

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Thursday, January 28, 2021

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

Board Members Present: Jeff Hammer, Amanda Graf, Jed Winder, Brian Roth

Board Member Excused: Katrina Call

Others Present: Maresa Manzione, Tooele City Council
Travis Brady, Controller
Chris Springer, Jensen Family Landscaping
Jim Bolser, Tooele City

Minutes Prepared by Elisa Jenkins

The meeting was called to order by Chair Hammer at 8:02 p.m. He welcomed Brian Roth to the board.

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 19, 2020

Mr. Winder moved to approve the minutes from the meeting held November 19, 2020. Chair Hammer seconded the motion. All members present voted "Aye".

3. Tooele Community Development Representative

Presented by Jim Bolser

Mr. Bolser said that there have been a few pre-development meetings for potential projects which Chair Hammer has been involved in.

Ms. Graf asked if there will be a housing development around the temple. Mr. Bolser said that the church is not doing one.

Chair Hammer indicated that Perry Homes owns all the property around the temple and they sold the land which the temple will be built to the Church of Jesus Christ of Latter-Day Saints.

Mr. Bolser stated the Perry Homes owns the property to the north, south and west of the temple. The east side will be the 400 W right-of-way.

Mr. Winder asked if the temple project will be finishing the road to Erda? Mr. Bolser said that road will not be developed with the temple project. Ms. Graf asked if will include the extension to SR-36. Mr. Bolser said not with the temple project the temple, but there are other discussions with other projects that may. Mr. Winder asked if 2000 North will be the access point? Mr. Bolser said for now, but with the length of construction time there is a good chance that other roads will be completed.

Mr. Winder asked if St. Barnabas to Berra is planned to go all the way towards 1000 N.

Mr. Bolser said where Berra currently ends today that would not quite take it to 1000 N., that is the extent of the project. There are other developers inquiring about the property leading to 1000 N.

Mr. Bolser said that Phase 9 of Sunset Estates is all that Hallmark Homes owns. Ms. Graf indicated that there is a strip of land in between Hallmark and where the new High School will be built. Mr. Bolser said there have been a few discussions about this land. Mr. Bolser said the City will see a rush on the property and development around the temple. It has already started. There is a lot of raw ground around the temple. Mr. Bolser said that 2020 was the busiest year for permits since 2001.

Mr. Winder asked if there was any talk about the land from the round-about to Maverick? Mr. Bolser said that it is zoned commercial use, Mr. Hall still owns that property.

Ms. Graf indicated that Hallmark owns the property east of Overlake elementary and that is zoned multi-family. Mr. Bolser said yes, they have an active application to do a project. Ms. Graf asked who owns the land Nursing home and Berra Blvd? Mr. Bolser said Tooele School District.

4. City Council Report

Presented by Councilwoman Manzione

Councilwoman Manzione said that Sunset Estates Phase 9 was approved at the last City Council meeting. She suggested that all communication should go through the Chairman of Board of the NTCSSD. She said that as far as open seats for the NTCSSD Board should be handled the Board would meet to declare the seats vacant and then reach out to the City contact to help fill the seats.

Chair Hammer noted that where the contractors dug up by the bridge the piece of sidewalk in front of the transformer still needs to be replaced. He also asked if Councilwoman Manzione has heard if the City is going to maintain the west side of 400 W. Councilwoman Manzione made a note of these two items.

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

Presented by Amanda Graf

Ms. Graf distributed a copy of the spreadsheet with items that need to be taken care of within the District. A copy of this is attached to the minutes as Exhibit A. Ms. Graf has created a Google Doc and Ms. Baker will have editing rights. Ms. Baker will add the work order numbers to the document. Ms. Graf said that the Women of Overlake Facebook page is the only way that she can communicate.

Councilwoman Manzione noted that there are two-day burners on 2000 North that need to be fixed. She said that they are close to 170 West in the Center. Ms. Graf will make sure they get added.

Chair Hammer noted at the last meeting Mr. Jensen indicated that Russ Tolbert with Hallmark Homes has approached the City and is willing to tap into the waterline on 2000 North. The Board talked about tapping into the line to put in a 2" meter. Chair Hammer would like to follow up on this. He asked if Councilwoman Manzione could check into this? Councilwoman Manzione made a note to look into it.

Ms. Graf also noted that Mr. Jensen said in the previous meeting that the buckled sidewalk on 2000 N is on the top of the City's list to be fixed. She asked if that could be checked on? Ms. Graf said she would keep this on her maintenance list until it is taken care of, along with the fence that needs to be fixed on 400 W. Mr. Springer noted that the parts were back ordered and they just received the post to take care of the fence as long as they can pour concrete.

6. Treasurer's Report

Presented by Travis Brady

a. Status of Budget/Expenses for Fiscal Year 2021

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 B. Mr. Brady reviewed the budget and expenses with the board. Mr. Brady said the Board received their property tax revenues.

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 \$96.00 for secretarial services.
- Two invoices for Jensen Family Landscape for lawn maintenance/repair and snow removal in the amount of \$3,328 and \$112.50 for a total of \$3,440.50.

Mr. Roth moved to approve the invoices as presented. Chair Hammer seconded the motion. All present voted "Aye".

Mr. Winder noted that there were some small charges in December for water, he will check on the water bill and let the Board know what the charges are for.

Chair Hammer noted that Darwin with Tooele City is reviewing the NTCSSD landscape and irrigation standards. He told Mr. Springer that Mr. Jensen might need to email him some information regarding the standards.

Mr. Winder noted that Mr. Travis Brady is not a board member anymore and should not be considered treasurer for the Board, he probably should have a different title. The Board agreed on the title Controller for Mr. Brady. Mr. Winder would be the Treasurer, and there would not be a Vice-Treasurer.

Chair Hammer noted that himself, Katrina Call, and Brian Roth were approved for the NTCSSD Board for a three-year term to December 31, 2023 by the City Council. (Jeff and Katrina's term expired December 2020).

7. Review of moving from a seven (7) person to a five (5) person board for the NTCSSD.

Chair Hammer noted that the current policies and procedures of the NTCSSD board is seven-person board. The developer wrote it that way in the beginning. Chair Hammer is proposing a five-member board. He doesn't feel that it is necessary to have seven people. He felt it has also been a challenge to fill all the seats on the board. The Board plans their meetings for the year in January so the board knows when they are if they need to change any.

Mr. Winder said that he feels that five is adequate. As long as the five are willing to be engaged. A quorum would be three.

Ms. Graf said she would rather have more board members, she feels that the more voices to represent the District the better, but she is ok with five if that is what the board desires.

Mr. Bolser noted that the Board could put in by-laws that they have to a minimum affirming vote for a motion to pass. For example, the Planning Commission can hold a meeting with four members, because that is a quorum, but in their by-laws regardless of how many members are at the meeting they have to have four affirming votes to pass.

Ms. Graf noted that the Planning Commission has two alternates. Could the District have alternates on their board?

Chair Hammer noted that have only a five-member board it would save the tax payer money.

Councilwoman Manzione noted that with a five-member board they would have to have a three minimum affirming vote to pass.

Chair Hammer stated that if the NTCSSD would like to have a five-member board they would approve it first and then the City Council would have to approve it also.

Councilwoman Manzione suggests that the Board look at the by-laws and make any other necessary changes that need to be made at the same time they change the number of board members. Chair Hammer asked the board to read through the by-laws and see if anything else should be cleaned up and changed. Chair Hammer will send the Board an email and he will ask them to send it back to him by a certain date with any recommendations for changes. The Board is in favor of switching to a five-member board.

8. RESOLUTION 2021-01: 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 2021.

Chair Hammer noted that the February meeting will be in the Council Chambers, there was a conflict with the conference room. The training will be on your own time in April.

Ms. Graf moved to approve Resolution 2021-01. Chair Hammer seconded the motion. All present voted "Aye".

9. Election of Board Officers for Calendar Year 2021

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

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

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

Ms. Graf moved to nominate Mr. Winder as Treasurer. Mr. Roth seconded the motion. All members present voted “Aye”.

10. Chair Report

Presented by Jeff Hammer

Mr. Hammer reminded the board that the next meeting will be held February 25, at 8:00 p.m., in the City Council Chambers.

11. Adjourn

Chair Hammer moved to adjourn the meeting. Mr. Roth seconded the motion. All members present voted “Aye”. The meeting adjourned at 9:01.

Minutes approved this 25th day of February 2021