

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Thursday, May 21, 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 March 26, 2020

Ms. Manzione moved to approve the minutes from the meeting held March 26, 2020. Mr. Travis Brady seconded the motion. All members present voted "Aye".

3. City Council Report

Presented by Councilman Justin Brady

Councilman Brady asked if the public improvements on 400 West associated with the Providence development have been turned over to the District. He noted that 400 W has been watered, mowed and the weeds have been sprayed. It looks a lot better.

Mr. Hammer said that the improvements have not been completed yet. Mr. Bolser will talk about that in his report.

Ms. Graf asked Councilman Brady if he knew when the landscaping will begin on 400 W.

Mr. Jensen said the project has to be completed by October 15, 2020, he is hoping by late August or September to have it complete.

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

Presented by Amanda Graf (Possibility of chopping down tree by the light pole of 2000 N and 400 West; also, resident wondered why North side of 2000 North from 170 West to 400 West wasn't as green as the south side of 2000 North)

Ms. Graf noted that the north side of 2000 North is looking better. Someone had e-mailed Shilo Baker commenting on 2000 N and she forwarded the email to Ms. Graf. Mr. Jensen said that his guys have been trying to keep on top of it. April was an extremely dry month and he has had to turn the water on earlier than in previous years.

Ms. Graf stated that Mr. Jensen has done some major trimming of the trees near the light pole that was covered on 2000 N. Mr. Jensen said that he has taken down as much of the trees as he can. Ms. Graf asked the board if the trees should be taken down instead of paying the expense of having them trimmed every year. Ms. Manzione asked which light post was being discussed? Mr. Jensen said that it is the bottom street light on 2000 North, in the west middle island. The first street lamp has two big pear trees right next to the light. He suggested doing the same thing he did this year every few years to keep the trees trimmed. Ms. Call said that she would like to look at the trees first before making a decision to remove them.

Ms. Graf asked the board members to look at the light post and trees and they can discuss this at the next meeting.

Mr. Jensen suggested waiting until the fall if they want to remove the trees and plant new ones. If they trim these trees every other year it would be much less invasive than this year because the trees haven't been trimmed in 20 years.

Ms. Graf asked whose responsibility it is to paint the street lights? She noted that the paint is peeling on some of the light posts. Mr. Hammer said the District would have to paint them.

Ms. Manzione said they started painting the light posts several years ago. They started with the oldest lights and they turned out nice. They only did a first phase and did not continue because of the cost. Whenever someone puts a sign on a light post it peels off the paint. She agreed they do not look good right now.

Ms. Graf asked if the board could look at getting a bid to have the lights painted on 2000 North.

Mr. Winder noted that the money would come out of the capital budget.

Ms. Manzione said previously they worked with someone that supplied the light poles to do the painting because it has to be a specific type of paint.

Mr. Hammer said he would talk to Eric; he thinks he has a connection to someone who could paint them.

Ms. Graf said she has a weed under her fence that is large and asked how to take care of it. Mr. Jensen said cut it down and paint some weed killer on it.

Mr. Hammer asked Mr. Bolser to give his report.

Mr. Bolser stated that the warranty comments have gone back to Providence 2, which they will have to take care of fixing. The City has an application for the project along the railroad tracks, the City will be submitting the plans to the District hopefully in the next few days. The District would need to review the park strip. The project is out of the District but the park strip on the two streets is in the District. Mr. Bolser said the settlement agreement specifies that everything that was developed and platted prior to the settlement agreement is in the District everything else is out of the District. The rights of way on 400 W, Berra Blvd and Aaron Dr were all platted in their entity so the right of way, which includes the park strip, sidewalk, and curb and gutter are all in the District but the development property is outside the District. The development could join the District, but they can't be forced to join. Ms. Manzione suggested putting concrete in the park strip.

Ms. Manzione said that the agreement was signed without any input from the District. The agreement is taxing the residents of Tooele City unfairly, because the District did not agree to pay the taxes for property that was supposed to be in the District but now is not in the District. She does not think it is proper that the area of the District has been doubled without increasing taxes for the District to maintain.

Ms. Graf verified that the main road is part of the District but not the homes.

Ms. Call and Ms. Graf would like to see the park strip in concrete. Mr. Winder asked what the Board wants 400 W to look like? Who determines if it is grass or concrete? Mr. Bolser said that the District's standards call for the park strip to have grass.

Mr. Bolser said that the Developer has indicated to the City that they do not want to join the District. The Board suggested that Mr. Hammer meet with the Developer.

Ms. Graf said if they join the District, they would not have an HOA. Mr. Bolser said they would have an HOA because they have some double frontage lots.

Mr. Winder asked why the development wouldn't join the HOA that is already in place? Mr. Bolser does not know the answer to that question they would have to talk to the developer.

Ms. Graf asked Councilman Brady what he found out about the basin. Mr. Hammer said that the District will mow the basin but the City will pay for the water because it is on a different water meter.

Mr. Hammer asked Mr. Jensen to give his report:

Mr. Jensen noted that the invoice for the flowers is the same as presented last month but he had to change the flowers he bought. His supplier has been very busy and flowers have been bought out. He swapped out some premium annual flowers for more flats of annuals. He feels that he was able to balance it to make it look nice, all the flowers have been planted. The other invoice is for snow removal, spring cleanup, sprinkler repair, spring fertilizer, maintenance, and tree trimming which totaled \$10,472.00. Mr. Jensen noted that a homeowner took a panel out of his fence on the south side of 400 West. Mr. Hammer said that he will talk to that homeowner. Mr. Jensen said they would need that fixed before they landscape.

Ms. Graf asked Mr. Jensen if he was able to look at a rain sensor that they spoke about at the last meeting. Mr. Jensen stated that he has not been able to look at a rain sensor yet, but he will get to it as soon as he can. Mr. Jensen also noted that the developer needs to finish some punch items on the Providence subdivision and asked Mr. Bolser if the items have been completed. Mr. Bolser said the City is still waiting to hear back if the items have been completed.

Mr. Winder asked if the lights have been fixed on the west side of the bridge, he saw someone working on it? Mr. Jensen said he is not sure. Mr. Jensen also said that Broken Arrow was running a sleeve for Jensen Landscaping to run their wire, which is probably what Mr. Winder saw. Ms. Graf said it is on the work order for Black and McDonald to fix the lights, she will look into it.

Mr. Hammer asked Mr. Bolser how smooth a developer has to fix the road when they tear it up for improvements. He noted that on 400 West on the north side of the road is extremely rough.

Mr. Bolser said as far as the temporary patch or road is concerned the developer has to make it passable until they get back to final asphalt.

5. 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 \$80.00 for secretarial services.
- Jensen Family Landscape for two invoices; one for flowers in the amount of \$6,105.00, and one in the amount of \$10,472 for maintenance for a total amount of \$16,577.

Ms. Manzione 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 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 also emailed a copy of a General Fund Comparison Year by Year, and also a graph. A copy of these are included with the minutes as Exhibit B and C.

Mr. Brady reviewed the budget and expenses with the board. He noted that the District will probably be paying more for water this year because it has been so dry. Landscaping maintenance has gone up and will go up next year when 400 W is completed. He then went over the year by year comparison to see where the District stands with their funds. The board has been talking about increasing property taxes 30% to get ahead of the landscaping coming on, but that might not be enough.

Mr. Jensen noted that when the detention basin and 400 W is completed the landscaping maintenance and water will probably double. Mr. Brady said if it doubles there would be about a \$42,000 deficiency next year. He will look at the budget closer and make some suggestions to the board. Mr. Jensen noted that once the flowers are established, they can cut back on the water and there might be other places as well.

Mr. Brady said he doesn't want to raise taxes 100%. There will be a handful of houses that will be added with the new development which will increase revenue some but not a lot.

Ms. Graf asked is they can change their standards to be able to put in concrete instead of grass with the new development where the District has to take care of the park strip but won't be receiving any taxes? This would have to be looked into.

Mr. Brady suggested raising taxes 60% and using some capital funds this year and then increase taxes again next year, this way they could spread it out over two years instead of raising taxes

100%. Mr. Brady will put together a few different options for next month's meeting. The fiscal year goes from July 1, 2020 to July 1, 2021. Prices won't double for the year 2020, but will in 2021.

Ms. Manzione noted that the District needs to consider projects like painting the light poles and planting trees when looking at different projects. They don't want to get into a place where they can't look at projects because there is not enough money.

Ms. Graf stated that the road by salon is really bumpy.

Councilman Brady said that the City has a list of project roads to be fixed.

6. Chair Report

Presented by Jeff Hammer

Mr. Hammer said that the Providence at Overlake developer still need to finish some things up before the District takes over the improvements.

Mr. Hammer will talk to the homeowner on 400 West who removed the slates from his fence and tell him that they need to be replaced. If the homeowner does not take care of fixing the fence, it will be turned over to the attorney, Mr. Baker.

7. Resolution 2020-02: A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting the Tentative Budget for Fiscal Year 2020- 2021 and Establish the Time and Place of a Public Hearing to Consider Adoption of Final Budget.

Mr. Hammer said that the Public Hearing for the 2020-2021 Budget will need to be put in the paper a week before the meeting. The board will approve the budget at the June meeting. Mr. Hammer stated that the next meeting will be held Thursday, June 25 at 8:00 p.m.

Ms. Manzione noted that when the District increase taxes, they will have to have a Truth in Taxation hearing in August.

8. Adjourn

Ms. Manzione moved to adjourn the meeting. Ms. Graf seconded the motion. The meeting adjourned at 8:54 p.m.

Approved this 25th day of June 2020