

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Wednesday, October 11, 2017

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

Board Members Present: Jeff Hammer, Maresa Manzione, Jed Winder, Mike Maloy, Travis Brady and Erik Brondum

Board Members Excused: Katrina Call

Others Present: Michael Jensen, Jensen Family Landscape
Debbie Winn, Tooele City Council

Minutes prepared by Andrea Cahoon

The meeting was called to order by Chair Hammer at 8:15 P.M.

1. Open Forum for Public Comment

Mr. Hammer closed the open forum at 8:15p.m. as no one from the public was present.

2. Approval of Minutes from the Meeting Held on September 13, 2017

Ms. Manzione moved to approve the minutes from the meeting held on September 13, 2017, as presented. Chair Hammer seconded the motion. All members present voted, "Aye."

3. City Council Report

Presented by Councilwoman Debbie Winn

Councilwoman Winn reported that she spoke with Mayor Dunlavy about trees blocking the stops signs and he told her that it is the city's responsibility to trim the trees back from those as it is a safety hazard. He asked them to report the locations that need trimmed back to the city and they will take care of it.

Councilwoman Winn also took a copy of the courtesy notice that the City staff had sent to the district about the weeds on 400 West. The Mayor responded that he was not aware of the letter being sent and that he would take care of it. He retained a copy of the letter. Mike Jensen said that Affordable Lawn Care was recently given a contract to cut down the weeds on 400 West.

Ms. Winn reported that she was contacted by Mr. McCormick, an Overlake resident, about the landscaping on 400 West. She sent him a copy of the emails so he would know what was going on and explained the history to him. He also reported a problem with a light at the cross street of Drysdale and Colavito.

She invited Mr. McCormick to come to the meeting and hoped he would come.

Erik Brondum arrived at 8:24 p.m.

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

Presented by Mike Maloy

Mr. Maloy reported that he had Paul Hansen, the City Engineer, review the list of work items from Intermountain Traffic Safety (ITS). After his review he felt most of the work was cosmetic. Mr. Maloy stated he would contact ITS and have them provide a list that concentrated on getting things taken care of that are broken or missing first.

Mr. Maloy stated he also spoke with Paul Hansen about street lighting. He thinks there was a misunderstanding when the city encouraged the district to select a standard light pole. Mr. Maloy thought it was for all new construction and repair work, but Mr. Hansen said it was only for new construction, not for retrofitting things in the old sections. Mr. Maloy said they have problems getting parts in a timely manner because there is such a variety of street lights that have been installed throughout the district. He felt the district should have a full and detailed inventory of what is actually there and in what location. The poles should be numbered and a master list made of what pole and size is where the number is.

Mr. Brondum felt that as the district replaced light fixtures, they should replace them with the new standard they have selected so eventually they will only have the one type of pole.

Ms. Winn told that board that Black and McDonald's contract with Tooele City requires specific time frames they have to get certain repairs done. Shilo Baker keeps a list of what repairs have to be done and their priority.

Ms. Winn asked Shilo Baker if there was an outstanding invoice for the street light repair work that the service district needed to pay to the City. Ms. Baker told her that the repairs that have been made in the District thus far did not require service district contribution so there was no balance for the district to pay.

Ms. Manzione said there is a broken double light on 2000 North that is still broken and has been for a very long time. Mr. Brondum thought that the Public Works Department should be the entity to create an inventory list so the City knows exactly what each pole is. He thought that Black and McDonald should be relabeling the poles for Rocky Mountain Power when the pole numbers fade or peel off.

Mr. Maloy said he did not receive everyone's inventory list of repairs yet and asked that they complete them. It was noted that none of the bollard lights on the bridge or frisbee parks are working. Mr. Maloy said he would get a bid for replacing the bollard lights from Halophane.

Mr. Jensen reported that they did get the pillar at the bridge fixed. He suggested that the board hire Doug Curtis, the man who repaired it, to touch up the other pillars too. The board authorized Mr. Jensen to have Mr. Curtis prepare a bid to do the repair work. Mr. Jensen said he charges \$50 per hour plus materials.

Mr. Jensen said they will work on replacing some grass areas along 2000 North in the next little while. He asked permission to remove some trees and bushes and the board authorized him to do so.

Mr. Jensen stated that the developer fixed the settling along 400 West as they had asked him to do. Mr. Maloy said the street lights west of 400 West are not on at all and haven't been for months. He asked Councilwoman Winn to check on it. Travis Brady reported there is a light out by his house (292 W 1400 North) across the street and two houses down from him.

Mr. Jensen asked for permission to fix holes in the vinyl fence and was granted permission to do the repairs.

5. 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 \$80.00 for secretarial services
- Jensen Family Landscape in the amount of \$5,324.00 for landscape maintenance,

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

b. Status of Budget/Expenses for Fiscal Year 2017

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. Winder asked Chair Hammer if he had finished the State Auditor's survey yet? Chair Hammer stated he had not done it yet but would.

6. Chair's Report

Presented by Jeff Hammer

Chair Hammer stated that he spoke to Mr. McCormick as well and invited him to the meetings.

Ms. Cahoon mentioned that several board members terms were up at the end of the 2017 year. Mike Maloy, Jed Winder, Maresa Manzione and Erik Brondum all stated they would continue to serve on the board. Ms. Cahoon stated she would let Roger Baker know so he could prepare the resolution for the reappointments.

7. Adjourn

Ms. Manzione moved to adjourn the meeting. The meeting adjourned at 8:56 p.m.