

## PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the North Tooele City Special Service District will meet in a Business Meeting on Wednesday, January 23, 2025, at the hour of 8:00 P.M. The meeting will be held in Conference Room 224, Tooele City Hall, 90 North Main, Tooele, Utah.

1. Open Forum for Public Comment
2. City Council Report  
Presented by Councilman: Justin Brady
3. Maintenance Coordinator's Report on Past and Present Actions  
Presented by Katrina Call
5. Vice Treasurer's Report  
Presented by Jed Winder
  - a. Approval of Invoices and Reimbursements  
  
Independent CPA  
Presented by Travis Brady
  - b. Status of Budget/Expenses for Fiscal Year 2025
6. RESOLUTION 2025-01: A RESOLUTION OF THE NORTH TOOEELE CITY SPECIAL SERVICE DISTRICT ADMINISTRATIVE CONTROL BOARD ESTABLISHING THE DATES, TIME, AND PLACE OF ITS PUBLIC MEETINGS FOR CALENDAR YEAR 2025.
7. Review and approval of contract for NTCSSD Minute-Taker 2025 contract.
7. Election of Board Officers for Calendar Year 2025
8. Chair Report
9. Approval of Minutes for Meeting held October 24, 2024 & November 21, 2024.
10. Adjourn

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Jeff Hammer, Chair  
North Tooele City Special Service District

**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**

**WHEREAS**, in the establishment of the North Tooele City Special Service District (the “District”), the Tooele City Council formed an Administrative Control Board (the “Board”), and delegated to it all of the administrative powers necessary for the operation of the District as authorized pursuant to the Utah Special Service District Act; and,

**WHEREAS**, the Utah Open and Public Meetings Act, §52-4-202 Utah Code Ann. 1998, -requires that the Board give public notice, at least once each year, of its annual meeting schedule

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The regular meetings of the Board, at which the official business of the District shall be conducted, will be held at Tooele City Hall, 90 North Main, Tooele, Utah, beginning at 8:00 p.m., on the following dates:

January 23, 2025  
February 27, 2025  
March 27, 2025  
April 25, 2024 --No meeting, reserved for NTCSSD training.  
May 15, 2025  
June 19, 2025  
July -- No scheduled meeting.  
August 21, 2025  
September 25, 2025  
October 23, 2025  
November 20, 2025  
December - No scheduled meeting.

2. This Resolution shall become effective on the date of passage.

PASSED this 23rd of January, 2025.

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Jeff Hammer, Board Chair



## AGREEMENT

TOOELE CITY CORPORATION, a municipal corporation of the State of Utah, (hereinafter “City”), and the North Tooele City Special Service District of 90 N. Main Street, Tooele, Utah, a Utah Special Service District, (hereinafter “District”) enter into this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the “Effective Date”).

**Now, therefore, in consideration of the promises contained in this Agreement, the City and the District agree to the following:**

1. Services (Scope of Work). The City shall provide to the District an employee to post meeting agendas and approved minutes to the Utah State Public Notice Website, take minutes during meetings, provide drafts to the Board for feedback, take attendance, and other duties as needed for the District.
2. Compensation.
  - a. Rate. The District shall pay the City the approximate sum of \$1,155.00 per year for the City providing the employee, providing basic benefits and supervision for the employee, and assuming a base hourly rate of \$22/hour, pursuant to invoice. This rate may vary depending on the number of meetings held and yearly cost-of-living pay increases.
  - b. Total Cost Contract. This Agreement is a “Total Cost Contract.” The contract Rate includes all costs and expenses associated with the provision of the Services.
3. Term of Agreement. The terms of the contract shall be for three (3) years, and then renewed from year to year upon agreement of the parties.
4. Termination. Either party may terminate this Agreement at any time. Should the City terminate this Agreement prior to the Services being fully performed, the City shall pay for those Services performed.
5. Complete Agreement. This Agreement is the only agreement or understanding between the parties, and may be modified or amended only by a written document signed by both parties.
6. Waiver of Jury Trial. The Parties irrevocably waive any and all right to trial by jury in any legal proceeding arising out of or relating to this contract and the transactions contemplated.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

TOOELE CITY CORPORATION

DISTRICT

\_\_\_\_\_  
Debra E. Winn, Tooele City Mayor

\_\_\_\_\_  
Signature  
Print Name/Title:\_\_\_\_\_

Attest:

\_\_\_\_\_  
Michelle Y. Pitt, Tooele City Recorder

SEAL

Approved as to form:

\_\_\_\_\_  
Roger Evans Baker, Tooele City Attorney

*(Revised 10/25/2024)*

## North Tooele City Special Service District Business Meeting

**Date:** Thursday, October 24, 2024

**Time:** 8:00 p.m.

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

### **Board Members Present:**

Jeff Hammer

Katriana Call

Jed Winder

Brian Roth

Kim Stenquist

### **Others Present:**

Justin Brady, Tooele City Council

Chris Springer, Jensen Family Landscape

Travis Brady, Independent CPA

Minutes prepared by Katherin Yei.

Chairman Hammer called the meeting to order at 8:00 p.m.

### **1. Presentation and Questions by Lynsi Neve with Perry Homes about update to annex into the NTCSSD. (Looking to review and approve landscape design and signage plans.)**

Ms. Neve presented landscape design plans, lighting plan, street signs, and cross sections. The light style may vary depending on the neighborhood.

Jensen Family Landscape suggested for adobe rock instead of cobble stone.

**Board Member Roth motioned to approve the design standards.** Board Member Winder seconded the motion. The vote was as follows: Board Member Hammer, “Aye,” Board Member Stenquist, “Aye,” Board Member Call, “Aye,” Board Member Winder, “Aye,” and Board Member Roth, “Aye.” The motion passed.

### **2. Open Forum for Public Hearing**

The public forum was opened. No one came forward. The public forum was closed.

### **3. City Council Report**

*Presented by Councilman, Justin Brady*

Council Member Brady presented the following information:

The Council swore in a City Deputy Fire Chief. An economic development quarterly report was presented by John Perez. The Smiths Marketplace had a ground breaking with the tentative plans to be completed in 2026. As the lights burn out in the district, they replace them with LED.

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

There are no maintenance issues to report.

#### **5. Jensen Family Landscape Report**

Mr. Springer presented an update of landscaping within the district. Fall clean up and sprinkler cleanout will happen throughout the month. There are kids riding dirt bikes in the detention basin south of the bridge. When flowers are pulled, they will pull some of the dead shrubs as well.

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

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

*Presented by Jed Winder*

Mr. Winder presented the following invoices:

Katherin Yei for October services in the amount of \$90.

Travis Brady for October Services in the amount of \$75.

Jensen Family Landscape for October in the amount of \$7,040.

Tooele City for Black and McDonald repairing street light in the amount of \$416.66.

**Board Member Roth motioned to approve the invoices as presented.** Board Member Stenquist seconded the motion. The vote was as follows: Board Member Hammer, "Aye," Board Member Stenquist, "Aye," Board Member Call, "Aye," Board Member Winder, "Aye," and Board Member Roth, "Aye." The motion passed.

##### **B. Status of Budget/Expenses for Fiscal Year 2023**

*Presented by Travis Brady*

Mr. Brady presented the budget and expenses. There will be a reminder of \$20,000 in the expenditures after today's meeting. Funds will be very low at the end of the fiscal year 2023 with a balance around \$10,000. Projecting to fiscal year 2026, the special service district will need to raise taxes.

#### **7. Chair Report**

Chairman Hammer presented the following updates:

Brian Roth, Jeffery Hammer, and Katrina Call's terms end December 2024. All three members will stay on for another term. The minutes secretary will be resigning after this meeting.

**8. Minutes**

There are no changes to the minutes.

**Board Member Winder motioned to approve Minutes.** Board Member Stenquist seconded the motion. The vote was as follows: Board Member Hammer, “Aye,” Board Member Stenquist, “Aye,” Board Member Call, “Aye,” Board Member Winder, “Aye,” and Board Member Roth, “Aye.” The motion passed.

**9. The next meeting will be held on November 21, 2024 at 8 pm.**

The next meeting will be held on November 21, 2024 at 8 pm. This will be the last meeting for 2024.

**10. Adjourn**

Chairman Hammer adjourned the meeting at 9:08p.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 \_\_\_\_ day of November 2024

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Jeff Hammer, NTCSSD Chair

## North Tooele City Special Service District Business Meeting

**Date:** Thursday, November 21, 2024

**Time:** 8:00 p.m.

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

### **Board Members Present:**

Jeff Hammer

Katriana Call

Jed Winder

Brian Roth

Kim Stenquist

### **Others Present:**

Justin Brady, Tooele City Council

Travis Brady, Independent CPA

Minutes prepared by Jeff Hammer – NTCSSD Chair

Chairman Hammer called the meeting to order at 8:02 p.m.

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

The public forum was opened. No one came forward. The public forum was closed.

### **3. City Council Report**

*Presented by Councilman, Justin Brady*

Council Member Brady presented the following information:

The city has hired a new secretary (Alicia Fairbourne) who will start at the January 23, 2025 meeting for the NTCSSD. She is also the secretary for the City Council and the planning commission minutes.

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

There are no maintenance issues to report.

### **5. Jensen Family Landscape Report**

No one was present from Jensen Family Landscape

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

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

*Presented by Jed Winder*

Mr. Winder presented the following invoice:



Travis Brady for October Services in the amount of \$50.00.

There was also a \$4,000.00 check that came in for property tax for the NTCSSD.

**Board Member Stenquist motioned to approve the invoice as presented.** Board Member Hammer seconded the motion. The vote was as follows: Board Member Hammer, “Aye,” Board Member Stenquist, “Aye,” Board Member Call, “Aye,” Board Member Winder, “Aye,” and Board Member Roth, “Aye.” The motion passed.

## **B. Status of Budget/Expenses for Fiscal Year 2023**

*Presented by Travis Brady*

Mr. Brady presented the budget and expenses with no questions or changes. Mr. Brady also proposed his budget for the 2025 calendar year for \$675.00 + \$64.07 Quicken Deluxe for a total of = \$739.07. (See attached budget) This was the same budget as the 2024 calendar year. The main thing that may change is the yearly charge for Quicken Deluxe.

### **7. Board Stipend was voted and approved by all board members.**

Jeff Hammer – Chair: 8 meetings \$25.00 each + 12 months @ \$25.00/month = \$500.00

Jed Winder – Vice Treasurer: 8 meeting \$25.00 each + 12 months @ \$25.00/month = \$500.00

Amanda Graf – Maintenance Coordinator: 1 meeting \$25.00 + 3 months @ \$25.00/month = \$100.00

Katrina Call – Maintenance Coordinator: 5 meetings \$25.00/each + 8 months @ \$25.00/month = \$325.00

Brian Roth – Board Member 8 meetings @ \$25.00/meeting = \$200.00.

Kim Stenquist – Board Member 3 meeting @ \$25.00/meeting = \$75.00.

Total Stipend for all board members for 2024 calendar year = \$1,700.00.

See the attached spreadsheet for documentation.

**Board Member Winder motioned to approve the board stipends as presented.** Board Member Roth seconded the motion. The vote was as follows: Board Member Hammer, “Aye,” Board Member Stenquist, “Aye,” Board Member Call, “Aye,” Board Member Winder, “Aye,” and Board Member Roth, “Aye.” The motion passed.

### **8. Set meeting dates for NTCSSD for Calendar Year 2025**

January 23, 2025

February 27, 2025

March 27, 2025

April – training on-line. No meeting held

May 15, 2025

June 19, 2025

July- No meeting held

August 21, 2025

September 25, 2025

October 23, 2025

November 20, 2025

December – No meeting is held.

A Resolution will be made at the January 23, 2025 meeting and voted on at that time.

### **9. Chair's Report**

Chairman Hammer presented the following updates:

Board Members--Brian Roth, Jeffery Hammer, and Katrina Call's terms end December 2024. All three members are willing to serve another term if appointed by the city council. City Council Member Justin Brady will ask Roger Baker if he prefers this happens during the December 2024 or January 2025 City Council Meeting.

### **10. Minutes**

The October 24, 2024 minutes will need to be approved in the January 23, 2025 meeting. We will need to approve October 24, 2024 and November 21, 2024 minutes at this meeting.

### **11. The next meeting will be held on January 23, 2025 at 8 pm.**

### **12. Adjourn**

Chairman Hammer adjourned the meeting at 8:20 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 \_\_\_\_ day of January 23, 2025

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Jeff Hammer, NTCSSD Chair