the park strips but not the trees surrounding the lights. The City has contracted with Black and McDonald to fix the bridge lights and the day burners.

Mr. Jensen commented that if they can't get power back to the clock, they would have to change a couple of things but they could easily run the bridge off of the clock that will run on 400 West. There might be a little bit of cost but the wire will be coming across the bridge. He also said that when they fix the lights it should restore power to the lights but he is not sure how things will work.

Mr. Winder noted that the lights south of the bridge are on 24 hours a day since they were put in.

Mr. Jensen stated that Jensen Family Landscape was awarded the bid for the 400 West landscaping project. All of 400 West from the detention basin landscaping to 2000 North will be grass with 78 trees spaced in the park strip to match the trees across the street. They have to wait until Broken Arrow installs the water lines and sleeves under the road before they can begin. It will probably not be until July or August until they can begin. He plans to spray to keep the weeds down until they are able to start the project. Mr. Jensen now has his license to take care of fertilizing and spraying for weeds in house instead of being subbed out, which will save

money. The project deadline is October 15th as per the contract. Mr. Jensen noted that the City is requiring a concrete mow strip on either side of the trees for this project. He has brought this up with Darwin Cook, because they do not have mow strips anywhere else in the District and they are not on the other side of the street. This would increase the cost and it would not match the other side of the street. He suggested that the board have a discussion with Darwin Cook and the Mayor regarding the mow strip they are requiring.

Mr. Hammer said he will talk to Darwin Cook and Paul Hansen about making the street on 400 West more consistent to the other side.

Mr. Jensen reviewed the proposal for flowers for 2020. The proposal is attached to the minutes as Exhibit A. He also reviewed the contract for maintenance for the year 2020. The scope of work would be 26 weeks approximately April 15th through October 15th. This is included with the minutes as Exhibit B. He told the board that they have been charging maintenance for about 157,000 sq. ft but the area is actually closer to 180,000 sq. ft. The price for maintenance has increased some, but now that he is fertilizing and spraying for weeds in house that price has decreased. The yearly maintenance for 2020 will be \$29,610 compared to \$23,370 in 2019.

Mr. Jensen said that this does not include the detention basin. He suggested that someone needs to get with the City to see when this area will be inspected and when it will be turned over to the Service District. Councilman Brady will follow up on this. The developer is maintaining it right now. Mr. Bolser said that the development is Providence Overlake Phase 2.

Ms. Manzione said that she has spoken to the Mayor about water from the detention basin not being paid for by the Service District, the Mayor said she would look into it and get back to her.

Mr. Travis Brady asked how much the square footage will increase once the 400 West project is completed. Mr. Jensen said he was not sure, but he will find out.

Mr. Winder asked if Mr. Jensen will let him know when he wants the water turned on. It was decided to turn it on April 15th so they can start watering flowers and make sure everything is working correctly.

Ms. Manzione moved to approve the maintenance contract with Jensen Family Landscaping for the year 2020 and the summer flower and mulch proposal for the year 2020. Ms. Call seconded the motion. All members present voted "Aye".

6. Treasurer's Report

Presented by Jed Winder

a. Approval of Invoices and Reimbursements

Mr. Winder presented the following invoices for payment:

- Elisa Jenkins in the amount of \$100.00 for secretarial services.
- Transcript Bulletin in the amount of \$23.00 for publishing the public notice for February's meeting.

He also said that the address has been changed and the district mail should be coming to City Hall instead of the UPS store.

Mr. Hammer noted that when a resolution is on the agenda it has to be published in the transcript.

Ms. Graf moved to approve the invoices as presented. Mr. Hammer seconded the motion. All members present voted "Aye".

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 C.

Mr. Brady noted that once the 400 West project is completed the districts expenses will go up about 50% between landscaping and water. This is something they will need to be looking at in the fall. The board has been preparing for this by raising taxes.

Mr. Jensen suggested that the board might want to look into a product that would have WIFI capability to turn off the water when it rains. This could save money on the larger areas of the district. It might be worth it to install on 400 W and 2000 N. Mr. Jensen will look into the cost of the product.

7. Chair Report

Presented by Jeff Hammer

Mr. Hammer said that he is in process of updating the information on the NTCSSD on the City's website. He asked the board to look at the information on the website and see if they would like to add anything. He would like to update the map on the website so you can see the boundaries.

Mr. Hammer asked Mr. Winder if Malory was interested in serving on the board. Mr. Winder said he did not invite her to the meeting tonight, but will check with her. Mr. Hammer will also check with Darwin Cook and Paul Hansen with the City about the mower strips on 400 West.

Mr. Hammer reminded the board that the next meeting will be a training meeting held Thursday, April 23 at 8:00 p.m.

Ms. Manzione asked what the board should do if they cannot meet in April. There was some discussion and it was decided that the board will complete the training on their own and then email the certificate of completion to Mr. Hammer when they were done. Mr. Hammer will send the link for the training. This will count as their meeting for April. Mr. Bolser suggested that Mr. Hammer check with Mr. Baker to get some legal advice on the public accessibility of their meetings.

Mr. Hammer indicated that the next meeting will be held Thursday, May 21 at 8:00 p.m.

8. Adjourn

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

Minutes approved this 21st day of May 2020