



North Tooele City Special Service District Business Meeting

Date: Thursday, January 23, 2025

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 (*joined at 8:15 pm*)

Jed Winder

Brian Roth

Kim Stenquist

Others Present:

Justin Brady, Tooele City Council

Travis Brady, Independent CPA

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 comments. There were none. The public comment forum was closed.

2. City Council Report

Presented by Councilman: Justin Brady

Councilman Brady provided updates on city projects. Fire Station 3, near Macy's, was nearing completion and expected to open within two to three weeks, with an open house planned for March. The 1000 North development was progressing, with Chipotle open, Wing Stop expected to open soon, and Chili's under construction. A potential non-food tenant was being considered for an adjacent space. Smith's Marketplace was moving forward with hopes to finish by year-end.

The high school construction was nearing completion, and discussions were ongoing between the city and county about extending a road behind it to improve traffic flow. A new stoplight was being considered on 2000 North near Maverik, with plans to sync it with the existing light on SR-36 to prevent congestion. Emergency response access was a key factor in the decision.

Clerk's note: There was an erroneous error on the agenda which omitted the report from Jensen Family Landscape, which was discussed prior to the Maintenance Coordinator's Report.

Jensen Family Landscape Report:

Jensen Family Landscape provided an update on maintenance activities from November and December. They completed the final fertilizer and winterizer application, fall cleanups, and leaf removal, particularly

for the late-dropping London Plane trees. Salt was applied during a small storm when packed snow refroze, though no plowing was necessary.

A temporary repair was made to a fence near the temple, and financial records were migrated to a new QuickBooks account. There were some concerns about fence damage along 400 West due to rocks, and the Board discussed checking the availability of replacement fencing. No other major issues were reported.

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

Presented by Katrina Call

Board Member Call was not present for the report.

4. Vice Treasurer's Report

a. Approval of Invoices and Reimbursements

Presented by Jed Winder

Board Member Winder presented invoices for approval, including \$8,245 from Jensen Family Landscape, \$75 from Travis Brady, and \$416.66 for the District's portion of a streetlight repair on 220 West, 2000 North. The total cost for the repair was approximately \$2,000, with the city covering the remaining amount.

Motion: Board Member Roth moved to approve the invoices. Board Member Stenquist seconded the motion. The vote was as follows: Board Member Call, "Aye", Chairman Hammer, "Aye", Board Member Roth, "Aye", Board Member Stenquist, "Aye", Board Member Winder, "Aye. There were none opposed. The motion passed.

Board Member Winder noted that a check had been received and deposited. He also confirmed the district's membership in the Utah Association, which was valid through December 31, 2025. There were no additional updates.

b. Status of Budget/Expenses for Fiscal Year 2025

Presented by Travis Brady, Independent CPA

Board Member Brady provided an update on the budget and expenses, noting that property taxes had been received, including a recent check for approximately \$8,000. The General Fund held \$102,000 for the year, with an additional \$24,000 in the Capital Projects fund for emergencies. He mentioned that the lack of snowfall had reduced expenditures but acknowledged its impact elsewhere.

All financial reports for December, including the Transparency Report and Deposit Investment Report, had been submitted and were up to date. No signatures were required until July, as the fiscal year runs from July 1 through June 30.

Mr. Brady and the Board Members discussed the potential for a property tax increase due to rising costs, aging infrastructure, and limited revenue growth despite the District's expansion. Increased expenses included repairs to fences, sprinklers, and streetlights, as well as higher water costs. The city covered some water expenses on the west side of 400 West, but overall, water costs were expected to rise. Mr.

Brady projected the Service District's water expenses to increase significantly in the coming year, making a tax increase likely unavoidable.

5. Resolution 2025-01: 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 2025.

The Board reviewed Resolution 2025-01, which established the dates, time, and location for the meetings in 2025. Since the Resolution had already been discussed in November, no disagreements were raised.

Motion: Board Member Stenquist moved to approve Resolution 2025-01, 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 2025. Board Member Winder made the second. The vote was as follows: Board Member Call, "Aye", Chairman Hammer, "Aye", Board Member Roth, "Aye", Board Member Stenquist, "Aye", Board Member Winder, "Aye. There were none opposed. The motion passed.

6. Review and approval of contract for NTCSSD Minute-Taker 2025 contract.

Alicia Fairbourne introduced herself as the new minute-taker. Chairman Hammer welcomed her, noting past difficulties in keeping a consistent minute-taker and the benefits of partnering with the city for the contract.

The contract allowed Ms. Fairbourne to log time separately for the city and the District. Tooele City would pay her and invoice the District at year-end, with a 5% administrative fee added. The budget allowed for approximately \$1200, though costs may vary.

7. Election of Board Officers for Calendar Year 2025

The Board discussed and nominated the officers for calendar year 2025. Jeff Hammer was nominated and re-elected as Chair by unanimous vote. Kim Stenquist was nominated and elected as Vice Chair, with her role primarily covering meetings in Chairman Hammer's absence. Katrina Call was nominated and unanimously approved as Maintenance Coordinator. Jed Winder was nominated and unanimously approved for the role of Treasurer. The elections concluded with no opposition.

8. Chair Report

Chairman Hammer discussed an email from the Planning Commission Director Andrew Aagard containing a Dropbox link related to Compass Point's development. He planned to resend the email with the Dropbox link and asked Board Members to review the landscape standards, street lighting, and signage details by noon on Monday. He emphasized the importance of ensuring the North Tooele City Special Service District's landscape standards were included, particularly requiring PVC sleeves to protect underground wiring.

Compass Point's development area extended from the stoplight south toward the temple, but properties immediately surrounding the temple were not included. The city had ongoing discussions about annexing those properties into the district. A meeting with Perry Homes, Tooele City, and the firm handling the development plan was scheduled for Tuesday from 1 to 2 pm, and Chairman Hammer offered to share the meeting details with anyone interested in attending.

Chairman Hammer provided updates on the Villas at Sunset Estates townhomes, which had not yet been accepted by the city. The developer must complete infrastructure, including roads, sewer, streetlights, and sidewalks, before city inspection. The Board noted that trees were planted with a one-inch caliper instead of the required two-inch, which could be grounds for denial.

A curb at the roundabout near Overlake Elementary had been damaged, likely by a vehicle on a snowy morning. The Board discussed whether the responsible driver could be identified to cover repairs; otherwise, the developer would be liable.

Concerns were raised about potential traffic congestion once the high school opened, particularly on Berra Boulevard near the roundabout. The Board planned to ask Council Member Justin Brady at the next meeting about implementing no-parking restrictions in that area.

9. Approval of Minutes for Meeting held October 24, 2024 & November 21, 2024

There were no corrections to the minutes.


Motion: Board Member Winder moved to approve the October 24, 2024 and November 21, 2024 meeting minutes as presented. Board Member Stenquist seconded the motion. The vote was as follows: Board Member Call, "Aye", Chairman Hammer, "Aye", Board Member Roth, "Aye", Board Member Stenquist, "Aye", Board Member Winder, "Aye. There were none opposed. The motion passed.

10. Adjourn

There being no further business, Chairman Hammer adjourned the meeting at 8:41 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 27th day of February, 2025



Jeff Hammer, NTCSSD Chair