

# North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Thursday, September 24, 2020

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

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

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

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 August 27, 2020**

**Ms. Manzione moved to approve the minutes from the meeting held August 27, 2020. Ms. Graf seconded the motion. All members present voted "Aye".**

**Ms. Manzione moved to approve The Truth and Taxation Hearing minutes from the meeting held August 27, 2020. Mr. Brady seconded the motion. All members present voted "Aye".**

## **3. Tooele Community Development Representative**

Presented by Jim Bolser

Mr. Bolser said that the Drewmore Phase 1 development should begin construction shortly. The comments from the Board's last meeting have been addressed with the developer. He has sent a few projects to Chair Hammer earlier today for review.

Ms. Graf asked if the City Council has to approve the annexation of the Drewmore Phase 1 subdivision out of the District boundaries which the Board approved at the last meeting?

Councilman Brady said that Mayor Winn has talked to himself and Mr. Baker and it was decided that it is better for the City Council to approve a resolution stating that the NTCSSD is not responsible for this particular area than to have it annexed.

Ms. Graf understood that resolutions are not binding. Is there a way to make it binding?

Councilman Brady said he would have to talk to Mr. Baker.

Mr. Bolser said that the resolution would be by the City for the City. It is an internal function and there would be no recourse. Mr. Bolser said he anticipates that the Board will see a similar action for Phase 2 of the Drewmore Subdivision.

#### **4. City Council Report**

Presented by Councilman Justin Brady

Councilman Brady noted that 400 West is coming along nicely and should be completed by end of October.

Mr. Hammer asked why the City wanted to know the water and maintenance costs on 400 West? Councilman Brady said that Mayor Winn wanted to know the costs because there are some discussions going on where individuals feel that it is not right that the District is incurring all of the costs in this area. Mayor Winn hasn't said where the discussions are going yet.

Ms. Graf asked if they were talking about the Perry homes?

Councilman Brady said yes. He said that the Mayor could get the water costs but not the maintenance costs. Jensen Family Landscape charges by the square foot. Mayor Winn would like to know how much the District is paying to maintain 400 West. She might take it off of the District's plate and have the City Parks Department maintain. The City is maintaining the detention basin already. The City will spray for weeds a few times a year because it is xeriscape.

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

Presented by Amanda Graf

Ms. Graf said that she has followed up with Shilo with all the blinking lights that they discussed at the last meeting.

Ms. Manzione said Black and McDonald were working today on some lights. She is not sure if they have finished.

Ms. Graf also let Shilo know about the light that fell by the Junior High that needs to be replaced.

Ms. Graf also noted that the board talked a few months ago about the two trees that are blocking the light on 2000 North. The district paid \$800 to trim these trees back. Does the board want to remove one or both of the trees?

Mr. Winder asked if this one is the only one on this street that has two trees? Ms. Graf said yes, all the other ones only have one tree.

Ms. Manzione said that she would rather have the trees pruned and trimmed every year than remove a tree. She would like to see maintenance on all the trees in the District boundaries.

Ms. Call also would rather not remove any trees.

Ms. Graf suggested maybe removing one tree instead of two.

The board will look again at these trees and talk about it at the next meeting.

Ms. Graf noted that they discussed the tree with the roots exposed on the south side of 2000 N that is lifting the sidewalk. The City trimmed what they could. She is worried that it might be a liability issue.

Ms. Call asked if they could maybe cut the root and see what happens. Ms. Graf noted that the sidewalk would be the City's responsibility and asked if Mr. Bolser could look into it.

Mr. Bolser said he would check into it.

Mr. Hammer stated that the homeowner on 400 W which the City sent a letter to about replacing the fence on his property has informed the City that the fence blew down in a windstorm in 2018. The Board and the City thought that the homeowner had removed the fence. This fence has been the District's responsibility since April 2019. The homeowner fixed half of it. Chair Hammer asked the Board if they would like to pay to have the fence fixed. The board was in favor of having the fence fixed. Chair Hammer will ask Mr. Jensen to fix it.

Mr. Hammer noted that the District has now taken over the maintenance of the park strips on 400 W where Providence is on the south end and 400 West on the north end.

## **6. Treasurer's Report**

Presented by Travis Brady

#### **a. 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. Mr. Brady reviewed the statements with the board.

Mr. Winder received a bill for the new meter that was installed and the bill for two months water is \$3,200. Mr. Brady said that when they were budgeting, this meter was not in the budget because they did not know about it. He said with this new meter and the new meter that will be coming on the water costs will probably double next year. He also mentioned that he moved \$12,000 from the public treasury fund into the checking account. He has finished all work for the tax increase.

#### **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 lawn maintenance in the amount of \$6,193.00.
- Tooele City for water in the amount of \$3,200.00.
- Tooele County for \$385.00 for public hearing notices in the Transcript Bulletin for the Truth and Taxation hearing.
- Tooele City in the amount of \$228.38 for street light repairs contingent on details being obtained by Mr. Winder.

**Ms. Manzione moved to approve the invoices as presented, with the invoice for Tooele City in the amount of \$228.38 contingent on Mr. Winder receiving details on the invoice. Ms. Graf seconded the motion. All members present voted "Aye".**

#### **7. Chair Report**

Presented by Jeff Hammer

Mr. Hammer indicated that there were two of applications for the open position on the board, he will forward those to the board. The applications are from Brian Roth and Rachel Harris.

Mr. Hammer reminded the board that the next meeting will be held October 22, at 8:00 p.m.

**8. Adjourn**

**Ms. Manzione moved to adjourn the meeting.** The meeting adjourned at 8:29 p.m.

*Minutes approved this 22<sup>nd</sup> day of October 2020*