

# **North Tooele City Special Service District**

Administrative Control Board Business Meeting Minutes

Wednesday, February 8, 2017

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

**Board Members Present:** Jeff Hammer, Erik Brondum, Maresa Manzione, and Jed Winder

**Board Members Excused:** Andrew Wallentine, Mike Maloy

**Others Present:** Debbie Winn, Tooele City Council  
Brian Roth, Tooele City Parks and Recreation Director

Minutes prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:19 P.M.

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

No one from the public was present to make any comments.

Chair Hammer requested to modify the agenda so that Brian Roth could give his report first.

## **2. Tooele City 400 West Landscape Plan Presentation**

Presented by Brian Roth

Mr. Roth felt it was important to get some direction from the service district board before they put too much time into any actual plans and asked the board members to tell him what they wanted installed along 400 West. Ms. Manzione explained that in the past the requirements were that things had to mirror the opposite side, which has been grass and trees. She explained they have had issues with some of the types of trees that were planted as they were not appropriate for the place they were planted. Mr. Roth said he was familiar with the tree problem and told them that he knows Mike Jensen (of Jensen Family Landscape) well and can coordinate appropriate tree types with him. Mr. Roth realized that it is important to get the right types of trees in the right places.

Mr. Roth said that from Tooele City's point of view, they would like to landscape with water conservation in mind, but they didn't want it all to be xeriscape. He explained that park strips with grass in them are huge water wasters as much of the water runs down the gutter. He asked if they would consider something other than grass in the park strip? Ms. Manzione explained that rock and bark are bad because the kids throw the rocks at the vinyl fences and homes and bark just blows away so there would be nothing there.

It was discussed that the Overlake Home Owner's Association requires the residents to have grass and trees (every 35 feet) in their park strips and not doing that may be sending a bad message.

Mr. Brondum said they need to avoid the rockscape because of the students and kids. Mr. Roth agreed that was a bad idea since it is a high traffic area with the junior high school and elementary schools nearby. Mr. Roth said they will start working on a design and bring a rough layout back to them to run through it. He indicated it would be a couple of months out. The board asked him to work with Mike Jensen to get the rough plan in place. Mr. Roth explained that they will get the entire area designed but it will probably have to be installed in phases.

### **3. Approval of Minutes from the Meeting Held on January 11, 2017**

**Ms. Manzione moved to approve the minutes from the meeting held on January 11, 2017, as presented.** Mr. Brondum seconded the motion. All members present voted, "Aye."

### **4. City Council Report**

Presented by Councilwoman Debbie Winn

Councilwoman Winn suggested that the district come up with their own official standards as to street lights, street signs, and sprinklers so the specifications are in place. She suggested that the board take the initiative to put some together and then work through the proposed standards with Jim Bolser. It was determined that Erik Brondum will get the street light specifications together, Mike Maloy will get the street sign specifications ready, and they will have Mike Jensen put together the specifications for the landscaping items. They thought that Mr. Jensen could start with the specifications that he sent to Perry Homes and develop the specs from there. Mr. Winder suggested that they create a google doc and they can all work on it before they send it to the city. Mr. Brondum will set up the google doc for this purpose.

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

Presented by Mike Maloy

Mr. Maloy was not present to make a report. He had provided some information to Jeff Hammer to give to Erik Brondum to look at. It was regarding the street light pole that was hit on the corner of 2000 North and SR36. The board will be filing a claim for reimbursement for the streetlight. Mr. Maloy has been working with Roger Baker and the cost of the pole replacement came in at \$4,700. Mr. Brondum told them to move forward with it since it is an insurance claim.

Ms. Manzione noted that there are lights burned out at 1900 North and 120 West and also another on 400 West, but she could not recall exactly which one. She also mentioned that the log at the bridge had not been removed and replaced yet and it was a safety hazard. She noted the tree was still down in that area as well. Mr. Hammer said he would call Mike Jensen right away to get that taken care of.

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

Presented by Jed Winder

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

The following invoices were presented for payment:

- Andrea Cahoon in the amount of \$92.00 for secretarial services
- The Tooele Transcript Bulletin for publication of Resolution 2017-01 in the amount of \$24.50
- Jensen Family Landscape for snow removal in the amount of \$2,006.25. (11 days)

**Mr. Brondum moved to pay the invoices as presented.** Ms. Manzione seconded the motion. All members present voted, "Aye."

### **b. Status of Budget/Expenses for Fiscal Year 2016**

Mr. Winder provided a copy of the Combined Income Statement, Budgets, and Account Balances to the board members. A copy of this is included with these minutes as Exhibit A.

Mr. Brondum said he spoke to Mountain States Lighting and their employee told him that Black and McDonald approached him and wanted him to approach the NTCSSD to do maintenance in their predefined sections instead of the repairs that the District had requested. He felt that was strange that they were talking to Mountain States about the District instead of to them. He stated his desire to use one of the local guys that were discussed in previous meetings rather than Black and McDonald. Mr. Brondum stated he will e-mail Mike Maloy to see what discussions have been had about that.

## **7. Chair's Report**

Presented by Jeff Hammer

Chair Hammer stated that he had wanted to discuss the district standards, which they already did and he had nothing further to report. Ms. Cahoon reminded them they are still down one board member and they should fill that position.

Chair Hammer reminded the board members that their next meeting is scheduled for March 8 at 8:15p.m.

## **8. Adjourn**

**Ms. Manzione moved to adjourn the meeting.** The meeting adjourned at 8:52 p.m.