

## North Tooele City Special Service District Business Meeting

**Date:** Thursday, February 27, 2025

**Time:** 8:00 pm

**Place:** Tooele City Hall, Conference Room 224  
90 North Main Street, Tooele, Utah

### **Board Members Present:**

Jeff Hammer  
Jed Winder  
Kim Stenquist  
Katrina Call  
Brian Roth

### **Others Present:**

Justin Brady, Tooele City Council  
Chris Springer, Jensen Family Landscape

Minutes prepared by Alicia Fairbourne

Chairman Hammer called the meeting to order at 8:02 pm.

### **1. Open Forum for Public Comment**

Chairman Hammer opened the floor for public comment. There were none. The floor was closed.

### **2. City Council Report**

*Presented by Councilman: Justin Brady*

Councilman Brady reported that Tooele City was still waiting for Chair Hammer to sign an agreement related to the meeting minutes clerk. Chair Hammer agreed to meet with the City Recorder, Michelle Pitt, to finalize the matter. They also discussed payment timing for Ms. Fairbourne's hours, with the city offering flexibility on payment frequency.

Councilman Brady provided a city development update, mentioning ongoing growth in the 1000 North area, with Wingstop expected to open soon and Chili's nearing completion. Several big-box stores were projected to open by mid-summer to late fall. He also noted progress of the Deseret Peak High School, which was expected to be handed over to the district in eight weeks, with associated road infrastructure to be completed depending on weather.

Additional updates included a rezoning request for a Holiday Oil on 1000 North and Franks Drive and the pending installation of a permanent traffic light at 1000 North and 520 East, which was city-funded and expected to be operational within weeks.

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

*Presented by Katrina Call*

Board Member Call reported a streetlight outage affecting the area of 400 West and 2200 North. Chairman Hammer added that there were two day-burning streetlights – one located on the west side of 170 West and Berra Blvd., and the other on the north side of 2000 North. Mr. Springer noted an additional day-burning streetlight in the median on 2000 North. No other maintenance issues were discussed.

4. **Jensen Family Landscape Report**

Mr. Springer from Jensen Family Landscape presented invoices from January and February, noting minimal snow events that required only ice melt rather than plowing. He reported recurring damage to curbs and grass caused by vehicles driving over the mounds of snow, typically occurring around three times per year.

The group discussed a newly installed light post at the roundabout near the townhomes, expressing concern that its location made it vulnerable to damage during winter. Councilman Brady noted the post couldn't be moved due to right-of-way constraints. Suggestions were made to deter further damage, including placing boulders or decorative barriers.

5. **Vice Treasurer's Report**

a. **Approval of Invoices and Reimbursements**

*Presented by Jed Winder*

Board Member Winder presented two invoices; one from Jensen Family Landscape for \$1580 and another from Travis Brady totaling \$126.92, which included \$50 for monthly services and \$76.92 for the annual Quicken software renewal.

Board Member Winder also reported receiving a reimbursement check from Tooele City's insurance for a fence repair.

**Motion: Board Member Stenquist moved to approve the two invoices by Jensen Family Landscape and Travis Brady.** Board Member Roth seconded the motion. The vote was as follows: Chairman Hammer, "Aye"; Board Member Winder, "Aye"; Board Member Call, "Aye"; Board Member Stenquist, "Aye"; Board Member Roth, "Aye". There were none opposed. The motion passed.

b. **Status of Budget/Expenses for Fiscal Year 2024**

*Presented by Travis Brady  
Independent CPA*

Mr. Brady reported that fund balances showed little change from the previous month. Revenues totaled approximately \$113,000, with an expected additional \$10,000 to \$15,000 in tax revenue in the coming months. Expenditures stood at \$88,000, resulting in a current surplus of nearly

\$25,000. He stated the year would likely end with a small budgeted deficiency of about \$5,000, consistent with prior planning.

6. **As a member of The North Tooele City Special Service District Board; Member Training is required to be completed with 1 year of your appointment and every 4 years thereafter per Utah code 17B-1-312. We kindly request that you complete the entity-specific training at your earliest convenience by visiting: [training.auditor.utah.gov](https://training.auditor.utah.gov) (You will scroll down to: Special District and Special Service District Board Member Training 2025.)**

Chairman Hammer informed the Board that, per the State Auditor's Office, district members must complete special district training every four years, or within the first year of appointment. He suggested combining this training with the required Open Meetings training in April. He asked members to email their training certificates to both himself and Ms. Fairbourne for internal records, although the state also maintained a record.

It was confirmed that the training was available on the State Auditor's website. Ms. Fairbourne offered to email the training link to the Board Members, and the group agreed to send it out now and again in April as a reminder. Chairman Hammer noted that completing the training would count as attendance for the April meeting, which would not be held in person.

7. **Chair Report**

Chairman Hammer asked Mr. Springer for Jensen Family Landscape to prepare a budget estimate for flowers earlier than usual, suggesting they might benefit from doing so before May. Mr. Springer indicated they could provide an estimate based on current greenhouse availability.

Chairman Hammer also addressed a resident inquiry about when the townhomes near the roundabout would be added to the district. He explained that the city must be notified by the developer when services were ready to be turned over. Once accepted, the developer remained responsible for any maintenance issues during a one-year warranty period. He noted that once the developer signaled readiness, Jensen Family Landscape would inspect the area to ensure compliance with district standards, such as the required two-inch tree caliper.

8. **Approval of minute from meeting held on January 23, 2025**

There were no corrections to the minutes.

**Motion: Council Member Winder moved to approve the January 23, 2025 meeting minutes as presented.** Board Member Stenquist seconded the motion. The vote was as follows: Chairman Hammer, "Aye"; Board Member Winder, "Aye"; Board Member Call, "Aye"; Board Member Stenquist, "Aye"; Board Member Roth, "Aye". There were none opposed. The motion passed.

9. **Next month's meeting is scheduled for March 27, 2025**


Chairman Hammer noted the meeting would be at 8:00 pm.

**10. Adjourn**

There being no further business, Chairman Hammer adjourned the meeting at 8:27 pm.

*The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.*

Approved this 27<sup>th</sup> day of March, 2025



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Jeff Hammer, Chair  
North Tooele City Special Service District

# INVOICE

JENSEN FAMILY LANDSCAPE  
MAINTENANCE LLC  
1965 N 170 W  
Tooele, UT 84074

rebekah@jensenfamilylandscape.co  
m  
+1 (435) 850-7080



JENSEN FAMILY  
LANDSCAPE  
Est. 2001

## Bill to

North Tooele City Special Service District  
NTCSSD  
883 North 120 West  
Tooele, UT 84074

## Invoice details

Invoice no.: JFLM25-082  
Terms: Net 30  
Invoice date: 02/24/2025  
Due date: 03/26/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	02/03/2025	<b>Service District Labor</b>	Additional labor - extra leaf clean up	3.5	\$40.00	\$140.00
2.		<b>Subtotal</b>	Subtotal			<b>\$140.00</b>
3.	01/26/2025	<b>Service District Snow Removal</b>	Remove snow from sidewalks throughout the service district	2	\$80.00	\$160.00
4.	01/27/2025	<b>Service District Snow Removal</b>	Remove snow from sidewalks throughout the service district	2.5	\$80.00	\$200.00
5.	02/10/2025	<b>Service District Snow Removal</b>	Remove snow from sidewalks throughout the service district	2.25	\$80.00	\$180.00
6.	02/11/2025	<b>Service District Snow Removal</b>	Remove snow from sidewalks throughout the service district	3.75	\$80.00	\$300.00
7.	02/12/2025	<b>Service District Snow Removal</b>	Remove snow from sidewalks throughout the service district	3	\$80.00	\$240.00
8.	02/21/2025	<b>Service District Snow Removal</b>	Remove snow from sidewalks throughout the service district	4.5	\$80.00	\$360.00

Total

**\$1,580.00**

## Ways to pay



Note to customer

Additional leaf clean-up, and snow removal.

We appreciate your business!

[View and pay](#)