Tooele City
Est. 1853

North Tooele City Special Service District Business Meeting

Date: June 18, 2026
Time: 8:00 p.m.
Place: Tooele City Hall, Conference Room 224
90 North Main Street, Tooele, Utah

Board Members Present
Jeff Hammer, Chairman
Brian Roth
Jed Winder

Excused
Kim Stenquist

Absent
Katrina Call

Others Present
Christian Springer, Jensen Family Landscape
Justin Brady, Tooele City Councilman
Travis Brady, Independent CPA
Shilo Baker, City Recorder
Teresa Young, Clerk/Minute Composition

Minutes prepared by Teresa Young

1. Open Meeting and Roll Call

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 Kim Stenquist to be excused. No one had heard from Katrina Call.

2. Public Comment Period

Chairman Hammer opened the public hearing at 8:02 p.m. Seeing no members of the public coming forward. Chairman Hammer closed the public hearing at 8:02 p.m.

3. City Council Report

Presented by Councilman Justin Brady

Councilman Brady reported that he followed up with Mayor Manzione regarding a disputed invoice related to prior fence damage. The issue stems from a car accident involving a temporary fence installed at a property, where it was believed an insurance claim had been pursued through the driver's insurance via the former city attorney, Roger Baker. However, current City Attorney Matt Johnson has been unable to locate any record of a filed claim or payment, and there is concern that documentation may be missing due to staff turnover and time elapsed (approximately two years).

Because the invoice is now significantly aged, there is uncertainty about whether insurance recovery is still possible or whether the cost will need to be absorbed by either the city or the district. Staff discussed gathering supporting documentation, including police reports, emails, project addresses, and any records held by the property owner or city departments, to verify whether a claim was ever initiated and determine next steps.

The discussion also highlighted a broader need to improve internal processes for filing and tracking insurance claims, particularly clarifying when the district versus the city is responsible for claims and whether the city attorney should be routinely used for such filings.

Additionally, Councilman Brady raised a separate request for clarification on maintenance responsibility after developers complete landscaping and screening projects. Staff noted that typically developers maintain improvements for a warranty period (often one season to one year), supported by a bond, before the city or district assumes long-term maintenance, though practices have varied. Staff agreed to seek written clarification to establish a consistent standard going forward.

Councilman Brady's report followed with a note that the district will proceed with prior discussed figures, with only rate adjustments applied.

4. **Property Tax Impact Schedule**
   Presented by Chair Jeff Hammer

Chairman Hammer presented the Property Tax Impact Schedule. The North Tooele City Special Service District will review a proposed property tax increase, raising the certified rate from 0.049 to 0.0563. This change is estimated to generate approximately $38,064 in additional annual revenue. The additional funding would support district operations impacted if the increase is approved.

5. **Resolution 2026-03 A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting a Proposed Tax Rate for Fiscal Year 2026-2027**
   Presented by Chair Jeff Hammer

Chairman Hammer reviewed a proposed property tax increase, raising the certified rate from 0.049 to 0.0563. This represents an estimated 31% increase and would generate about $38,064 in additional annual revenue, increasing total district revenue from $121,862 to $159,926.

For residential properties, the increase would raise annual taxes on a median home by about $28.17 (approximately $2.35 per month). For commercial properties with an average value of $513,900, the increase would be about $68.86 per year (about $5.74 per month).

The additional revenue would primarily fund increased operating costs, including general maintenance, fencing, landscaping, irrigation, and streetlight maintenance. Some adjustments were made within the budget breakdown to ensure the total increase aligns with the $38,064 revenue target, including a correction to streetlight maintenance figures.

Motion: Board Member Roth moved to approve Resolution 2026-03 A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting a Proposed Tax Rate for Fiscal Year 2026-2027. Board Member Winder seconded the motion. The vote was "Aye" for all board members. Motion passed.

6. **<u>Public Hearing and Motion on Resolution 2026-04 A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting an Interim Budget for the North Tooele City Special Service District for Fiscal Year 2026-2027</u>**
   Presented by Chair Jeff Hammer

Chairman Hammer opened the public hearing at 8:21 p.m. seeing no members of the public coming forward. Chairman Hammer closed the public hearing at 8:21 p.m.

Motion: Board Member Winder moved to approve Resolution of the North Tooele City Special Service District Administrative Control Board Adopting an Interim Budget for the North Tooele City Special Service District for Fiscal Year 2026-2027. Board Member Roth seconded the motion. The vote was "Aye" for all board members. Motion passed.

7. **<u>Maintenance Coordinator's Report on Past and Present Actions</u>**
   Presented by Board Member Katrina Call

Board Member Call was absent, and no other board members provided reports.

8. **<u>Jensen Family Landscape Report</u>**

Mr. Springer reported on ongoing weekly landscape maintenance and several irrigation system issues across city medians and park strips, primarily along 2000 North and surrounding areas. Work included sprinkler repairs, replacement of a battery timer, and addressing a stuck irrigation valve.

Staff explained that many irrigation controls on the north side of 2000 North currently rely on battery timers installed as temporary solutions, unlike the south side, which has wired timer systems. The battery timers are less reliable long-term, and several have already failed or required replacement. There was discussion about potentially upgrading the north side systems to wired electrical timers in the future, which would require locating power sources, installing enclosures, and running or repairing conduit and wiring—an effort that would take additional planning and budget.

Additional maintenance included replacing clogged or failing irrigation heads (MP rotators) with more durable rotor systems better suited for local hard water conditions.

A more significant issue was identified on the south side of 2000 North, where an irrigation controller serving a larger section failed due to suspected broken or damaged wiring/conduit near a sidewalk area. Mr. Springer provided an estimate for repair.

Motion: Board Member Roth approved the estimate not to exceed budget of $2,100 for the electrical conduit and wire replacement on the North side of 2000 North. Board Member Winder seconded the motion. The vote was "aye" for all board members. Motion passed.

9. **Vice Treasurer's Report**
Presented by Board Member Jed Winder
a. **Approval of Invoices and Reimbursements**

Board Member Winder reviewed and clarified several invoices for payment.

For Jensen Family Landscaping, one older invoice from approximately two years ago was identified for $523.76 related to fence repair/sprinkler work. Two additional recent invoices were also addressed: one previously discussed and already approved last month for $21,005.75, and another current invoice of $11,012.12 presented for approval.

Additionally, two $50 monthly payments for Travis were combined for a total of $100 covering two months of work.

The board also noted the annual $3,500 payment to the Utah Local Government Trust for general liability insurance coverage for board members, confirming it is due for payment.

Motion: Board Member Roth moved to approve invoices as stated. Board Member Winder seconded the motion. The vote was "aye" for all board members. Motion passed.

Independent CPA
Presented by Travis Brady
b. **Status of Budget/Expenses for Fiscal Year 2026**

Mr. Brady covered several financial and administrative updates for the district.

A small water-related payment of $655.50 was received and deposited. He noted ongoing issues with the water system's auto-pay setup, which is automatically deactivated whenever water service is turned off seasonally, requiring accounts to be manually re-enrolled each year. This has led to recurring late notices, though not actual penalties.

The annual general liability insurance is due in July. The board agreed it can be held and paid closer to the due date rather than immediately, with prior approval already in place.

Administrative updates included confirmation that the property tax impact schedule will be revised for a minor correction before final submission. Once finalized, staff will mark the property tax rate as certified in the system and proceed with required Truth in Taxation notifications.

Mr. Brady also reported that a small water bill payment was processed and noted that additional funds will need to be transferred from the Utah Public Treasurer's Investment Fund into the checking account to cover upcoming expenses, especially since there is no July meeting and larger water-related costs are expected.

Finally, he outlined upcoming compliance work, including state financial reports due by the end of July, board signature requirements, and preparation of a fraud risk/self-assessment report to be presented at the September meeting.

10. Chair Report

Presented by Chair Jeff Hammer

Chairman Hammer discussed whether to hold an additional August meeting due to the gap created by no July meeting, which would delay payments for board members until September. Concern was raised about the extended time without compensation and whether an additional meeting should be scheduled in August instead.

After reviewing scheduling conflicts and availability, members agreed it would be better to hold a meeting earlier in the month. The board settled on tentatively scheduling the August meeting for August 6, noting that this date works for most members and avoids conflicts later in the month, especially around the August 27 Truth in Taxation hearing, which must be held separately and cannot be combined with other meetings.

The discussion also briefly included administrative coordination for check signing during the gap between meetings and an update that landscape and development plans for ongoing projects will be shared with staff for review.

Motion: Board Member Winder motioned to hold a meeting on August 6. Board Member Roth seconded the motion. The vote was "aye" for all board members. Motion passed.

11. Approval of minutes from the meeting held on May 28, 2026

No corrections to minutes.

Motion: Board Member Roth moved to approve the minutes from the meeting held on May 28, 2026. Board Member Winder seconded the motion. The vote was "aye" for all board members. Motion passed.

12. Next in person meeting is scheduled for August 27, 2026

The board confirmed that the next in-person regular meeting will be held on August 6 at 8:00 p.m. They also noted that the Truth in Taxation meeting is scheduled for August 27, 2026. Staff indicated that required online postings and public notice requirements will need to be completed ahead of the Truth in Taxation meeting.

13. Adjourn

Chairman Hammer closed the meeting at 8:54 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 6th day of August, 2026

Jeff Hammer

Jeff Hammer, Chair
North Tooele City Special Service District