



**Combined Stansbury Recreation Service Area, Stansbury Greenbelt Service Area, and the Service Agency Board of Directors Meeting and Budget Public Hearing Agenda**

**Date:** Wednesday, December 10th, 2025

**Location:** 1 Country Club Drive, STE 1, Stansbury Park, UT 84074

**Time:** 6:30 PM

**Stansbury Recreation Service Area Board of Trustees Meeting**

**Order of Business**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance

**Presentation:**

Presentation of the Stansbury Recreation Service Area Proposed 2026 Budget

Motion to open the Public Hearing

Public Hearing on the Stansbury Recreation Service Area Proposed 2026 Budget.

Motion to close the Public Hearing

**Motion to Adjourn the Stansbury Recreation Service Area Board of Trustees Meeting**

**Stansbury Greenbelt Service Area Board of Trustees Public Meeting**

**Order of Business**

1. Call to Order
2. Roll Call

**Presentation:**

Presentation of the Stansbury Greenbelt Service Area Proposed 2026 Budget

Motion to open the Public Hearing

Public Hearing on the Stansbury Greenbelt Service Area Proposed 2026 Budget.

Motion to close the Public Hearing

**Motion to Adjourn the Stansbury Greenbelt Service Area Board of Trustees Meeting**



## **Stansbury Service Agency Board of Directors Meeting**

### **Order of Business**

1. Call to Order
2. Roll Call

### **Presentation**

Presentation of the Stansbury Service Agency Proposed 2026 Budget  
Presentation of the Stansbury Service Agency Proposed Amended 2025 Budget  
Presentation of the Stansbury Service Agency 2026 Proposed Fee Schedule

### **Motion to open the Public Hearing**

Public Hearing on the Stansbury Service Agency Proposed Amended 2025 Budget, the Stansbury Service Agency 2026 Proposed Fee Schedule, and the Stansbury Service Agency Proposed 2026 Budget.

### **Motion to close the Public Hearing**

### **Adjourn**

## Stansbury Greenbelt Service Area 2026 Proposed Budget - DRAFT

REVENUES		2024 Actual	2025 Approved	2026 Proposed
Tax				
Tax Revenue				
	General Property Tax	1,504,675	1,484,309	1,617,294
Total Tax Revenue		1,504,675	1,484,309	1,617,294
EXPENDITURES		2024 Actual	2025 Approved	2026 Proposed
General Government				
	Operating Expenditures	1,504,675	1,484,309	1,617,294
Total Operating Expenditures		1,504,675	1,484,309	1,617,294
Total Change in Net Position		0	0	0

## Stansbury Recreation Service Area 2026 Proposed Budget - DRAFT

REVENUES		2024 Actual	2025 Approved	2026 Proposed
Tax				
Tax Revenue				
	General Property Tax	1,504,675	1,634,309	1,617,294
Total Tax Revenue		1,504,675	1,634,309	1,617,294
EXPENDITURES		2024 Actual	2025 Approved	2026 Proposed
General Government				
	Operating Expenditures	1,504,675	1,634,309	1,617,294
Total Operating Expenditures		1,504,675	1,634,309	1,617,294
Total Change In Net Position		0	0	0

## 2025 SSA Budget - DRAFT

Revenues	2024 Actual	2025 Approved	2025 Proposed
<b>General Fund - Fund 10</b>			
Property Taxes	3,098,337	3,228,618	3,324,588
Intergovernmental Revenue	18,969	4,000	19,000
Charges for Services	1,085,252	1,124,390	1,300,025
Misc. Revenue	32,613	16,692	625,088
Interest	62,491	80,000	130,000
Contributions & Transfers			
<b>Total Governmental Fund</b>	<b>4,297,662</b>	<b>4,453,700</b>	<b>5,398,701</b>
<b>Capital Projects - Fund 41</b>			
Intergovernmental Revenue	-	-	-
Capital Expenditures	780,000	1,031,902	1,031,902
<b>Total Capital Projects</b>	<b>780,000</b>	<b>1,031,902</b>	<b>1,031,902</b>
<b>Impact Fees - Fund 44</b>			
Intergovernmental Revenue	41,517	658,883	134,483
Interest	58,161	40,000	55,000
Misc. Impact Revenue	394,200	270,000	180,900
Contributions & Transfers	327,184	179,347	253,075
<b>Total Impact Fees</b>	<b>821,062</b>	<b>1,148,230</b>	<b>623,458</b>
<b>Total Governmental Funds</b>			
<b>Revenue 10, 41 &amp; 44</b>	<b>5,898,724</b>	<b>6,633,832</b>	<b>7,054,061</b>
Expenditures	2024 Actual	2025 Approved	2025 Proposed
<b>General Fund - Fund 10</b>			
General Government	472,887	783,520	588,800
Parks, Recreation, and Public Property	1,828,438	3,062,160	3,062,160
Non Departmental Expenditures		-	179,100
Operating Transfers	1,107,184	608,020	1,568,641
<b>Total General Fund Expenditure</b>	<b>3,408,509</b>	<b>4,453,700</b>	<b>5,398,701</b>
<b>Capital Projects - Fund 41</b>			
Parks, Recreation, and Public Property	205,713	561,662	488,428
Transfers	-	470,240	543,474
<b>Total Capital Projects Expenditure</b>	<b>205,713</b>	<b>1,031,902</b>	<b>1,031,902</b>
<b>Impact Fees - Fund 44</b>			
General Government	7,998	61,730	785
Parks, Recreation, and Public Property	223,704	1,086,500	622,673
Transfers	-	-	-
<b>Total Impact Fees Expenditure</b>	<b>231,702</b>	<b>1,148,230</b>	<b>623,458</b>
<b>Total Expenditures</b>	<b>3,845,924</b>	<b>6,633,832</b>	<b>7,054,061</b>
<b>Net Change in Fund Balances</b>	<b>2,052,800</b>	<b>-</b>	<b>-</b>

# 2026 SSA Budget - DRAFT

Revenues	2024 Actual	2025 Approved	2026 Proposed
<b>General Fund - Fund 10</b>			
Property Taxes	3,098,337	3,228,618	3,219,588
Intergovernmental Revenue	18,969	4,000	39,000
Charges for Services	1,085,252	1,124,390	1,280,280
Misc. Revenue	32,613	16,692	21,154
Interest	62,491	80,000	80,000
Contributions & Transfers	-	-	325,625
<b>Total Governmental Fund</b>	<b>4,297,662</b>	<b>4,453,700</b>	<b>4,965,647</b>
<b>Capital Projects - Fund 41</b>			
Intergovernmental Revenue	-	-	250,000
Capital Expenditures	780,000	1,031,902	788,523
<b>Total Capital Projects</b>	<b>780,000</b>	<b>1,031,902</b>	<b>1,038,523</b>
<b>Impact Fees - Fund 44</b>			
Intergovernmental Revenue	41,517	658,883	609,184
Interest	58,161	40,000	40,000
Misc. Impact Revenue	394,200	270,000	150,000
Contributions & Transfers	327,184	179,347	579,912
<b>Total Impact Fees</b>	<b>821,062</b>	<b>1,148,230</b>	<b>1,379,096</b>
<b>Total Governmental Funds Revenue 10, 41 &amp; 44</b>	<b>5,898,724</b>	<b>6,633,832</b>	<b>7,383,266</b>
Expenditures	2024 Actual	2025 Approved	2026 Proposed
<b>General Fund - Fund 10</b>			
General Government	472,887	783,520	748,050
Parks	600,513	1,110,350	1,379,600
Recreation Facilities	120,755	241,340	329,020
Golf Operations	1,005,595	1,444,705	1,684,120
Pool	120,384	130,925	185,920
Library	5,366	27,920	27,960
Cemetery	17,922	21,460	30,385
Project Management	80,695	85,460	49,760
Non Departmental Expenditures	-	-	250,329
Operating Transfers	1,107,184	608,020	280,503
<b>Total General Fund Expenditures</b>	<b>3,531,301</b>	<b>4,453,700</b>	<b>4,965,647</b>
<b>Capital Projects - Fund 41</b>			
Parks, Recreation, and Public Property	205,713	561,662	838,000
Transfers	-	470,240	200,523
<b>Total Capital Projects Expenditures</b>	<b>205,713</b>	<b>1,031,902</b>	<b>1,038,523</b>
<b>Impact Fees - Fund 44</b>			
General Government	7,998	61,730	46,000
Parks, Recreation, and Public Property	223,704	1,086,500	1,333,096
Transfers	-	-	-
<b>Total Impact Fees Expenditures</b>	<b>231,702</b>	<b>1,148,230</b>	<b>1,379,096</b>
<b>Total Expenditures Governmental Funds 10, 41 &amp; 44</b>	<b>3,968,716</b>	<b>6,633,832</b>	<b>7,383,266</b>
<b>Net Change in Fund Balances</b>	<b>1,930,008</b>	<b>-</b>	<b>-</b>

### 2026 Athletic Field Use Fee Schedule

Park	Field Type	Resident Hourly Fee	NonResident Hourly Fee
<b>Brent Rose</b>			
Brent Rose	Tennis	\$5/court	\$10/court
Brent Rose	Entire Park	\$10	\$20
<b>Galley Lane</b>			
Galley Lane	Entire Park	\$15	\$30
<b>Gateway</b>			
Gateway	Entire Park	\$10	\$20
<b>Parkview</b>			
Parkview	Entire Park	\$30	\$60
Parkview (Per field)	55ydsx36yds	\$15	\$30
Parkview (Per field)	35ydsx25yds	\$10	\$20
<b>Ponderosa</b>			
Ponderosa NEW	Entire Park	\$10	\$20
<b>Porter Way</b>			
Porter Way	Diamond	\$10	\$20
Porter Way	Disc Golf	\$10	\$20
Porter Way	Pickleball	\$5/court	\$10/court
Porter Way	Tennis	\$5/court	\$10/court
Porter Way (Fall Season Only)	Same SQFT of usable field space as Village Park	\$40	
<b>Sagers</b>			
Sagers	Entire Park	\$35	\$70
Sagers (Per field)	Large Diamond - 60ft	\$15	\$30
Sagers (Per field)	Large Diamond - 70ft	\$15	\$30
Sagers (Per field)	Coach Pitch	\$10	\$20
Sagers (Per field)	T-Ball	\$10	\$20
<b>Sandhill</b>			
Sandhill	Entire Park	\$20	\$40
<b>Village</b>			
Village	Entire Park	\$40	\$80
Village (Per field)	105ydsx60yds	\$25	\$50
Village (Baseball)	58ydsx58yds	\$10	\$20
<b>Woodland</b>			
Woodland	Entire Park	\$10	\$20
<b>Small Parks &amp; Greenbelts</b>			
Small Parks & Greenbelts NEW	Any	\$5	\$5

Sports fields are more expensive to rent due to the nature of use.

### 2026 Park Use Fee Schedule

Park	Field Type	Resident Hourly Fee	NonResident Hourly Fee
<b>Brigham</b>			
Brigham	Entire Park	\$10	\$20
<b>Delgada</b>			
Delgada	Entire Park	\$10	\$20
<b>Parkview</b>			
Parkview	Entire Park	\$20	\$40
<b>Solomon</b>			
Solomon	Entire Park	\$10	\$20
<b>Woodland</b>			
Woodland	Entire Park	\$20	\$40

## 2026 Boat Registration

	Resident	Non-Resident
Boat Regist	\$5	\$10



### 2026 Stansbury Cemetery Fee Schedule

Right to Burial		Resident	Non Resident
	Plots (Full casket w/vault)	\$600	\$1,200
	Cremation/Infant	\$300	\$600
Open and Close		Resident	Non Resident
Weekday	Full Casket	\$450	\$900
	Baby or Cremation	\$250	\$500
Weekend	Full Casket	\$650	\$1300
	Baby or Cremation	\$350	\$700
	Disinterment of Body	\$1,200	\$2,400
	Disinterment of Cremation	\$1,000	\$2,000
	Headstone Setting	\$50	\$100
	Certificate Transfer	\$50	\$100

### 2025 Stansbury Cemetery Fee Schedule

Right to Burial		Resident	Non Resident
	Plots (Full casket w/vault)	\$600	\$1,200
	Cremation/Infant	\$300	\$600
Open and Close		Resident	Non Resident
Weekday	Full Casket	\$450	\$650
	Baby or Cremation	\$250	\$350
Weekend	Full Casket	\$650	\$850
	Baby or Cremation	\$350	\$400
	Disinterment of Body	\$1,200	\$1,200
	Disinterment of Cremation	\$1,000	\$1,000
	Headstone Setting	\$50	\$50
	Certificate Transfer	\$50	\$50

### 2026 Clubhouse Schedule Fees Monday-Thursday

CLUBHOUSE	Resident		Non Resident	
	Hourly (3hr minimum)	Daily	Hourly (3hr minimum)	Daily
Upstairs	\$100	\$550	\$150	\$750
Downstairs	\$100	\$550	\$150	\$750
Entire Building	\$135	\$1,000	\$185	\$1,370
Alcohol Fee of \$400	\$400	\$400	\$400	\$400
Rug Rental	\$80 per rug			
Microphone Fee	\$30			
Microphone Deposit*	\$500			
Damage/Excessive Cleaning Deposit	\$800	\$200 non-refundable	\$600 Refundable paid by check	\$580 paid by CC

### 2026 Clubhouse Schedule Fees Friday/Saturday/Sunday

CLUBHOUSE	Resident		Non Resident	
	Hourly (3hr minimum)	Daily	Hourly (3hr minimum)	Daily
Upstairs	\$135	\$675	\$185	\$925
Downstairs	\$135	\$675	\$185	\$925
Entire Building	\$170	\$1,260	\$220	\$1,630
Alcohol Fee of \$400	\$400	\$400	\$400	\$400
Rug Rental	\$80 per rug			
Microphone Fee	\$30			
Microphone Deposit*	\$500			
Damage/Excessive Cleaning Deposit	\$800	\$200 non-refundable	\$600 Refundable paid by check	\$580 paid by CC

### Small Conference Room Fee

	Resident	Non-Resident	
Hourly Rate	\$40	\$60	
Cleaning/Damage Fee*	\$200	\$200 Refundable paid by check	\$180 paid by CC
Replacement Key fee	\$25		
No food allowed in Conference Rooms			

### Large Conference Room Fee

	Resident	Non-Resident
Hourly Rate	\$75	\$95
Rug rental	\$80 per rug	
Cleaning/Damage Fee*	\$800	\$200 non-refundable \$600 Refundable paid by check \$580 paid by CC
No food allowed in Conference Rooms		

### 2025 Clubhouse Schedule Fees Monday-Thursday

CLUBHOUSE	Resident		Non Resident	
	Hourly (3hr minimum)	Daily	Hourly (3hr minimum)	Daily
Upstairs	\$100	\$550	\$150	\$750
Downstairs	\$100	\$550	\$150	\$750
Entire Building	\$135	\$1,000	\$185	\$1,370
Up front deposit -	\$800	\$800	\$800	\$800
Alcohol Fee of \$400	\$400	\$400	\$400	\$400
Put a hold on credit card/check				

### 2025 Clubhouse Schedule Fees Friday/Saturday/Sunday

Resident			Non Resident	
CLUBHOUSE	Hourly (3hr minimum)	Daily	Hourly (3hr minimum)	Daily
Upstairs	\$135	\$675	\$185	\$925
Downstairs	\$135	\$675	\$185	\$925
Entire Building	\$170	\$1,260	\$220	\$1,630
Up front deposit	\$800	\$800	\$800	\$800
Alcohol Fee of \$400	\$400	\$400	\$400	\$400
Replacement key Fee	\$25			
Microphone Fee	\$30			
Microphone Deposit*	\$500			
Put a hold on credit card/check				

### Small Conference Room Fee

	Resident	Non-Resident
Hourly Rate	\$40	\$70
Alcohol Fee	\$400	\$400
Cleaning/Damage Fee*	\$200	\$200
Replacement Key fee	\$25	\$25
Put a hold on credit card/check		

### Large Conference Room Fee

	Resident	Non-Resident
Hourly Rate	\$75	\$115
Alcohol Fee	\$400	\$400
Cleaning/Damage Fee*	\$800	\$800
Replacement Key fee	\$25	\$25

GOLF COURSE	9 Holes	18 Holes
Weekday - Adult	\$15	\$30
Weekday - Junior	\$8	\$11
Weekend - Adult	\$21	\$35
Weekend - Junior	\$11	\$15
Junior Event Fee	\$10	\$20
*Cart	\$10	\$15
Clubs	\$11	\$16
Pull Cart	\$2	\$4
Special Rate		\$40
Range Token	\$4	
Trail Fee	\$10	\$15

New- Fees exclusivity for junior groups larger than 32, used for high school, junior or other events

\* Cart rental

\$5 Reduction for Senior and Military Daily rate

#### Season Passes

Season Pass	2025	2026
Adult Pass walking	\$725	\$750
Spouse Pass walking	\$700	\$725
Senior 65+ Pass walking	\$575	\$600
Junior Pass	\$325	\$350
Trail Pass *	\$300	\$350
Adult Pass w/cart **	\$1,500	\$1,500
Senior 65+ w/cart **	\$1,300	\$1,300

\* personal cart

\*\* Cart rental

#### Punch Card

Punch Card - 20 Rounds	Week
Weekday No Cart	\$270
Weekday With Cart ***	\$430
Junior no Cart	\$150
Senior 65+	\$235
Senior 65+ with Cart ***	\$385

\*\*\*Use of a cart either

Golf Pavilion Rental
\$50/4 hours
\$75/full day

### 2026 Porter Way Park Pavilion & Lakeside Gazebo Fee Schedule

Rental Fees	Resident		Non Resident	
	Half Day (6hrs)	Full Day (Dawn to Dusk)	Half Day (6hrs)	Full Day (Dawn to Dusk)
Porter Way Pavilion & Lakeside Gazebo	\$50	\$80	\$80	\$110
Sagers Park Pavilion	\$15	\$30	\$30	\$45

### 2025 Porter Way Park Pavilion & Lakeside Gazebo Fee Schedule

Rental Fees	Resident		Non Resident	
	Half Day (6hrs)	Full Day (Dawn to Dusk)	Half Day (6hrs)	Full Day (Dawn to Dusk)
Porter Way Pavilion & Lakeside Gazebo	\$50	\$80	\$80	\$120
Sagers Park Pavilion	\$30	\$50	\$50	\$80

**2026 Pool Fee Schedule**

Swimming Pool	Resident	Non Resident
Daily Admission	\$4	\$6
Punch Card - 20 visits	\$72	\$108
Season Pass - Individual	\$90	\$135
Season Pass - 2 Individuals	\$150	\$225
Season Pass - Family additional per person	\$25	\$40
Pool Party - Sunday - Thursday (2 hr min)*	100/hr	150/hr
Pool Party - Friday - Saturday (2 hr min)*	150/hr	200/hr
Deposit \$200 Refundable paid by check	Deposit \$200 Refundable. \$190 if	
Swim Lessons - 9 x 30 min lesson per session	\$30	\$40
Swim Team 5 x 45 min training for 6 weeks, Swim meet on the last Saturday of the season	\$100	\$110
Extra Lifeguard if more than 75 people at pool party rental	\$16/hr	\$16/hr

**2025 Pool Fee Schedule**

Swimming Pool	Resident	Non Resident
Daily Admission	\$4	\$6
Punch Card - 20 visits	\$72	\$108
Season Pass - Individual	\$90	\$135
Season Pass - 2 Individuals	\$150	\$225
Season Pass - Family additional per person	\$25	\$40
Pool Party - Sunday - Thursday (2 hr min)*	100/hr	150/hr
Pool Party - Friday - Saturday (2 hr min)*	150/hr	200/hr
Deposit \$200 Refundable paid by check	Deposit \$200 Refundable.	
Swim Lessons - 9 x 30 min lesson per session	\$30	\$30
Swim Team 5 x 45 min training for 6 weeks, Swim meet on the last Saturday of the season	\$100	\$100
Extra Lifeguard if more than 75 people at pool party rental	\$16/hr	\$16/hr



# STANSBURY

## SERVICE AGENCY

Parks and Recreation

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### **Stansbury Service Agency Board of Directors Meeting**

**Date:** Wednesday, December 10th, 2025

**Location:** 1 Country Club Drive, STE 1, Stansbury Park, UT 84074

**Time:** 7:00 PM

### **Stansbury Service Agency Board of Directors Meeting**

1. Call to Order
2. Roll Call
3. Public Comments
4. Review of Public Comments from the last meeting
5. General Manager Updates
  - a. Operations
  - b. Projects
  - c. Finances

#### **Discussion**

- a. Finance Committee Update
- b. Policy Committee Update
- c. Planning Committee Update
- d. 2026 Proposed Meeting Schedule
- e. Discussion of the Stansbury Place Phase 3 Plat Lot 3007 PUE Adjustment

#### **Action Items:**

1. 2025.12.01 A
  - a. Board Review and possible approval of November 12, 2025, Board Meeting Minutes
2. 2025.12.02 A
  - a. Board Review and possible approval of November 19, 2025, Board Meeting Minutes
3. 2025.12.03 A
  - a. Board Review and possible approval of Stansbury Place Phase 3 Plat Lot 3007 PUE Adjustment authorizing signature on the Plat

#### **Board member reports and requests.**

Open comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the GM, concerns from residents, and requests for future board actions.

#### **Adjourn**

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**COMBINED STANSBURY GREENBELT AND RECREATION SERVICE AREA BOARD OF TRUSTEES AND THE  
STANSBURY SERVICE AGENCY BOARD OF DIRECTORS MEETING MINUTES**

**Date:** Wednesday, November 12, 2025

**Location:** 1 Country Club Drive, STE 1, Stansbury Park, UT 84074

**Time:** 7:00 PM

**Stansbury Service Agency Board of Directors Meeting**

**Order of Business**

1. Call to Order by Brett Palmer at 7:01 pm.
2. Roll Call
  - a. Board Members
    - a. Cassandra Arnell – Present
    - b. John Wright – Present
    - c. Kyle Shields – Present
    - d. Brett Palmer – Present
    - e. Ammon Jacobsmeyer – Present
    - f. John Duval – Present; arrived at 7:06 pm
  - b. Staff
    - a. James Hanzelka – Present
    - b. Ingrid Swenson – Present
    - c. Rebeca Snodgrass, M.Ed. – Present
3. Pledge of Allegiance led by Ammon Jacobsmeyer
4. General Manager Updates
  - I. **Operations Update Reported by Jim Hanzelka –**
    - a. Parks and Recreation
      - i. **Parks.** Winterization of the park's irrigation is nearly complete; final tasks to be completed by November 15, 2025.
      - ii. **Tree Trimming.** Arborists will review trimming plans with the crew by November 21, 2025.
      - iii. **Pool Maintenance.** Two operations staff are on the waitlist for a Certified Pool Operations Course scheduled for Spring 2026.
      - iv. **Clubhouse.** Added ongoing clubhouse maintenance by staff.
      - v. **Weed Removal.** The weed removal boat is currently out of the water, and a hydraulic wheel motor replacement is required.
    - b. Parks and Recreation - Project Updates
      - i. **Dawn's View Line Replacement.** A line break occurred beneath the roadway, resulting in a leak. Staff removed the damaged line, and the repair was completed as of November 12, 2025.
      - ii. **Porterway Park:** WeatherTRAK system installation expected to be completed by November 14, 2025.
      - iii. **Golf Course Maintenance Building.** Repairs to the structure will be addressed first before exterior painting.
      - iv. **Stansbury Parkway.** Line replacement is programmed for the winter. Planning on reseeding both on the golf course and in parks in the spring.

- v. **Pool Maintenance.** AquaTech has ordered two diving boards, though discussions have focused on the potential replacement of only one. On November 13, AquaTech will conduct an on-site evaluation of both the diving boards and slides. The estimated cost for the assessment and potential replacements is \$10,000. The evaluation will include liability considerations, compliance with current building codes. Due to spacing regulations, alternative board placement options are being explored. Relocation may be necessary to meet code requirements, and AquaTech will advise on the most suitable and compliant configuration
- vi. **Rewiring Irrigation at Sagers Park.** Irrigation timers are malfunctioning at Sagers Park. Staff reported that only six of fourteen irrigation lines are currently functional due to damage sustained during drilling and the presence of non-conventional wiring. Replacement parts are estimated at \$5,500 to repair existing lines or \$7,500 to rewire with correct wiring, excluding labor. A full rewiring is being considered as a long-term infrastructure solution, and staff are reviewing wiring options to support future system upgrades.
- c. **Golf Course.** Hole 18 rewiring has been completed, and work on Hole 11 is currently in progress, marking the final hole in the current phase. Winter efforts will shift toward locating lost sprinkler lines and heads once all the wiring is complete. We have already located and put into operation one near the elementary school. Reseeding is planned, and an initial assessment for sand replacement has been started; GM is working with Golf Superintendent, Mac Blevins, to determine the requirements and feasibility of this project.

## II. Projects

### a. 2025 Projects Completed.

- i. **Millpond parking lot project** includes improvements consisting of asphalt placement, retention pond upgrades, lighting, and electrical installations.
- ii. **Rerouting the swimming pool backflush system** from discharging into the lake. Routing to go to the sanitary system manhole to the clubhouse. Gate relocation at the pool has been completed.

### b. 2025 Projects Updates

- i. **Clubhouse Flooring.** Once meeting with the Finance Committee, budget options are being reviewed for clubhouse flooring improvements, focusing on the entrances, main areas, and stairs—excluding the conference area and office. We have three bids, one of which was eliminated as being unacceptable by the planning committee. The committee is working to ensure the proposed scope and materials align with the two remaining bids.
- ii. **Golf ProShop Remodel.** \$12,000 remodel planned to improve sales operations. Includes upgraded front desk, expanded shelving, and integration with the food service area. The ProShop front desk is to have a more efficient sales operation, a \$12,000 remodel, an upgraded front desk, and a sales area where the food service area is, creating more shelving space.

*Note: Brett Palmer acknowledged that John Duval arrived at 7:06 pm*



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## Finances

### a. Finances as of November 12, 2025

- i. **Cash Position.** Total available funds are about \$3.4 million. Impact fees comprise \$1.342 million of that total, which are funds that are restricted in use. Leaving about \$2.05 million on hand for operations and maintenance.
- ii. **Revenue as of 12 November 2025.** The golf course continues to do well. Minor declines were noted in alcohol sales and pavilion rentals. However, both categories represent a small portion of overall revenue and have minimal impact on total revenue. Alcohol sales are down; there was an increase in alcohol prices, which may have made purchasing alcohol less attractive. Our expenses remain about \$65,000 more than our revenue, which is about 6% difference. This is compared to 2024, when our expenses were 11% higher than our revenue. At the end of September, the difference between our revenue and expense was 2%, With the inclement weather in October, resulting in less play, the difference between the revenue and expenses increased to 6%. We are slowly closing gap and have seen a significant improvement in revenue over the last 2.5 years.

## Discussion Items

### 1. Finance Committee Update reported by Jim Hanzelka

- a. **2026 Draft Budget for Board Approval.** Due to the cancellation of the October 15, 2025, meeting, the original budget timeline has been revised. The public hearing has been rescheduled to December 10, 2025, and the final budget adoption is planned for December 17, 2025. The draft budget, including the Total Revenue Summary for 2026, has been submitted to the state.
- b. **Costs.** While revenue remains flat, operational costs continue to rise, driven by increased repair needs and staff demands. The most significant cost increase is in personnel. Maintaining a high-quality workforce has become more expensive, requiring higher starting wages to attract and retain qualified staff. Seasonal positions have proven ineffective in drawing skilled candidates, prompting a strategic shift toward improved compensation to support service quality.
- c. **Personnel.** Efforts are underway to recruit a new General Manager (GM) within a reasonable timeframe, and the cost for an overlap for training purposes is included in the costs. Reception staffing has been adjusted from full-time to two part-time positions, and one staff member is currently supporting two departments to assist with broader operational needs. Cleaning personnel have been hired to maintain the building, with responsibilities that include housekeeping and light maintenance tasks such as painting baseboards. Overall, the Administration costs are about \$48,000 lower.
  - i. John Duval requested clarification regarding the increase in personnel costs. Jim Hanzelka explained that costs have risen compared to 2024, primarily due to staffing changes. In 2024, there were GM; current adjustments reflect changes in GM staffing costs and office personnel structure.
  - ii. John Wright inquired whether cleaning services were in-house or contracted out. Jim Hanzelka clarified that the cleaning is being done in-house. John Wright also asked whether floor improvements have been considered to support easier cleaning and upkeep. Jim Hanzelka noted that the current carpeting is low quality and difficult to maintain. Transitioning to hard flooring would improve

maintenance efficiency but may result in some acoustic issues. The plan is to offset that with area rugs for meetings.

- d. **Capital Maintenance Projects 2026.** The Board agreed to transfer \$325,000 toward capital maintenance projects from Capital Projects. This allocation has been split with non-depreciable assets in the new Capital Maintenance line 2026 budget. These assets, while not subject to depreciation, still require ongoing investment and upkeep. The total budgeted amount for the new Capital Maintenance line 2026 budget is \$250,329.
- e. **Capital Project Allocations 2026.** Capital projects for the 2026 Budget were presented on PowerPoint, which included projects in the following departments: Operations, Golf Course, Clubhouse, and Pool. The budget totaled 778,000. A portion of these projects is expected to be supported by the UORG grant. The budget was initiated at a higher amount to reflect anticipated grant contributions toward eligible projects.
- f. **2026 Budget Transfers & Reserves.** Proposed Sustainment Set Asides for 2026 include: Major Equipment \$17,500; AC Replacement \$10,000; Boat Replacement \$20,000; and Flooring replacement \$25,000; Total Allocated \$50,000; 2026 reserve sitting at \$600,000 is from the sale of Water Rights in 2025.
- g. **Impact Fee Projects**
  - i. We plan on executing 3 impact fee projects in 2026. Oscarson Park \$303,872; Soundwall Trail \$768,224; Millpond Park Pavilion and Landscape \$200,000.
  - ii. **Discussions on Soundwall.** The soundwall adjacent to the fire station experienced delays due to efforts to determine how the structure would be reintegrated into the site. Revised plans have been submitted to UDOT, and staff are actively working to expedite their review. The soundwall is structured under an 80/20 cost-sharing agreement with UDOT. John Wright asked whether the 80/20 split includes in-house labor costs. Board members clarified that the current figures capture additional costs, but further clarification is needed to determine which expenses are eligible for reimbursement under UDOT guidelines.
  - iii. **Impact Fee Funding.** Board members briefly discussed eligibility for impact fee funding. Ammon Jacobsmeyer explained that if the Project Manager, Shawn Chidester, contributes work to a project, those efforts would be eligible for impact fee funding.

## 2. **Policy Committee Update Led by Cassandra Arnell.**

- a. Cassandra Arnell provided a policy committee update, noting that prior to 2020, there was no policy manual and documentation was disorganized. Since then, progress has been made toward establishing checks and balances, with a sample manual under review to tailor into a comprehensive guide; individual policies have been developed, and earlier this year, work began on a bylaws document.
- b. The committee is now compiling an indexed system of codes, policies, and procedures to ensure accessibility and continuity. As part of broader organizational efforts, including addressing board vacancies, procedures are being formalized for key functions such as the annual budget, real estate transfers, and the upcoming GM hiring. Cassandra Arnell emphasized the need for a rigorous GM selection process, citing past challenges, and presented the draft policy's purpose and requirements via PowerPoint.

- i. John Duval reiterated the importance of Cassandra Arnell's policy presentation, emphasizing the need for board review and closure. Ammon Jacobsmeyer confirmed there is currently no formal policy for GM hiring. John Duval raised broader questions about whether all agency roles have defined duties, compensation ranges, and qualification scales, and asked Ingrid Swenson, HR Supervisor, if internal guidance exists for job classifications.
- ii. The board discussed evaluating the GM position's market value and the potential benefit of consulting a third-party organization to ensure competitive and equitable compensation. Key considerations include minimum qualifications and traits of a strong candidate. The conversation underscored the agency's need for a standardized hiring procedure and broader policy development, including formalizing committee formation and oversight to ensure consistent checks and balances.
- iii. The committee reached a consensus to join the Utah Association of Special Districts, with plans to enroll in 2026. Jim Hanzelka confirmed that the decision was made after reviewing the organization's website. Regarding the Policy Manual, John Duval noted that the organizational chart is nearly complete, with only a few minor areas still to be finalized.

**Action Items:**

1. 2025.11.01 A

- a. Board Review and possible approval of September 24, 2025, Board Meeting Minutes.
- b. Board members discussed updating the roll call to reflect that Ammon Jacobsmeyer at 7:55 p.m.

**2025.11.01 A**

John Wright made a motion to approve the September 24, 2025, Board Meeting Minutes as written, with the exception of the roll call to reflect the attendance of Ammon Jacobsmeyer arriving at 7:55 pm. Seconded by Kyle Shields.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Aye; John Duval— Aye. **Motion Passed:** Unanimously.

2. 2025.11.02

- i. Board Review and possible approval of October 15, 2025, Board Meeting Minutes.

**2025.11.02 A**

Kyle Shields made a motion to approve the October 15, 2025, Board Meeting Minutes. Seconded by John Duval.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Abstain; John Duval— Aye. **Motion Passed.**

3. 2025.11.03 A

- a. Board Review and possible approval of 2026 Tentative Budget
- b. Questions and Discussions for 2026 Tentative Budget.
  - i. John Wright inquired about the \$100,000 increase related to services charged under the General Fund and Golf Course. He requested clarification on whether the projected

revenue for 2026 accounts for this increase. Board members clarified that the figures presented are projections, as several weeks remain in the 2025 fiscal year.

- ii. Clarification was requested by John Wright regarding the Tourist Grant allocation, which is \$20,000 higher than in the previous year. Board members discussed how the 2026 draft budget projections were developed by the 2026 proposed figures, the 2025 estimated actuals, and the 2025 approved budget for the General Fund.
- iii. Brett Palmer invited comments from community members in attendance. There were none. John Duval provided an overview of the general process for developing the draft budget.
- iv. John Wright asked about Target River. Board Members reviewed services they provide, which include multimedia offerings such as signage, campaign materials, and related communications support.

#### **2025.11.03 A**

John Wright made a motion to approve the 2026 Tentative Budget, seconded by Kyle Shields.

##### Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously.

#### **4. 2025.11.04 A**

- a. Board Review and possible approval of the Cemetery Property Boundary Line Adjustment document

#### **2025.11.04 A**

Ammon Jacobsmeyer made a motion to approve the proposed boundary line adjustment, transferring Ownership of parcel 05 034-0-0009 to the Stansbury Greenbelt Service District and adjusting the property line of parcel 05-034-0-0071 to the new line outlined in the boundary line adjustment document provided by Tooele County. Seconded by John Wright.

##### Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously.

#### **5. 2025.11.05 A**

- a. Ratification of Millpond Park Contract in the amount of \$505,135 to Hughes General for the construction of Phase I of the Millpond Park Project.

#### **2025.11.05 A**

Kyle Shields made a motion to ratify the Millpond Park Contract in the amount of \$505,135 to Hughes General for the construction of Phase I of the Millpond Park Project. Seconded by Cassandra Arnell.

##### Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously

#### **6. 2025.11.06 A**

- i. Board Review and possible approval of 2026 PEHP Agreement

- ii. Human Resources Supervisor Ingrid Swenson reported that the board packets included the PEHP agreement, which must be returned, as well as updated pricing information for the 2026 plan year. She noted that employee health plan options have changed from two separate plans in 2025 to a single HSA plan for 2026, which offers a more favorable rate for employees. While PEHP benefits remain unchanged from 2025, the cost to employees has increased. Due to the cancellation of the previous month's meeting, the HSA plan has not yet received formal board approval, though it is needed in time for open enrollment. Ingrid Swenson emphasized that limited information could be provided until board action is taken.
- iii. Board members discussed and expressed support for the new PEHP options, stating they appear beneficial to employees. Ammon Jacobsmeyer reviewed the cost differences for family plans under the new structure. Board members discussed the potential advantages of offering the HSA plan, both for employees and the agency.

Ammon Jacobsmeyer made a motion to approve the 2026 PEHP Agreement. Seconded by John Duval.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Aye; John Duval— Aye. **Motion Passed:** Unanimously

7. 2025.11.07 A

- a. Review and Possible approval of September Financial Statements, Purchases, and Journal Entries

**2025.11.07 A**

Kyle Shields made a motion to approve September Financial Statements, Purchases in the amount of \$458,573.40, and Journal Entries. Seconded by John Wright.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Aye; John Duval— Aye. **Motion Passed:** Unanimously

8. 2025.11.08 A

- a. Review and Possible approval of the GM Selection policy purpose statement and requirements.

**2025.11.08 A**

A motion was made to approve the GM Selection policy purpose statement and requirements. Seconded by

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Aye; John Duval— Aye. **Motion Passed:** Unanimously

9. 2025.11.09 A

- a. Board Discussion and possible approval of Stansbury Service Agency representatives to the Utah Association of Special Districts
  - i. Brett Palmer noted that both his name and Jim Hanzelka's have been submitted for enrollment with the Utah Association of Special Districts (UASD). A question was raised regarding the membership fees; it was clarified that fees will be based on the year-end actual 2024 budget numbers.

- ii. Palmer highlighted several benefits of joining UASD, including access to policy and procedure guidance, assistance with compliance documentation, standardized forms, and resources specific to Special Service Area (SSA) agencies. The organization also provides updates on legislative changes to help ensure ongoing compliance.
- iii. John Wright shared comments regarding the bylaws, expressing concern about procedures that may be implemented without sufficient review and then changed too frequently. He emphasized the importance of understanding how bylaw policies function and noted that board members may need time to fully grasp their implications. John Duval added that the intent behind the current structure is to ensure a system of checks and balances, allowing the board to prevent policy changes from being made arbitrarily or without proper oversight.

#### **2025.11.09 A**

A motion was made by John Duval to approve the representatives Brett Palmer and Jim Hanzelka of Stansbury Service Agency to the Utah Association of Special Districts. Seconded by John Wright.

#### **Vote as Follows:**

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Aye; John Duval— Aye. **Motion Passed:** Unanimously

#### **Board member reports and requests.**

Open comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the GM, concerns from residents, and requests for future board actions.

- a. **John Duval.** John Duval shared observations from a recent walk through the area, noting the need for tree trimming and identifying locations where sidewalks are missing. Jim Hanzelka suggested following up with the Roads Division regarding sidewalk gaps. A hole in the soundwall was also noted; Brett Palmer commented that the county initiated the soundwall project without establishing ownership, which does not currently lie with the SSA. Additional discussion touched on infrastructure elements that cross county lines, such as fiber optic installations, where ownership remains unclear. John Duval expressed hope that long-term planning efforts will evolve into a formal 10-year plan as Stansbury Park continues to grow and eventually stabilizes.
- b. **Ammon Jacobsmeyer.** Ammon Jacobsmeyer clarified that his calculations when discussing PEHP plans were based on the prior year and reviewed the number to ensure it reflects the correct information for 2026. He shared his observation that there is budgeting for the docks and parking lot area for the agency, which would be safer. In closing, Ammon Jacobsmeyer expressed his opinion that replacing the clubhouse flooring would not likely contribute to increased revenue
- c. **Kyle Shields.** Kyle Shields expressed appreciation for the contributions of committee members and staff. He inquired about the process for collecting boat fees at the lake. Jim Hanzelka clarified that fees are collected when individuals bring their boats to the lake by purchasing a permit.
- d. **John Wright.** John Wright requested updates on UDOT activity and cleanup efforts near the Sportsman and Maverik areas, noting no significant changes. He also referenced prior discussions about improvements to the Stansbury entrance. Jim Hanzelka added that he has been in communication with the Tooele County Project Manager and that there are ongoing issues that still need to be addressed.
- e. **Cassandra Arnell.** Cassandra Arnell referenced recent discussions regarding the Stansbury Service Improvement District (SPID) and its developments, emphasizing that SSA should have access to information on potential developments and associated impact fees, especially given overlapping service



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areas. Cassandra Arnell encouraged proactive coordination with SPID on long-term development planning.

- f. **Brett Palmer.** Brett Palmer commented that he seconds Ammon Jacobsmeyer concern about the area by the docks.

**Motion to Adjourn**

Cassandra Arnell made a motion to Adjourn the Stansbury Service Agency Board of Directors Meeting. Seconded by Kyle Shields.

**Vote as follows:**

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Aye; John Duval— Aye. **Motion Passed:** Unanimously

Meeting adjourned at 9:34 PM.

**Motion to Enter**

Made a motion to enter the Stansbury Recreation Service Area Board of Trustees Meeting. Seconded by

**Vote as follows:**

Cassandra Arnell— Aye; John Wright — Aye; Kyle Shields — Aye. **Motion Passed.**

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**STANSBURY RECREATION SERVICE AGENCY BOARD OF TRUSTEES MEETING MINUTES**

1. Call to Order by John Wright at 9:35 pm.
2. Roll Call
  - i. Board Members
    - a. Cassandra Arnell – Present
    - b. John Wright – Present
    - c. Kyle Shields – Present
  - b. Staff
    - a. James Hanzelka – Present
    - b. Ingrid Swenson – Present
    - c. Rebeca Snodgrass – Present
3. Public Comments – A community member commented on the great work that the service agency did on constructing the new all abilities playground at Woodland Park and presented a large thank you card that was created and signed by community children, saying thank you.

**Action Items:**

1. 2025.11.02 A
  - a. Board Review and possible approval of 2026 Stansbury Recreation Service Area Tentative Budget.

**2025.11.02 A**

Cassandra Arnell made a motion to approve the proposed Draft 2026 Stansbury Recreation Service Area Tentative Budget. Seconded by Kyle Shields.

Vote as Follows:

Cassandra Arnell– Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Carries.**

**Motion to Adjourn**

Kyle Shields made a motion to Adjourn the Stansbury Recreation Service Area Board of Trustees Meeting. Seconded by Cassandra Arnell.

Vote as Follows:

Cassandra Arnell– Aye; John Wright – Aye; Kyle Shields – Aye. **Motion Passed.**

**Motion to Enter**

John Duval made a motion to enter into the Stansbury Greenbelt Service Area Board of Trustees Meeting at 9:43 pm. Seconded by Ammon Jacobsmeyer.

Vote as Follows:

Brett Palmer– Aye; Ammon Jacobsmeyer– Aye; John Duval – Aye. **Motion Passed.**





## **Stansbury Service Agency Board of Directors Meeting Minutes**

**Date:** Wednesday, November 19th, 2025

**Location:** 1 Country Club Drive, STE 1, Stansbury Park, UT 84074

**Time:** 7:00 PM

### **Stansbury Service Agency Board of Directors Meeting**

1. Call to Order made by Brett Palmer at 7:00 PM
2. Roll Call
  - a. Board Members
    - i. Brett Palmer – Present
    - ii. Ammon Jacobsmeyer – Present
    - iii. John Duval – Present
    - iv. Kyle Shields – Present
    - v. John Wright – Present
    - vi. Cassandra Arnell – Present
  - b. Staff
    - i. James Hanzelka – Present
    - ii. Ingrid Swenson - Present
    - iii. Kellianne Rosemann – Present
    - iv. Shawn Chidester – Present
3. Pledge of Allegiance led by Kyle Shields
4. Presentation: Youth Recognition presentation made by Stacy Smart
  - a. Stacey Smart and Beth Young with North Valley Communities that Cares presented recognition to three youth from the community, Nella Ayres, Reid Webster, and Andrew Brown.
  - b. Sheriff Update made by Sgt. Yates
    - i. Sergeant Yates presented that the community in October saw 191 Traffic stops, 33 citations, 146 warnings, 9 accidents, 8 DUIs, and 15 misdemeanor arrests.
    - ii. He notified the board that the vandalism that has occurred needs to be reported to the sheriff's office and that they can place cameras at parks, like Woodland Park, which have been tagged recently.
  - c. Public Comments
    - i. No Public comments were received.



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- d. Review of Public Comments from the last meeting
- i. There were no Public Comments to review.

#### 5. **General Manager Updates** made by James Hanzelka

##### a. Operations

- i. Dawn's View water line repairs have been completed. All other projects are still in progress
- ii. At Sagers Park, the irrigation wiring has proven to be a major issue, and the entire system will need to be replaced.
- iii. The new Woodland Park Playground Equipment has recently been targeted by vandalism, but all graffiti has been cleaned with no damage found. Sgt. Yates may place his camera in the area and requested that the Agency report all graffiti incidents directly to him; when Kyle Shields asked if there are gang problems in the area, Sgt. Yates indicated that it is becoming a growing concern.
- iv. Pool maintenance also remains a priority, as the drain valve appears to be leaking; Aquatech assisted by plugging the valve for the winter, and one of the two bottom valves—the flapper valve—is not staying closed. Regarding the diving boards, the best option will be for Aquatech to install the two new boards they have received, after which they will be removed and stored for the winter; Russell Welding will fabricate a new lower roller, and Aquatech is exploring potential repairs for the pool bottom. The pool currently has two winterizing treatments in the water, and in the spring, the Agency will evaluate removing and replacing the pool tiles.
- v. Additionally, Porter Way is scheduled to receive WeatherTRAK.

##### b. Projects

- i. The entry gate for the pool has been relocated.
- ii. We are waiting to receive from Ensign a design and cost estimate to reroute the backflow for the pool.
- iii. Sprinkler Supply trained our staff for the conversion to WeatherTrak at Porter Way Park.
- iv. We are receiving bids for the Remodeling of the Proshop.

##### c. Finance

Property tax revenues have stabilized, with an increase in payments of both delinquent payments and in-lieu-of revenues over the past year. The only uncertainty lies in the general government line due to the receipt of taxes, which is based on an estimate and



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may ultimately come in higher or lower. Taxes have begun to arrive, as the majority is typically collected from October through January. An Influx of capital was received in February 2025 from the sale of water rights. On the expense side, the Agency is under budget in general government due to several anticipated costs that did not occur. In the Capital Funds, approximately \$61,000 remains because the boat—though budgeted—was not purchased. Additionally, within the Impact Fee Fund, \$600,000 was programmed for the sound wall project that was deferred to 2026.

#### 6. Discussion

##### a. Finance Committee Update made by Kyle Shields

- i. Kyle Shields presented the 2025 Proposed Amended Budget, outlining both revenues and expenses for the upcoming year. On the revenue side, the Agency expects to receive \$3,324,588 in property tax funds, intergovernmental revenue is projected to increase due to the tourism grant, miscellaneous revenue, including water right sales, totals \$625,088, and interest earnings are estimated at \$130,000. Kyle Shields stated that overall, the financial outlook appears strong, and the Agency is in a good position moving forward. On the expense side, a new line for non-departmental expenditures has been added to account for capital maintenance. Brett Palmer expressed interest in determining why the Agency cannot label non-departmental expenditures with a term more clearly tied to their specific use, and Ingrid Swenson will consult the independent auditor to obtain clarification.

##### b. Policy Committee Update made by Cassandra Arnell

- i. Agency Bylaws – The concern is that many sections of the current policy are outdated, and the overall structure is not adaptable for long-term relevance. The goal is to update the documents into a more organized format that aligns with governing documents and Utah Code, while adding a clear, common-sense structure from the Administrative Boards to Management to create a robust framework that provides clarity, effective processes, and enduring relevance with clearly defined steps. A transition process will be required as these changes are implemented. Members on the policy committee emphasized the need for firm deadlines to ensure revisions are completed sooner. Cassandra Arnell also expressed that she would like the policy to be voted on tonight.
- ii. Committee Management Policy – The Purpose Statement and Requirements were presented in a slide titled *Committee Management Procedure*. John Duval explained that, in the short term, the Agency needs to better manage its committees to help them operate more proactively. He noted that there are currently four standing committees, and the proposed policy would



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establish the framework for how these committees are organized, managed, and overseen.

- iii. Several key policies are scheduled for completion, including the Safety Manual, the Procedure for Filling a Mid-Term Vacancy, the Procedure for Policy Management, the Procedure for Hiring a General Manager, and the Committee Management Policy. In addition, other policies currently in progress include the Real Estate Transfer and Acquisition Policy and the Purchasing and Procurement Policy.
- c. Planning Committee Update made by James Hanzelka
  - i. At Millpond Park, several adjustments were made, including resizing the retention pond to fit the space appropriately after it was discovered that the topography did not match the surveyor's original data. The berm on the hillside was modified to improve safety, and the connection to the trail leading to the amphitheater was redesigned to meet ADA standards and allow for easier future integration. These revisions resulted in \$44,012 in change order costs, which will need to be recouped following the Board's approval of the updates.
  - ii. Looking ahead to 2026 projects, initial planning for the Millpond Bridge requires review and a finalized cost estimate.
  - iii. Oscarson Park will move from planning into final design and plan set development.
  - iiii. Early concept work is also underway for parks at the intersection of the Pole Canyon Road and Village Boulevard. There is a possibility that Youth football may secure funding source that could allow the project to incorporate the Bonneville-owned property East of Village Boulevard.

### **Action Items:**

- 1. 2025.11.10 A
  - a. Board Review and possible approval of October Financial Statements, Purchases, and Journal Entries

### **2025.11.10 A**

John Wright made a motion to approve the October Financial Statements, Journal entries and payments in the amount of \$401,411.47, and Journal Entries. Kyle Shields seconded the motion.

### Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed:** Unanimously.



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2. 2025.11.11 A

- a. Board Review and possible approval of Impact Fee Analysis Plan for Parks Services

**2025.11.11 A**

Kyle Shields made a motion to authorize to initiate a review of the Stansbury Service Agency Impact fee analysis plan. Cassandra Arnell seconded the motion.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Aye; John Duval— Aye. **Motion Passed.**

3. 2025.11.12 A

- a. Board Review and possible approval to amend the 2025 Adopted Budget

**2025.11.12 A**

John Wright Made a motion to approve the tentative 2025 amended budget including the reallocation of \$179,100 from General Government to Capital Maintenance. Seconded by Kyle Shields.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Aye; John Duval— Aye. **Motion Passed.**

4. 2025.11.13 A

- a. Board Review and possible approval of change order for the Millpond Park Phase 1

**2025.11.13 A**

John Duval made a motion to approve change orders for Millpond Park phase 1 in the amount of \$44,012. John Wright Seconded.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer— Aye; John Duval— Aye. **Motion Passed.**

5. 2025.11.14 A

- a. Board Review and possible approval of Stansbury Service Agency Bylaws
- Brett Palmer requested clearer language to ensure future state code updates are automatically adopted, along with revisions to date references and fiscal-year alignment.



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- Ammon Jacobsmeyer thanked staff for their work and asked for clarification that the finance committee chair is chosen by the committee.
- Cassandra Arnell moved to approve the SSA bylaws with the proposed wording updates, but the motion failed because members felt they needed more time to review the document.
- John Wright then requested that all board members submit comments within five days, asking for feedback by Monday night.
- Cassandra Arnell made a motion to approve. The motion ended with 3 ayes and 3 nays, and the **motion failed**.

### 2025.11.14 A

Cassandra Arnell made a motion to table until December 10<sup>th</sup>, 2025. Seconded by Ammon Jacobsmeyer.

#### Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed.**

### 6. 2025.11.15 A

- a. Board Review and possible approval of the Committee Management Policy purpose statement and requirements

### 2025.11.15 A

John Duval made a motion to approve the Committee Management Policy Purpose Statement and Requirements. Seconded by John Wright

#### Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. **Motion Passed.**

### **Board member reports and requests.**

Open comment session for individual Board Members to present final thoughts on any subject covered in the meeting, updates on individual projects not covered by the GM, concerns from residents, and requests for future board actions.

- John Duval thanked Cassandra Arnell for the slides that she put together. He would like to have a discussion with Brett Palmer and the Board about other committees that need to be spun up.



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- Cassandra Arnell said that the 5k Turkey Trot was fun. She also made a note about how much better it is for the Board in terms of the Service Agency compared to years past.
- Ammon Jacobsmeyer made a comment that at the 5k collected 384 lbs. of food and \$1,000.00 which was all donated to the Utah Food Bank. 194 people donated food and 192 participated in the 5k. He noted that the Turkey Trot was awesome.
- John Wright wanted to clarify that it was determined that the transfer water drain line running from hole three down past the trees along 12 had been inspected. A camera was used to evaluate the line, but it could only be advanced to a certain point before stopping. The inspection revealed a break somewhere farther down the line, which will eventually need to be addressed. The board discussed options, including repairing the damaged section or continuing to roto-root the line every three to four years. There was also a mention of potentially relining the pipe, although no decision was made, and it was not identified as a budget item for the upcoming year.
- Brett Palmer thanked the policy committee for all the work that they have done. He noted that he agrees that the Agency is in lot better hands than it has been in a long time.
- Kyle Shields had no comment.

**Motion** to adjourn made by Kyle Shields. Seconded by John Wright.

Vote as Follows:

Cassandra Arnell — Aye; John Wright — Aye; Kyle Shields — Aye; Brett Palmer — Aye; Ammon Jacobsmeyer — Aye; John Duval — Aye. Motion Passed.

**Adjourn at 9:55pm**

*The content of these 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 10th day of December 2025.

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*Brett Palmer, Stansbury Service Agency Board Chair*