



## **North Tooele City Special Service District Business Meeting**

**Date:** Thursday, March 27, 2025

**Time:** 8:00 pm

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

### **Board Members Present**

Jeff Hammer

Brian Roth

Jed Winder

Kim Stenquist

### **Excused**

Katrina Call

### **Others Present**

Justin Brady, Tooele City Council

Chris Springer, Jensen Family Landscape

Travis Brady, Independent CPA (*joined at 8:03 pm*)

Minutes prepared by Alicia Fairbourne

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

Chairman Hammer called the meeting to order at 8:00 p.m. and did a roll call.

He then opened the floor for any public comments at 8:01 p.m. There were none. The floor was closed.

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

*Presented by Councilman: Justin Brady*

Councilman Brady reported on upcoming discussions regarding the formation of a Residential Service District (RSD) to aid project funding in the Perry Homes Development in the northern area of Tooele City. He clarified annexation boundaries and shared details about remaining approved lots near the temple. He also noted a traffic signal project near the hospital to aid with traffic congestion and emergency apparatus exits.

He discussed updates on school district plans to pave 2400 North beginning in April. Continued development on 1000 North was mentioned, with ongoing traffic concerns and safety discussions related to the timing and capacity of the traffic signal on 1000 North and Franks Drive.

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

*Presented by Katrina Call*

Board Member Stenquist noted that several streetlights were out along 400 West and 2200 North, particularly near the school and church area. The outage appeared to be a larger underground issue. Board Member Call was noted as having recorded the problem, and follow up was planned.

### **4. Jensen Family Landscape Report**

*Presented by Christian Springer, Jensen Family Landscape*

Mr. Springer provided an overview of projected maintenance costs which covered routine landscaping, flower planting, and additional labor. He noted previous underbilling at 2022 rates and explained increases due to larger trees and aging infrastructure. The seasonal estimate totaled \$81,950, comprised of \$73,800 for regular maintenance and \$7,900 for flowers, plus minor additional charges. A 5% rate increase was applied to reflect current pricing. Leaf removal would occur twice in the fall due to heavy accumulation. Sprinkler maintenance would be billed separately. Gopher activity was also reported along 400 West, which would need to be remediated.

Mr. Travis Brady noted total service costs, including landscaping, sprinkler and fence repairs, and snow removal, could reach around \$100,000. To cover operations, he recommended budgeting \$120,000 and suggested a property tax increase of 20-25%. An additional 10% would help build reserves. A 30% increase would be about \$60 per year or \$8.50 per month per household. He would present options during the May meeting.

**Motion: Board Member Winder moved to approve the Jensen Family Landscape maintenance for the Service District and the hourly rate for sprinkler repairs, snow removal, fence repairs, tree removal and other maintenance costs.** Board Member Roth seconded the motion. The vote was as follows: Chairman Hammer, "Aye"; Board Member Roth, "Aye"; Board Member Stenquist, "Aye"; Board Member Winder, "Aye". Absent from voting: Board Member Call. There were none opposed. The motion passed.

### **5. Vice Treasurer's Report**

*Presented by Jed Winder*

#### **a. Approval of Invoices and Reimbursements**

Board Member Winder reported that two checks totaling approximately \$1,700 had been deposited. Two invoices were presented for approval; one from Travis Brady for \$50 and another for \$500 for snow removal.

**Motion: Board Member Roth moved to approve the two invoices presented for Board Member Winder's monthly cost and the snow removal.** Chairman Hammer seconded the motion. The vote was as follows: Chairman Hammer, "Aye"; Board Member Roth, "Aye";

Board Member Stenquist, “Aye”; Board Member Winder, “Aye”. Absent from voting: Board Member Call. There were none opposed. The motion passed.

**6. Independent CPA**

*Presented by Travis Brady*

**a. Status of Budget/Expenses for Fiscal Year 2025**

Mr. Travis Brady reported \$113,000 in revenue and \$86,000 in expenditures, leaving a \$26,000 surplus so far. He anticipated increased spending over the next three months due to spring cleanup. No major changes had occurred since the last meeting.

He noted that the irrigation water meter would be turned on in April, but the irrigation program would not start until mid-month or early May.

**7. Chair Report: As discussed in our last meeting, here are the links to the Open and Public Meetings Act (OPMA) training and the Special Service District training (SSD)**

Chairman Hammer reminded the Board Members to complete the Open and Public Meetings Act training and the Special Service District Board Member training. He asked members to email their certificates to Ms. Fairbourne and suggested setting a goal to complete the trainings by April 24<sup>th</sup>.

By completing the training attendance would be counted for the canceled April meeting.

OPMA: <https://training.auditor.utah.gov/courses/open-and-public-meetings-act-training-2025>

SSD Board Member Training: <https://training.auditor.utah.gov/courses/special-district-special-service-district-board-member-training-2025>

Please don't forget to download the pdf of the certificate you receive once you pass the course and email your certificate to Alicia Fairbourne.

**8. Approval of minutes from meeting held on February 27, 2025**

Ms. Fairbourne noted two corrections: Travis Brady's attendance had been omitted and would be added, and the traffic signal location was on 500 East, not West.

**Motion: Board Member Stenquist moved to approve the minutes with the two noted corrections.** Board Member Winder seconded the motion. The vote was as follows: Chairman Hammer, “Aye”; Board Member Roth, “Aye”; Board Member Stenquist, “Aye”; Board Member Winder, “Aye”. Absent from voting: Board Member Call. There were none opposed. The motion passed.

**9. Next in person meeting is scheduled for May 15, 2025**


Chairman Hammer reminded Board Members that the next meeting would be held on May 15, 2025 at 8:00 p.m.

**10. Adjourn**

There being no further business, Chairman Hammer adjourned the meeting at 8:44 p.m.

*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 15<sup>th</sup> day of May, 2025



Jeff Hammer, Chair  
North Tooele City Special Service District

**Travis Brady, CPA**

1186 North 640 East  
Tooele, UT 84074  
Phone: 435-841-2434  
Email: travismbrady@gmail.com

Invoice: 2025-003  
Date: 3/26/2025

To: North Tooele City Special Service District      For: Mar 2025 CPA Services

| Date     | Description   | Total   |
|----------|---|---------|
| Mar 2025 | Reconcile bank statements and prepare fund balances | \$50.00 |
|          |   |         |
| Total    |   | \$50.00 |

Please make checks payable to: Travis Brady  
**I appreciate your business!**



## Combined Income Statement, Budgets, and Account Balances

### NORTH TOOELE CITY SPECIAL SERVICE DISTRICT

Current Fiscal Year Summary And Changes In Fund Balance - All Governmental Fund Types  
For Fiscal Year Ended June 30, 2025

|   | FY25<br>General Fund |                 | FY25<br>Capital Projects Fund |              | FY25<br>Total All Funds | FY24<br>Total All Funds | FY24<br>General Fund |
|---|----------------------|-----------------|-------------------------------|--------------|-------------------------|-------------------------|----------------------|
|   | YTD                  | Budget          | YTD                           | Budget       | YTD                     | Actual                  | PY Through YTD       |
| <b>Revenues:</b>  |                      |                 |                               |              |                         |                         |                      |
| Property Taxes:   | \$ 107,215.76        | \$ 110,361.00   | \$ -                          | \$ -         | \$ 107,215.76           | \$ 109,137.36           | \$ 108,774.10        |
| Other: Fees   | \$ 4,852.16          | \$ 11,089.52    |                               |              | \$ 4,852.16             | \$ 10,966.56            | \$ 8,313.81          |
| Dividends & Interest  | \$ 1,512.44          | \$ 4,000.00     |                               |              | \$ 1,512.44             | \$ 4,575.02             | \$ 2,724.75          |
| Total Revenues  | \$ 113,580.36        | \$ 125,450.52   | \$ -                          | \$ -         | \$ 113,580.36           | \$ 124,678.94           | \$ 119,812.66        |
| Available Reserve from Capital Projects Fund                                  |                      |                 | \$ 24,589.21                  | \$ 24,589.21 | \$ 24,589.21            | \$ 24,589.21            |                      |
| <b>Expenditures:</b>  |                      |                 |                               |              |                         |                         |                      |
| Landscape Maintenance:  | \$ 61,887.42         | \$ 95,000.00    |                               |              | \$ 61,887.42            | \$ 117,703.17           | \$ 51,809.26         |
| Legal, Professional, Clerical:  | \$ 1,026.92          | \$ 1,600.00     |                               |              | \$ 1,026.92             | \$ 1,019.07             | \$ 375.00            |
| General Administration/Board Stipends:  | \$ 2,146.00          | \$ 2,500.00     |                               |              | \$ 2,146.00             | \$ 2,379.40             | \$ 2,379.40          |
| Water   | \$ 17,211.61         | \$ 22,500.00    |                               |              | \$ 17,211.61            | \$ 16,998.75            | \$ 16,998.75         |
| Liability Insurance:  | \$ 3,500.00          | \$ 3,500.00     |                               |              | \$ 3,500.00             | \$ 3,500.00             | \$ 3,500.00          |
| General Maintenance/Street Lights   | \$ 941.91            | \$ 5,000.00     |                               |              | \$ 941.91               | \$ 5,000.00             | \$ 107.35            |
| Capital Outlay - Landscape Construction, Add'l Signs/Lights                   |                      |                 | \$ -                          | \$ 12,000.00 | \$ -                    | \$ 142.73               | \$ -                 |
| Capital Outlay - Future Landscape Maintenance Projects                        |                      |                 | \$ -                          | \$ 12,589.21 | \$ -                    | \$ -                    | \$ -                 |
| Total Expenditures  | \$ 86,713.86         | \$ 130,100.00   | \$ -                          | \$ 24,589.21 | \$ 86,713.86            | \$ 146,743.12           | \$ 75,169.76         |
| Excess (Deficiency) of Revenues over Expenditures                             | \$ 26,866.50         | \$ (4,649.48)   | \$ 24,589.21                  | \$ -         | \$ 51,455.71            | \$ 2,525.03             | \$ 44,642.90         |
| <b>Other Financing Sources (Uses):</b>  |                      |                 |                               |              |                         |                         |                      |
| Transfers In  | \$ -                 | \$ -            | \$ -                          | \$ -         | \$ -                    | \$ -                    | \$ -                 |
| Transfers Out   | \$ -                 | \$ -            | \$ -                          | \$ -         | \$ -                    | \$ -                    | \$ -                 |
| Total Other Financing Sources (Uses)  | \$ -                 | \$ -            | \$ -                          | \$ -         | \$ -                    | \$ -                    | \$ -                 |
| Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures | \$ 26,866.50         | \$ (4,649.48) * | \$ 24,589.21                  | \$ -         | \$ 51,455.71            | \$ 2,525.03             | \$ 44,642.90         |
| <b>FUND BALANCE, Beginning:</b>   | \$ 69,624.52         | \$ 91,688.70 *  | \$ 24,589.21                  | \$ 24,589.21 | \$ 94,213.73            | \$ 116,277.91           | \$ 91,688.70         |
| <b>FUND BALANCE, Ending:</b>  | \$ 96,491.02         | \$ 87,039.22    | \$ 24,589.21                  | \$ -         | \$ 121,080.23           | \$ 94,213.73            | \$ 136,331.60        |

### CASH & INVESTMENT ACCOUNT BALANCES:

| Updated:  | Account                                       | Balance             | Approximate Rates |
|-----------|---|---------------------|-------------------|
| 3/26/2025 | Chartway Prime Share (Savings)                | \$1,005.21          | 0.05%             |
| 3/26/2025 | Chartway Checking                             | \$14,346.11         | 0.05%             |
| 3/26/2025 | Chartway Premier Money Market                 | \$15,011.93         | 0.40%             |
| 3/26/2025 | Utah Public Treasurers Investment Fund (PTIF) | \$90,716.98         | 2.91%             |
|           | <b>Total</b>                                  | <b>\$121,080.23</b> |                   |

\*Note: General Fund 'reserve' used to fund deficiency

# ESTIMATE

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

accounting@jensenfamilylandscape.  
com  
+1 (435) 850-7080  
jensenfamilylandscape.com



JENSEN FAMILY  
LANDSCAPE  
Est. 2001

## Bill to

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

## Estimate details

Estimate no.: 1050

Estimate date: 03/27/2025

| #  | Date | Product or service                         | Description  | Qty | Rate       | Amount             |
|----|------|--|--|-----|------------|--------------------|
| 1. |      | <b>Service District Weekly Maintenance</b> | Mowing/mulching all grass. Trimming along fence lines and around trees/other obstacles. Hard edging against curbs and sidewalks. Blowing grass clippings off of walks back onto the lawn. Keeping planter beds free of unwanted weeds and grasses.                 | 26  | \$1,915.00 | \$49,790.00        |
| 2. |      | <b>Service District Spring Cleanup</b>     | Spring cleanup to include pruning of all plant material less than twenty feet tall. Weed all planter beds, hard-scape areas and tree rings. Remove all trash and debris from landscape areas and blow/sweep curb lines. Sprinkler start up. Aeration of all lawns. | 1   | \$5,710.00 | \$5,710.00         |
| 3. |      | <b>Service District Fall Cleanup</b>       | Weed all planter beds and tree rings. Remove all leaves, trash and debris from landscape areas and blow/sweep curb lines. Sprinkler winterization.   | 2   | \$3,810.00 | \$7,620.00         |
| 4. |      | <b>Service District Round 1</b>            | Fertilizer and weed control program for all lawn areas.<br><br>Includes balanced fertilizer blends with slow release nitrogen, pre and post emergent herbicides, disease control and grub prevention.  | 4   | \$2,670.00 | \$10,680.00        |
| 5. |      | <b>Subtotal</b>                            | Subtotal   |     |            | <b>\$73,800.00</b> |
| 6. |      | <b>Service District Flowers</b>            | Prep and plant flowers in beds on 2000   | 1   | \$7,900.00 | \$7,900.00         |

Includes 20 flats of premium flowers,  
80 flats of standard flowers and 15  
yards of soil conditioners.

|              |   |  |   |          |                    |
|--------------|---|--|---|----------|--------------------|
| 7.           | <b>Subtotal</b>                           | Subtotal   |   |          | <b>\$7,900.00</b>  |
| 8.           | <b>Service District Labor</b>             | Labor rates per tech for additional projects. e.g. fence repair, repair to logs around bridge, downed trees from storms etc. | 1 | \$60.00  | \$60.00            |
| 9.           | <b>Service District Sprinkler Repairs</b> | Sprinkler system repair hourly rate per tech. Plus parts.  | 1 | \$80.00  | \$80.00            |
| 10.          | <b>Service District Snow Removal</b>      | Remove snow from sidewalks throughout the NTCSSD. Hourly rate per tech.  | 1 | \$110.00 | \$110.00           |
| <b>Total</b> |   |  |   |          | <b>\$81,950.00</b> |

Accepted date

Accepted by