

## North Tooele City Special Service District Business Meeting

**Date:** Thursday, August 21, 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

Katrina Call

### Others Present

Justin Brady, Tooele City Council

Chris Springer, Jensen Family Landscape

Travis Brady, Independent CPA

Minutes prepared by Alicia Fairbourne

### 1. Open Forum for Public Comment

Chairman Hammer called the meeting to order at 8:01 p.m. and conducted a roll call.

He then opened the floor for public comment at 8:02 p.m. None were offered. The floor was closed.

### 2. City Council Report

*Presented by Councilman: Justin Brady*

Councilman Brady informed the Board that the annexation process of the Perry Homes development had been finalized, with all documents signed and recorded, and the last step awaiting completion at the Governor's Office. He announced that Shilo Baker had been appointed as the new Tooele City Recorder following Michelle Pitt's retirement. He reported on the June agreement regarding improvements on 600 North/Franks Drive, noting that both UDOT and the City would be making upgrades to the area, including a turning lane at a busy intersection. He stated that the Holiday Oil project on the corner was still progressing, though the timeline for completion was uncertain. Councilman Brady also shared updates from the Economic Development Director, listing upcoming commercial openings: Ulta Beauty on September 5, TJ Maxx and Sierra Trading Post on August 24, and Bath & Body Works on September 12, with Five Below having already opened in July. He concluded by noting progress on the 2400 North/SR 36 project, which included new businesses such as McDonald's, Tropical Smoothie, Chase Bank, Beans and Brews, Jersey Mike's, and the Starbucks inside Smith's, and he reported that 2400 North had partially opened down to Berra Boulevard, with a traffic light near the hospital nearly ready for use.

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

*Presented by Katrina Call*

Board Member Call raised concerns about the streetlights on 2200 North still being out, noting that the area remained very dark and unsafe. Councilman Brady advised that maintenance requests should now be directed to Tiffany Day, who had replaced Shilo Baker as the new Mayor's Assistant. Board Member Call also asked about the maintenance of the rock pit near the temple, observing that no one had been tending it and that it was now overgrown with weeds. Councilman Brady explained that Ron Kirby had previously maintained it voluntarily but had since moved, and he offered to bring the issue to Darwin Cook's attention. Additional concerns were raised about a large rock area by the high school that had also become overgrown with weeds. The Board discussed that the streetlight outages had persisted for months, likely due to a larger electrical problem, and agreed the matter needed to be escalated.

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

*Presented by Christian Springer, Jensen Family Landscape*

Mr. Springer distributed invoices covering late June through mid-August for regular mowing and sprinkler repairs. He explained that while inspecting systems along the north side of 2000 North, they discovered several battery-operated valve timers had been tampered with. The watering days had been shut off, and valve controls were manually closed, preventing water from reaching the sprinklers. He noted that these valve boxes were not designed with locks and that there were approximately 125 of them. One board member suggested that if valve boxes or other infrastructure needed replacing due to accidents, it might be an opportunity to upgrade them to locking models. Mr. Springer clarified that newer landscaping work installed by Hallmark had been properly set up with wiring and secured in lock boxes.

Mr. Springer further stated that much of the grass damaged during the tampering would remain dormant and would not green back up without excessive watering. He confirmed that overall landscaping maintenance was proceeding normally, though occasional issues like this occurred. Board Member Call thanked him for posting updates on Facebook to help keep residents informed, especially after concerns were raised about the condition of grass and trees in certain areas.

Mr. Springer also reported that a vehicle had driven over the curb into the first flower bed in the median west of the circle, directly north of Jack's Market, which resulted in damage to the flowers.

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

*Presented by Jed Winder*

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

Board Member Winder presented four invoices for approval. The first was from Jensen Family Landscape in the amount of \$21,767.60, covering part of June, all of July, and up to date in August. The second was the annual membership dues for the Utah Association of Special Districts in the amount of \$457. The third was the annual general liability insurance payment of \$3,500, which he noted was consistent with previous years. The final invoice was for services

from Travis Brady for July and August in the amount of \$200, which included work on annual, quarterly, and financial reports, as well as fraud assessment, transparency, and statement reports. Board Member Winder confirmed that the amounts were in line with prior years and asked if there were any questions regarding the invoices. There were none.

**Motion: Board Member Call moved to approve the four invoices as stated.** Board Member Stenquist seconded the motion. The vote was as follows: Chairman Hammer, “Aye”; Board Member Roth, “Aye”; Board Member Stenquist, “Aye”; Board Member Call, “Aye”; Board Member Winder, “Aye”. There were none opposed. The motion carried.

Board Member Winder also reported that the District had received two checks in the amounts of \$948 and \$919. He explained that these funds were not related to property tax revenue but were instead from sources such as late fees, motor vehicle fees, and investment interest.

## **6. Independent CPA**

*Presented by Travis Brady*

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

Mr. Brady reviewed several compliance and financial matters. He presented the annual self-evaluation form, which ensures the Board is aware of its policies and procedures relating to purchasing, disbursements, and GRAMA compliance. He recommended that the District circulate its policies and procedures document to board members annually. He confirmed that public notices of meetings had been posted as required, but noted that meeting minutes were not posted to the state website within three days of approval for March and May 2025. He also explained that conflict-of-interest disclosures should be updated annually, which had not been done, and advised the Board to address this requirement.

Mr. Brady presented the annual fraud risk assessment, noting that the District’s segregation of duties – ensuring those who write checks are not the same as those reconciling bank accounts – helped reduce risk. While some items, such as promoting a fraud hotline or having an internal audit function, were not applicable to smaller districts, he said the District’s current practices provided reasonable protection.

He reported that nearly all required state filings had been completed, though two were submitted later than the July 31 deadline; he assured the Board that compliance would be in place once the signed documents were submitted. Financial statements showed a \$25,370 deficit as of June 30, largely due to landscaping expenses exceeding budget by \$18,000, along with slightly lower revenues from property taxes, fees, and dividends. He confirmed there was approximately \$60,000 in cash on hand, with about \$2,000 expected in revenue each month until property taxes were collected in December. He cautioned that the District might face a cash shortage in October and November and could need to work with Jensen Family Landscape on delayed payments until tax revenues arrived.

Mr. Brady noted that current expenditures included \$8,000 for water, his \$50 reimbursement from the June meeting, and \$24 to Rocky Mountain Power for streetlight electricity. He confirmed that sprinkler repairs remained one of the larger risks to the budget. He also

emphasized that while property tax revenue was expected to remain around the \$110,000 budgeted for the year, a tax increase planned for fiscal year 2027 would be needed to stabilize future budgets.

**7. Chair Report**

*Presented by Chairman Jeff Hammer*

Chairman Hammer stated that the Perry Homes annexation plan was nearly finalized, pending state recording. He also confirmed that the townhomes off Berra Boulevard, known as Sunset Villas, had officially been turned over to the District for maintenance and snow removal. This included grass, sidewalks, and related improvements, with tree replacements already completed. Mr. Springer estimated that the maintenance costs would average about \$5 per 1,000 square feet for the development.

**8. Approval of minutes from meeting held on June 19, 2025**

There were no corrections.

**Motion: Board Member Winder moved to approve the North Tooele City Special Service District Board Meeting Minutes from June 19, 2025.** Board Member Roth seconded the motion. The vote was as follows: Chairman Hammer, “Aye”; Board Member Roth, “Aye”; Board Member Stenquist, “Aye”; Board Member Call, “Aye”; Board Member Winder, “Aye”. There were none opposed. The motion carried.

**9. The next meeting will be held on September 25, 2025 at 8:00 p.m.**

**10. Adjourn**

There being no further business, Chairman Hammer adjourned at 8:35 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 25th day of September, 2025



Jeff Hammer, Chair  
North Tooele City Special Service District