

# **North Tooele City Special Service District**

Administrative Control Board Business Meeting Minutes

Wednesday, May 10, 2017

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

**Board Members Present:** Jeff Hammer, Maresa Manzione, Erik Brondum, and Andrew Wallentine

**Board Members Excused:** Jed Winder, Mike Maloy

**Others Present:** Michael Jensen, Jensen Family Landscape  
Debbie Winn, Tooele City Council  
Ryan Curry, Intermountain Traffic Safety

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**

There was no one present from the public to make any comments so Chair Hammer closed the open forum. The open forum closed at 8:16 P.M.

## **2. Approval of Minutes from the Meeting Held on March 8, 2017**

**Ms. Manzione moved to approve the minutes as presented.** Mr. Wallentine seconded the motion. All members present voted, "Aye."

## **3. City Council Report**

Presented by Councilwoman Debbie Winn

Councilwoman Winn reported that the Tooele City Attorney had submitted an insurance claim for a street pole on 2000 North and Main Street a while back and did not hear anything. He contacted the insurance company again and they could not find the claim so he resubmitted it. He tried following up again but still has not heard back on it. He will continue to check on its status. The claim was for \$1,000.

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

Presented by Mike Jensen

Mr. Mike Jensen reported that he met with Russ Tolbert about the maintenance issues along 2000 North with the Sunset Estates subdivision. The two of them walked the entire project to see what issues it had. Mr. Jensen noted that there is a 1" line by the elementary school that

feeds all of that grass. The last zone is by 400 West. He said they tested it together and there is not enough pressure and volume to adequately water the last zone. Mr. Jensen asked Mr. Tolbert to get the water up and running and see how the grass did for the next couple of months. They agreed that if there were dry spots in a couple of months, Mr. Tolbert would have to do something to fix the sprinklers. Mr. Jensen suggested to him that cutting the zones in half may work. Mr. Jensen explained to Mr. Tolbert that across the street the sprinkling system has 3 water sources and they can run them together. Sunset Estates was trying to run all of the area off of once source, which wasn't sufficient. Mr. Jensen said as the sprinklers are now installed he will have to run water much of the time and on days that are no water days in the area, just to sufficiently take care of the grass. He will have to get permission to water during the day as well. Mr. Tolbert said that he was told by Tooele City to match what the other side had and that is what he did. Mr. Jensen said that he did not match what is there. He felt that the City did not give Mr. Tolbert all of the information they should have.

Mr. Tolbert agreed to have Mr. Jensen water and mow the property for a couple of months and then if there are dry spots he will split the zones. He will pay Mr. Jensen to set the timers and get the watering schedule done how the district wants it. He also agreed to replace the two dead trees and some of the large areas of sod that is dead. Mr. Jensen said he asked Mr. Tolbert to see his next plans so he can help him get the landscaping and infrastructure done correctly. Mr. Jensen suggested to the board that before any future plats are signed off, that include landscaping that has to be maintained, that at least two board members review it and if they need his help he will look through it so that they don't run into this problem again in the future.

Mr. Jensen said he was happy to mow the area, but he would not do it without the Board's direction. It is an additional 30,000 sf of lawn so it will be \$109 per week added to the maintenance costs.

Mr. Brondum said when he was chair he relied on the city staff to make sure the landscape plans were put properly in place. That did not happen. Mr. Jensen said that they should not sign off anything until they get the plan.

Councilwoman Winn stated that the developer wants to annex all of the Sunset Estates phases into the service district and it was voted on at the April 5, 2017, City Council meeting. The service district boundaries now go all the way to 400 West and 2400 North.

Mr. Jensen said he will start mowing the area next week and the developer will pay him to come set the water for him. Mr. Tolbert will replace the dead grass and trees. Mr. Jensen is going to write up what was discussed between himself and Mr. Tolbert and send it to Jeff Hammer who will look through it and send it to Mr. Tolbert so they have the agreements in writing.

Councilwoman Winn said it appears that many of the problems that the City and District have are due to a lack of communication with one another. She stated if it would be helpful to have a Tooele City staff member attend the service district meetings, she would be happy to arrange that.

Mr. Wallentine thanked Ms. Winn for identifying the procedural break down and working to get it fixed. The board determined they will not sign off on a plat until they have seen and approved the plans.

Mr. Jensen presented the Board members with a proposal to redo the roundabout. A copy of the estimate is included with these minutes as Exhibit A. He proposed that they remove everything except the four large trees, redo the metal edging, leave the existing flower beds, modify the sprinklers, touch up the grade, and add grass. He mentioned they cannot move the survey square and pin and a man hole that sticks up. He can hide the man hole. They would leave the boulders in there and put grass around them.

He mentioned there was cobble stone in the roundabout that he thought they could offer to the homeowners for free if they haul it by a certain day. He asked that they coordinate the removal with him. He said there were many variables to be considered but the bid is for roughly \$8,300. He said if he had to do the entire project without outside help it would cost just over \$10,000. The board members liked the proposal.

Mr. Jensen provided an estimate for the annual flowers that they have done in the past. This estimate is included as Exhibit B. The amount is for \$4,650.

Mr. Jensen mentioned that there are a bunch of London Plain trees that are planted in a very narrow park strip along 400 West that should be taken out and replaced now before they cause problems.

**Mr. Wallentine moved to approve the roundabout redo estimate and the annual flower plantings as proposed by Mr. Jensen.** Mr. Brondum seconded the motion. All members present voted, "Aye."

## **5. Ryan Curry -with Intermountain Traffic Safety**

### **a. Results of comprehensive inspection of service district helping us address overdue maintenance and repairs. Recommend proposing an initial list of repairs**

Mr. Curry distributed a quote to the board with about \$5,000 worth of repairs and replacements for the street signs. A copy of this quote is included with these minutes as Exhibit C. He said he would leave it to the board's discretion as to which items needed to be a priority but he suggested they could start with making sure all of the stop signs are the right type and installed properly. Mr. Curry indicated that Mr. Maloy told him that the district wanted a standard from here on out. Mr. Curry was given a copy of the Overlake specifications that were from 1998. Mr. Curry asked what type of project they wanted and Mr. Brondum responded they need the high intensity sheeting so it meets the federal standards. Mr. Curry also asked if the service district was tax exempt and Mr. Brondum told him yes.

The board determined that they wanted single blade, double sided cantilever signs that were 0.125 thick. Mr. Curry explained the new signs are galvanized and will be green in color.

He explained that banding will hold the sign tight so they shouldn't have any problems. The board preferred the signs to hang.

The standard signs along 2000 North and 400 West will not have decorative features on them. They will be a green post with a green dome rain cap on them.

Mr. Wallentine asked if there are future sections annexed into the district if they need to meet the Overlake sign standards when they get annexed? Ms. Winn stated she would check.

Mr. Curry said there are some object markers on the edge of the islands that need repaired/replaced. The district members stated that those are normal city maintenance items and that the ones in Overlake are the same as any other ones found in Tooele City. They felt the city should be wholly responsible for those. Ms. Winn said she would ask about that.

Mr. Curry asked what the board's priorities are? The board told them they wanted the general area in good repair. Mr. Curry said the provided quote was for signs that are falling down or damaged. They asked Mr. Curry to invoice a list of the city specs for the repairs and then one for the district specs and provide copies of both to Tooele City and to the district for consideration so each entity knows how much their portions will be.

The board determined they would stop using the sign backers on the stop signs as they were pricey. They will just use powder coat on the back of the actual sign. Mr. Brondum mentioned that all of the stop signs need to be replaced because they are not made of high intensity sheeting as is now required by the government.

The board determined that they wanted a 12" footing and the pole installed 30" down. They wanted an anchor so that it would be easier to replace the poles if they are damaged and they would not have to redo the cement. The anchoring uses a coupling.

The board determined that they wanted the damaged "Slow Children at Play" signs removed. They do not want couplings installed on those and no cement bases. As those signs need repaired, they will be removed.

Councilwoman Winn said that the District needs to check with Tooele City to see what the City has in their budget for the sign repairs since they will be paying a large portion of that. She asked Mr. Curry if he would be willing to make a presentation to the City Council about the standards. He agreed he would do it.

Mr. Curry recommended that one sign be removed at 130 West (there is a T there). It is a 3-way intersection with no stop sign at all. He recommended they take down the existing sign and relocate it to where the stop sign should be and put the street markers on it. He felt the city and district had a liability problem there.

Councilwoman Winn stated that as per the interlocal agreement street signs and street lights are to be treated the same in the district. She said she would forward the quote to the mayor who can give it to Jim Bolser and Paul Hansen for review. He felt then the city can work with Ryan directly to get the repairs taken care of.

**Mr. Wallentine moved to approve the repair quote provided by Intermountain Traffic Safety which included removing the damaged children at play signs, making the noted repairs with single blade, double sided street markers, cantilever, basic cap, and no decorative base. The District is approving the North Tooele City Special Service District's portion of the repairs pending Tooele City approval.** Mr. Brondum seconded the motion. All members present voted, "Aye."

**b. Updated set of sign standards.**

All discussion was noted above.

**6. Update on Street Light Standards**

Presented by Erik Brondum

Mr. Brondum stated he had been working with Mountain States Lighting to update the Overlake standard lighting. He proposed that the district switch to LED bulbs and direct bury poles. Ms. Winn stated that Paul Hansen got involved in the email thread and the City wanted to be involved. The City does not want to direct bury their poles, they want the anchors.

Mr. Brondum stated the basic drawings were done and they were waiting for the final drawings. Ms. Winn asked Mr. Brondum why he preferred direct bury poles? Mr. Brondum answered that they are easier to replace. Ms. Winn said she was going to ask Paul Hansen why he prefers the anchor instead of direct bury because she is just curious.

The District determined they want the cap to be aluminum with green color, not a clear top. Ms. Winn said that Shilo Baker is getting lists and keeping track of all of the lights and the repairs that are being completed. She asked that Mike Maloy send the street light repair information to Shilo who will coordinate and track the repairs. She said Shilo has a list of what parts the district has ordered and will work with Black and McDonald to finish up the repairs that were started. The poles will still be green.

It was mentioned that there is a street light on Aaron Drive across from the church that somebody hit and it should be added to the list. Ms. Winn said that Shilo will send the district detailed repairs with what the city and district portions are for repairs completed. The City has contracted with the repair companies that they only have 24 hours to get things fixed once they have been notified.

**7. Treasurer's Report**

Presented by Jeff Hammer

**a. Approval of Invoices and Reimbursements**

The following invoices were presented for payment:

- Andrea Cahoon presented two invoices in the amount of \$112.00 and \$56.00 (April and May respectively) for secretarial services
- Jensen Family Landscape in the amount of \$5,767.99 for landscape maintenance, log poles, etc.
- \$275 for Dave Manzione for reinstall fence caps

**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 2017**

Mr. Hammer 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 D.

**8. Chair's Report**

Presented by Jeff Hammer

Chair Hammer stated he was learning the process for plan and plat approval. He stated he would not sign anything until the board approves it.

Chair Hammer stated that they do have an applicant to fill their vacant board position. Katrina Call had submitted a letter of interest. Katrina is Maresa Manzione's sister. Ms. Winn said she would have Roger Baker prepare the appropriate paperwork so that the City Council could approve her appointment. She said she would notify the board when it is put on the City Council agenda.

Andrew Wallentine stated he was resigning his position as he would be moving out of the neighborhood. The board thanked him for his service.

**9. Resolution 2017-02 A Resolution of the North Tooele City Special Service District Administrative Control Board Adopting the Tentative Budget for Fiscal Year 2018 and Establishing the Time and Place of. Public Hearing to Consider Adoption of the Final Budget**

**Mr. Brondum moved to approve resolution 2017-02.** Mr. Wallentine seconded the motion. All members present voted, "Aye."

**10. Adjourn**

**Mr. Brondum moved to adjourn the meeting.** The meeting adjourned at 10:19 P.M.