Tooele City
Est. 1853

# North Tooele City Special Service District Business Meeting

**Date:** Thursday, January 22, 2026
**Time:** 8:00 pm
**Place:** Tooele City Hall, Conference Room 224
90 North Main Street, Tooele, Utah

**Board Members Present**
Jeff Hammer, Chairman
Katrina Call (arrived at 8:19 p.m.)
Kim Stenquist
Brian Roth
Jed Winder

**Others Present**
Christian Springer, Jensen Family Landscape
Shilo Baker, Tooele City Recorder

**Excused**
Justin Brady, Tooele City Councilman
Travis Brady, Independent CPA

Minutes prepared by Teresa Young

## 1. Open Forum for Public Comment

Chairman Hammer called the meeting to order at 8:02 p.m. He asked that all members and attendees identify themselves for the record and announced that Justin Brady and Travis Brady asked to be excused and Katrina Call would be coming later.

Chairman Hammer opened the forum for public comment at 8:03 p.m. Seeing no one come forward, he closed the forum for public comment at 8:03 p.m.

## 2. City Council Report

*Presented by Councilman Justin Brady*

Councilman Brady was excused. Chairman Hammer asked board members if there were any items that needed to be reported back to Chairman Brady. No items were reported.

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

*Presented by Katrina Call*

Board Member Call was not in attendance at the time this agenda item was discussed. Chairman Hammer asked board members if anyone was aware of maintenance coordinator reports; if any street lights any past or present information that need follow up? No one had anything to report.

## 4. Jensen Family Landscape Report

*Presented by Christian Springer, Jensen Family Landscape*

Mr. Springer reviewed an invoice covering services performed from the previous meeting through the present. The invoice included completion of round four fertilization and weed control, which had been initiated prior to the last meeting but was not completed at that time.

During this period, three fence repairs were completed. One repair addressed damage caused by a water-related incident that resulted in the failure of two fence posts and a full section of fencing near the residence at 1747 Colavito. A second fence repair was completed near 1982 North 170 West following a windstorm that displaced a post. The third repair involved fencing located on the north side of the retention basin south of the bridge, also damaged during the same windstorm.

Due to unusually warm weather conditions, turf areas did not enter dormancy as expected. As a result, mowing was required during the week of December 12 to address continued growth and maintain district standards.

Storm-related damage was also reported, including a large tree that fell and struck the bridge. No evidence suggested the damage was caused by a vehicle. Additionally, a utility pedestal located in the center of the traffic circle, which houses utilities including a sprinkler control box, was found knocked over. The pedestal, mounted on galvanized posts set in concrete, appeared to have been forcibly displaced. A nearby traffic sign remained intact, indicating the damage was unlikely the result of a vehicle impact. Photographs of the damage were taken and are available for review. Associated disposal fees were included in the invoice.

During the week of January 9, a minor snow event resulted in melting followed by refreezing, creating icy conditions throughout the Service District. A landscaper inspected the area and applied salt where necessary. Salt application is billed at the standard service rate and is reflected on Line 9 of the invoice.

No additional maintenance issues were reported. Future winter services will be weather-dependent.

No questions were raised by the Board.

## 5. Vice Treasurer's Report

### a. Approval of Invoices and Reimbursements for Fiscal Year 2026

*Presented by Jed Winder*

Mr. Winder reported receipt of three checks from property tax distributions. In addition, a check was received from Perry Construction for a landscape inspection fee. All received funds will be deposited accordingly.

The following invoices were reviewed:

- An invoice from the Jensen Family in the amount of **$8,380.30**, as previously discussed.
- Reimbursement to the City for administrative services provided by **Alicia Fairbourne**, covering the period from January through December of the previous year. The total amount due is **$362.34**, representing the District's share of her time as secretary. Ms. Fairbourne has already been paid by the City, and this payment serves as reimbursement to the City.
- A streetlight invoice in the amount of **$985.01** for lighting located at **2117 North 400 West**.

Mr. Winder advised that the City provided a consolidated statement reflecting both the administrative reimbursement and the streetlight charge, for a total payment of **$1,347.35** payable to the City. It was clarified that this statement includes two separate invoices and does not require separate checks.

It was noted that no invoice was received from Travis Brady at this time, as he indicated billing would occur at a later date.

The current checking account balance was reported at approximately **$2,086**. Mr. Winder indicated that deposits will be made promptly to ensure sufficient funds are available prior to any outstanding checks being processed.

**Motion: Board Member Brian Roth moved for Approval of Invoices and Reimbursements for Fiscal Year 2026**. Board Member Kim Stenquist seconded the motion. Chairman Hammer asked Board Members to state "Aye". Vote was unanimous. All in favor. Motion passed.

Christian Springer brought up an inquiry from Perry Construction regarding a request to substitute plain brushed concrete for colored and stamped concrete shown on the approved plans for a multi-unit project on 3100 North. It was noted that any such change would require approval by the Special Service District and/or the City. Board members expressed concern that altering the approved plans could impact required landscaping calculations and compliance. The Board indicated that any proposed changes must include a reasonable alternative that meets all applicable landscaping and design requirements. Until such a request is formally submitted and reviewed, the approved plans remain in effect.

Katrina Call arrived at 8:19 p.m.

**b. Status of Budget/Expenses for Fiscal Year 2026**

*Presented by Travis Brady, Independent CPA*

Mr. Brady was excused, nothing to report.

## 6. Election of Board Officers for Calendar Year 2026

**Board Member Kim Stenquist nominated Jeff Hammer as Chairman for Calendar Year 2026.** Board Member Brian Roth seconded the nomination. Chairman Hammer accepted the nomination. Vote was "Aye" all in favor.

**Board Member Jed Winder nominated Kim Stenquist as Vice Chairman for Calendar Year 2026.** Board Member Stenquist accepted the nomination. Vote was "Aye" for all board members.

**Chairman Hammer nominated Katrina Call as Maintenance Coordinator for Calendar Year 2026.** Board Member Call accepted the nomination. Vote was "Aye" for all board members.

**Board Member Brian Roth nominated Jed Winder as Treasurer for Calendar Year 2026**. Board Member Winder accepted the nomination. Vote was "Aye" for all board members.

## 7. Chair's Report

*Presented by Chairman Jeff Hammer*

Chairman Hammer reported that no inspection request had yet been received by the contractor from Perry Homes, though Perry Homes indicated they would be contacting the contractor to coordinate an inspection. No additional items were reported beyond previously discussed fence repairs.

Chairman Hammer announced that the next meeting will be held on **February 26 at 8:00 p.m.** Meetings are generally scheduled for the fourth Thursday of each month, with exceptions in March (training meeting), July, and December. Members were reminded of the importance of attendance to maintain a quorum. No additional business was brought forward.

The Chair thanked members for their service.

**8. Approval of Minutes from Meeting Held on November 20, 2025**

**Motion: Board Member Stenquist moved to approve the Minutes from Meeting Held on November 20, 2025. Chairman Hammer seconded the motion.** Vote was "Aye" for all board members. Motion passed.

**9. Adjourn**

Chairman Hammer adjourned meeting at 8:28 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 26 day of February, 2026

Jeff Hammer

Jeff Hammer, Chair
North Tooele City Special Service District