

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Thursday, June 25, 2020

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

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

Board Members Excused: Maresa Manzione, Katrina Call

Others Present: Justin Brady, Tooele City Council

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

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

3. City Council Report

Presented by Councilman Justin Brady

Councilman Brady indicated that Councilman Graf is working on a process to help find applicants to serve on boards of different City entities, such as the NTCSSD. There is a software program, where people can apply to serve and then the board can review their applications online. The City would post the vacancies on their website. This would streamline the process. Right now, recruiting is done by way of mouth where the NTCSSD recommends someone and then the City Council approves. The City is looking to improve the process.

Mr. Hammer said in the last meeting the board discussed that Mr. Hammer would talk to the gentleman that has taken out the slats in the fence at 1445 Clemente Way. He would like to recommend that he talk to the City and let them handle it, they have a specific process in place

that they go through. Councilman Brady will email Mr. Baker about this situation to see what they need to do and copy Mr. Hammer on the email.

Ms. Graf asked who owns the property on 2000 North between the roundabout and Maverick on the south side? She noted that it is very overgrown with weeds. Councilman Brady will email Mr. Baker. He also noted that the City is in process of changing the code enforcement to the police department.

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

Presented by Amanda Graf

Ms. Graf stated that the lights on the bridge are fixed.

Ms. Graf asked if the board had a chance to look at the tree on 2000 North that the board discussed at the last meeting. They talked about taking it down because the branches were surrounding the light pole. Mr. Jensen cut away the branches last month, but it cost the District about \$800. The branches will continue to grow into the light, so they need to decide if the District wants to continue to pay that amount to have it trimmed every few years or take it out. Most of the board members did not have a chance to look at it. Ms. Graf asked that the board look at the tree and be prepared to discuss it at the next meeting to decide what they would like to do. (The tree is on 2000 N in the middle strip closest to 400 W. There are two trees surrounding one light pole).

Mr. Graf asked if they wanted to get bids to paint the light poles? Mr. Hammer said they could get bids to see how much it would cost.

Mr. Winder said they do not need to do all the light posts, just the ones that need it the most.

Mr. Hammer said he could put a bid out on the state's website, but they need to discuss the scope of work, and be ready to follow through with the project.

Ms. Graf said that they could find out how much it would cost?

Mr. Brady is concerned about having the money to paint the poles because of the oncoming landscaping costs, which he will talk about it in his report.

Mr. Hammer noted that there should not be any signs on the poles or on the District's property. Signs should be on private property.

Ms. Graf asked if there is an ordinance about where signs can be placed?

Councilman Brady said that he thought there was an ordinance. He will check into it.

Mr. Hammer said that when people put yard sales signs on the light poles it makes the paint peel, which is the problem. They could spend money painting the poles and if people continue to put signs up it causes it to peel again. They need to be able to enforce the signage.

Mr. Winder noted that the City had a code enforcement officer in the past who would take the signs down.

Ms. Graf suggests waiting to see where the money is after they begin paying for landscaping on 400 W. and then discuss painting the light poles.

5. Treasurer's Report

Presented by Travis Brady

a. Status of Budget/Expenses for Fiscal Year 2020

Mr. Brady emailed a screenshot of the streetlight maintenance to the Board prior to the meeting. A copy is included with the minutes as Exhibit A. He asked the board to look over it to see if they see anything pertaining to painting the light poles. Mr. Winder stated that they only painted a few poles.

Mr. Brady emailed a copy of the Combined Income Statement, Budgets, and Account Balances for fiscal year ending June 30, 2020 to the Board members prior to the meeting. A copy of this is included with these minutes as Exhibit B. He noted that Landscape Maintenance was \$50,680 which includes the invoice approved at this meeting, which puts them \$8,400 over what was budgeted for the year. This is a lot more than they have ever paid in the past. Water was \$11,000 and there was only \$8,000 budgeted.

Mr. Brady emailed an estimate of 2021 Landscaping Costs to the board prior to the meeting. This is included with the minutes as Exhibit C. He estimates 2021 landscaping costs to be about \$66,890.

Mr. Brady also emailed a copy of the Combined Income Statement, Budgets, and Account Balances for fiscal year ending June 30, 2021, projected with a 30% increase in taxes this year. A copy of this is included with these minutes as Exhibit D. He reviewed this summary with the board. It is estimated that there would be a \$16,238 deficit with a 30% tax increase. The District can use money from the Capital budget, which is like their savings account. They would rather not use it because they would rather use it on capital projects.

Mr. Brady emailed a copy of the Combined Income Statement, Budgets, and Account Balances for fiscal year ending June 30, 2021, projected with a 40% tax increase this year. A copy is included with these minutes as Exhibit E.

Ms. Graf asked about the detention basin in the Sunset Estates subdivision that will be done within the next year. She asked if the District will have to maintain it? Mr. Hammer said that they will have to look into this it might be the City's responsibility. This could factor into the District's budget.

Mr. Brady suggests doing a 40% increase in taxes this year and see where they are next year in actual costs. The fiscal year of 2022 will be their first full year of payments with 400 West being completed. They could do a 30% tax increase this year and a bigger increase next year if the board prefers.

Ms. Graf, Mr. Winder and Mr. Hammer were in agreement that they would rather raise taxes 40% this year and then see where they are next year. Mr. Brady indicated that it is hard to predict water every year. The goal is to get revenue and expenditures to balance.

Mr. Brady will update the County's website to show a 40% increase. The meeting to set the date for the Truth in Taxation hearing is supposed to be done by June 22. Mr. Hammer did not realize there was this deadline so the board might have to meet in May next year.

Ms. Graf asked if the District is paying fees at the bank. Mr. Brady said "no". The bank pays the District interest on their checking account. Ms. Graf thanked Mr. Brady for all his work.

Mr. Hammer said that the City needs to push harder to have the developers join the District. He said that whatever was platted at the time of the lawsuit, the District has to pay for maintenance.

Councilman Brady noted that the development has to have an HOA or be in the District if they have double frontage lots.

Vice Treasurer's Report

Presented by Jed Winder

b. Approval of Invoices and Reimbursements

Mr. Winder presented the following invoices for payment:

- Elisa Jenkins in the amount of \$104.00 for secretarial services.

- Jensen Family Landscape for five weeks of lawn maintenance in the amount of \$4,050.

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

6. Chair Report

Presented by Jeff Hammer

Mr. Hammer said that Sunset Estates, Phase 9 will be part of the District.

Mr. Hammer also received an email that the District will be responsible for the frontage of Aaron Drive and Berra Blvd. He will get some more information from Mr. Bolser. Ms. Graf asked if he will also ask about the detention basin in Sunset Estates, Phase 9.

7. Resolution 2020-03: 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. Winder moved to approve Resolution 2020-03. 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 seconded the motion. All members present voted “Aye”.

Mr. Hammer reminded the board that the next meeting will be held August 27, 2020 at 8:00 p.m.

Ms. Graf suggested posting for a new member before the next meeting. Mr. Winder will also talk to Malory if she wants to join the board, she could apply with the process is in place now. If she does not want to, they could try the new process that Councilman Graf has been working on.

8. Adjourn

Mr. Winder moved to adjourn the meeting. The meeting adjourned at 8:55 p.m.

Approved this 27th day of August 2020.