



North Tooele City Special Service District Business Meeting

Date: Thursday, May 15, 2025

Time: 8:00 pm

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

Board Members Present

Jeff Hammer

Brian Roth

Jed Winder

Kim Stenquist

Excused

Katrina Call

Others Present

Justin Brady, Tooele City Council

Chris Springer, Jensen Family Landscape

Travis Brady, Independent CPA

Minutes prepared by Alicia Fairbourne

1. Open Forum for Public Comment

Chairman Hammer called the meeting to order at 8:04 p.m. and conducted a roll call.

At 8:05 p.m., Chairman Hammer opened the floor for public comments. There were no comments. The floor was closed.

2. City Council Report

Presented by Councilman: Justin Brady

Councilman Brady reported that the Residential Service District (RSD) for Perry Homes was approved in the last Council meeting, with annexation into the district still pending. A traffic signal at Aaron Drive and the hospital entrance was approved, and was expected to be operational by year-end. Jamie Grandpre confirmed the signal will primarily run east-west, timed with the SR-36 light to optimize traffic flow. The school district was working on paving 2400 North, targeting completion before the school year started, despite delays from an April target.

John Perez, Tooele City Economic Development Director, had announced new businesses at Founders Point (1000 North and SR-36), including Chipotle, Wingstop, Chili's, Hobby Lobby, Ulta Beauty, Five Below, TJ Maxx, Sierra Trading Post, Bath & Body Works, Cafe Zupas, and Zao Asian Cafe. At 2400 North and SR-36, developments included Smith's Marketplace, Jersey

Mike's, Beans and Brews, Chase Bank, and Tropical Smoothie Cafe. No letter of intent had been signed for a Chick-fil-A, though interest persisted.

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

Presented by Katrina Call

Katrina Call was excused, and Chris Springer provided updates. A fence on 2400 North was damaged, likely by a four-wheeler, with four posts broken. No evidence or responsible party was identified. The median island on 2400 North, east from the temple roundabout, was accumulating weeds. Responsibility for maintenance remained unclear between the temple and the city or service district.

Board Member Stenquist raised concerns about stickers on trees along 400 West, which Mr. Springer confirmed would be addressed the following day, weather permitting.

Board Member Stenquist noted that streetlights on 2000 North near the hospital were off again, despite recent repairs. Councilman Brady confirmed ongoing work was observed that day and committed to following up. Discussion clarified that 400 West was undergoing resurfacing, with both sides to be completed to maintain traffic flow.

4. Jensen Family Landscape Report

Presented by Christian Springer, Jensen Family Landscape

Mr. Springer presented an invoice for \$21,447, covering spring cleanup (\$5,710), fertilizer, mowing, sprinkler repairs, and replacements (three battery timers, nozzles, and 5000 rotor sprinkler heads). Approved flowers costing \$7,900 would be planted in the coming weeks. A water leak issue near Overlake Elementary was resolved; a cross-connection between the culinary and unused secondary water systems caused flooding when a ball valve was opened. Mr. Springer recommended capping the secondary line to prevent recurrence.

Board Member Stenquist inquired about the cost difference between planting annuals and perennials. Mr. Springer noted perennials had higher upfront costs but lower long-term maintenance, and required irrigation system modifications (e.g., drip systems). The board discussed exploring perennials to reduce costs, with Mr. Springer suggesting a defined scope of work for further evaluation. The board agreed to consider staggered implementation over multiple years.

5. Vice Treasurer's Report

Presented by Jed Winder

a. Approval of Invoices and Reimbursements

Board Member Winder presented two invoices: \$21,447 from Jensen Family Landscape (discussed above) and \$125 from Travis Brady for May treasury work. One check for approximately \$700 had been received.

Motion: Board Member Stenquist moved to approve the two invoices presented for Jensen Family Landscape in the amount of \$21,447.00 and Travis Brady in the amount of \$127.00.

Board Member Roth made the second. The vote was as follows: Chairman Hammer, "Aye"; Board Member Roth, "Aye"; Board Member Stenquist, "Aye"; Board Member Winder, "Aye". Absent from voting: Board Member Call. There were none opposed. The motion passed.

6. Independent CPA

Presented by Travis Brady

a. Status of Budget/Expenses for Fiscal Year 2025

Mr. Brady reviewed fiscal year 2025 finances, reporting \$716,000 in revenue and \$728,000 in expenditures, with a \$7,000 surplus after approving the current invoices. Cash balances totaled \$122,000, with \$24,000 in the capital projects fund. Mr. Brady presented an interactive Excel model using five years of cash flow data to forecast fiscal year 2026. Without a tax increase, revenues would be approximately \$120,000, leading to a deficit by year-end, requiring dipping into the capital projects fund. A 30% tax increase would generate \$153,000, maintaining a positive balance under most scenarios but risking a shortfall with significant repairs. A 50% increase would provide a surplus, allowing allocation to capital projects.

Key variables included landscape maintenance (estimated at \$112,000 with a 10% increase) and water costs (12% increase due to a new area near 2000 North). Streetlight maintenance was budgeted at \$2,500, with minor adjustments for other expenses. Board Member Stenquist proposed investing \$60,000 in a six-month CD at 4.25% interest, potentially earning \$900–\$1,000 annually. Mr. Brady noted this would have minimal impact compared to the Utah Public Treasurer's Investment Fund (3% interest) but agreed to explore it.

The board debated a 30% versus 50% tax increase. A 30% increase added approximately \$24 annually per household (\$2/month), while 50% would add \$36 (\$3/month). Concerns about multiple tax increases (city, county, school district) favored a single larger increase to avoid repeated processes. Mr. Brady recommended a minimum 30% increase, with reassessment in 2026, and would present detailed options (30%, 40%, 50%) at the June meeting for tentative budget adoption.

7. Proposal of Tentative Budget for FY2026

Discussion of the tentative budget was incorporated into the CPA report. No separate proposal was presented. The board would finalize the tentative budget at the June 19, 2025 meeting, with truth-in-taxation processes to follow in August.

8. Chair Report

Presented by Chairman Jeff Hammer

Chairman Hammer addressed an email from developer Russ Tolbert regarding street signs in Sunset Village. The contractor could not source identical frames to match existing signs in Sunset Estates but could provide matching bases and caps. The board agreed that near-matching signs were acceptable, given the distance between developments and evolving styles. Chairman Hammer would inform Mr. Tolbert and James Padgett (Public Works) to proceed, ensuring inspection of poles and caps before installation.

Chairman Hammer also discussed landscape maintenance for the new Sunset Village area. The board clarified that the developer maintained the landscape for one year after turnover, with a warranty for repairs. Chairman Hammer requested Mr. Springer or a representative inspect the area for issues (e.g., damaged lawns, rocks) before acceptance.

9. Approval of minutes from meeting held on March 27, 2025

There were no corrections to the minutes.

Motion: Board Member Winder moved to approve the minutes as presented. Chairman Hammer made the second. The vote was as follows: Chairman Hammer, "Aye"; Board Member Roth, "Aye"; Board Member Stenquist, "Aye"; Board Member Winder, "Aye". Absent from voting: Board Member Call. There were none opposed. The motion passed.

10. Next in person meeting is scheduled for June 19, 2025

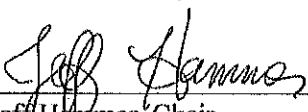
Chairman Hammer reminded Board Members that the next meeting would be held on June 19, 2025 at 8:00 p.m.

11. Adjourn

There being no further business, Chairman Hammer adjourned the meeting at 9:02 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 19th day of June, 2025



Jeff Hammer, Chair
North Tooele City Special Service District

Travis Brady, CPA

1186 North 640 East

Tooele, UT 84074

Phone: 435-841-2434

Email: travismbrady@gmail.com

Invoice: 2025-004

Date: 5/14/2025

To: North Tooele City Special Service District

For: Apr-May 2025 CPA Services

Date	Description	Total
Apr 2025	Transparency report and reconcile bank statements	\$75.00
May 2025	Reconcile bank statements, prepare fund balances, projections for potential tax increase, and prepare tentative FY2026 budget	\$50.00
Total		\$125.00

Please make checks payable to: Travis Brady
I appreciate your business!

Combined Income Statement, Budgets, and Account Balances

NORTH TOOELE CITY SPECIAL SERVICE DISTRICT
Current Fiscal Year Summary And Changes in Fund Balance - All Governmental Fund Types
For Fiscal Year Ended June 30, 2025

	FY25		FY25		FY25		FY24		FY24	
	General Fund	Budget	Capital Projects Fund	Budget	Total All Funds		Total All Funds		General Fund	
	YTD		YTD		YTD		Actual		PY Through YTD	
Revenues:										
Property Taxes:	\$ 107,818.49	\$ 110,361.00	\$ -	\$ -	\$ 107,818.49	\$	\$ 109,137.36	\$	\$ 108,774.10	\$
Other Fees:	\$ 5,945.29	\$ 11,089.52			\$ 5,945.29	\$	\$ 10,966.56	\$	\$ 9,100.34	\$
Dividends & Interest	\$ 2,207.97	\$ 4,000.00			\$ 2,207.97	\$	\$ 4,575.02	\$	\$ 3,802.59	\$
Total Revenues	\$ 115,971.75	\$ 125,450.52	\$ -	\$ -	\$ 115,971.75	\$	\$ 124,678.94	\$	\$ 121,677.03	\$
Available Reserve from Capital Projects Fund			\$ 24,589.21	\$ 24,589.21	\$ 24,589.21	\$	\$ 24,589.21	\$		
Expenditures:										
Landscape Maintenance:	\$ 62,387.42	\$ 95,000.00			\$ 62,387.42	\$	\$ 117,703.17	\$	\$ 60,665.76	\$
Legal, Professional, Clerical:	\$ 1,076.92	\$ 1,600.00			\$ 1,076.92	\$	\$ 1,019.07	\$	\$ 564.07	\$
General Administration/Board Stipends:	\$ 2,146.00	\$ 2,500.00			\$ 2,146.00	\$	\$ 2,379.40	\$	\$ 2,379.40	\$
Water	\$ 17,211.61	\$ 22,500.00			\$ 17,211.61	\$	\$ 16,998.75	\$	\$ 16,998.75	\$
Liability Insurance:	\$ 3,500.00	\$ 3,500.00			\$ 3,500.00	\$	\$ 3,500.00	\$	\$ 3,500.00	\$
General Maintenance/Street Lights	\$ 965.80	\$ 5,000.00			\$ 965.80	\$	\$ 5,000.00	\$	\$ 130.98	\$
Capital Outlay - Landscape Construction, Add'l Signs/Lights			\$ -	\$ 12,000.00	\$ -	\$	\$ 142.73	\$	\$ -	\$
Capital Outlay - Future Landscape Maintenance Projects			\$ -	\$ 12,589.21	\$ -	\$	\$ -	\$	\$ -	\$
Total Expenditures	\$ 87,287.75	\$ 130,100.00	\$ -	\$ 24,589.21	\$ 87,287.75	\$	\$ 146,743.12	\$	\$ 84,238.96	\$
Excess (Deficiency) of Revenues over Expenditures	\$ 28,684.00	\$ (4,649.48)	\$ 24,589.21	\$ -	\$ 53,273.21	\$	\$ 2,525.03	\$	\$ 37,438.07	\$
Other Financing Sources (Uses):										
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$ -	\$	\$ -	\$
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$ -	\$	\$ -	\$
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$ -	\$	\$ -	\$
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures	\$ 28,684.00	\$ (4,649.48)	\$ 24,589.21	\$ -	\$ 53,273.21	\$	\$ 2,525.03	\$	\$ 37,438.07	\$
FUND BALANCE, Beginning:	\$ (69,624.52)	\$ 91,688.70	\$ 24,589.21	\$ 24,589.21	\$ 94,213.73	\$	\$ 116,277.91	\$	\$ 91,688.70	\$
FUND BALANCE, Ending:	\$ 98,308.52	\$ 87,039.22	\$ 24,589.21	\$ -	\$ 122,897.73	\$	\$ 94,213.73	\$	\$ 129,126.77	\$

CASH & INVESTMENT ACCOUNT BALANCES:

Updated:	Account	Balance	Approximate Rates
5/13/2025	Charterway Prime Share (Savings)	\$1,005.46	0.05%
5/13/2025	Charterway Checking	\$15,469.36	0.05%
5/13/2025	Charterway Premier Money Market	\$15,024.49	0.40%
5/13/2025	Utah Public Treasurers Investment Fund (PTIF)	\$91,398.42	2.91%
Total		\$122,897.73	

*Note: General Fund 'reserve' used to fund deficiency

INVOICE

JENSEN FAMILY LANDSCAPE
MAINTENANCE LLC
1965 N 170 W
Tooele, UT 84074

accounting@jensenfamilylandscape.
com
+1 (435) 850-7080
jensenfamilylandscape.com



**JENSEN FAMILY
LANDSCAPE**
Est. 2001

Bill to
North Tooele City Special Service District
NTCSSD

Invoice details

Invoice no.: JFLM25-360
Terms: Due on receipt
Invoice date: 05/15/2025
Due date: 05/15/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	03/04/2025	Service District Spring Cleanup	Cleanup to include pruning of all plant material less than twenty feet tall. Weed all planter beds, hard-scape areas and vegetation free rings around all trees. Apply Pre-emergent (Preen) to all planter beds in the spring for weed control. Remove all trash and debris from landscape/hard-scape areas/blow sidewalks and curbs. Sprinkler system spring charging. Aeration of all lawn areas.	1	\$5,710.00	\$5,710.00
2.		Subtotal	Subtotal			\$5,710.00
3.	04/15/2025	Service District Weekly Maintenance	Mow, String trim(Hard edge all sidewalks and curbs every other week) Ensure planter beds, hard-scape areas and rings around trees are free of weeds, Remove all trash and debris from landscape/hard-scape areas/blow sidewalks and curbs to remove grass clippings.	1	\$1,915.00	\$1,915.00
4.	04/22/2025	Service District Weekly Maintenance	Mow, String trim(Hard edge all sidewalks and curbs every other week) Ensure planter beds, hard-scape areas and rings around trees are free of weeds, Remove all trash and debris from landscape/hard-scape areas/blow sidewalks and curbs to remove grass clippings.	1	\$1,915.00	\$1,915.00

04/29/2025	Service District Weekly Maintenance	Mow, String trim(Hard edge all sidewalks and curbs every other week) Ensure planter beds, hard-scape areas and rings around trees are free of weeds, Remove all trash and debris from landscape/hard-scape areas/blow sidewalks and curbs to remove grass clippings.	1	\$1,915.00	\$1,915.00
6. 05/06/2025	Service District Weekly Maintenance	Mow, String trim(Hard edge all sidewalks and curbs every other week) Ensure planter beds, hard-scape areas and rings around trees are free of weeds, Remove all trash and debris from landscape/hard-scape areas/blow sidewalks and curbs to remove grass clippings.	1	\$1,915.00	\$1,915.00
7. 05/13/2025	Service District Weekly Maintenance	Mow, String trim(Hard edge all sidewalks and curbs every other week) Ensure planter beds, hard-scape areas and rings around trees are free of weeds, Remove all trash and debris from landscape/hard-scape areas/blow sidewalks and curbs to remove grass clippings.	1	\$1,915.00	\$1,915.00
8.	Subtotal	Subtotal			\$9,575.00
9. 04/11/2025	Service District Sprinkler Repairs	Sprinkler system repairs	18.5	\$80.00	\$1,480.00
10. 04/14/2025	Service District Sprinkler Repairs	Sprinkler system repairs	13.25	\$80.00	\$1,060.00
11. 04/15/2025	Service District Sprinkler Repairs	Sprinkler system repairs	0.75	\$80.00	\$60.00
12. 05/15/2025	Service District Sprinkler Repairs	Sprinkler system repairs	4	\$80.00	\$320.00
13.	Materials	Job Materials: 3x battery timers, batteries, nozzles, popup and 5000 rotor sprinkler heads.	1	\$572.00	\$572.00
14.	Subtotal	Subtotal			\$3,492.00
15. 04/18/2025	Service District Round 1	Fertilizer and weed control program for all lawn areas.	1	\$2,670.00	\$2,670.00
16.	Terms	A 1.5% per month finance charge (18% per annum) will be charged on all past due accounts. Attorney's fees and court costs charged for collection on default accounts. If payment with Credit Card there is a 3% additional fee.	1	\$0.00	\$0.00

Total \$21,447.00

Ways to pay



Overdue

05/15/2025

Note to customer

RESOLUTION NO. 2025-02

**A RESOLUTION ADOPTING THE FISCAL YEAR 2026 FINAL BUDGET FOR THE NORTH
TOOELE CITY SPECIAL SERVICE DISTRICT**

WHEREAS, the City Council of Tooele City, Utah (the "Council"), has delegated to the Administrative Control Board (the "Board") of the North Tooele City Special Service District (the "District") the power to act as the governing authority of the District, including, without limitation, all budgeting and reporting responsibilities set forth in the Utah Uniform Fiscal Procedures for Special Districts Act, § 17B-1-601 et seq., Utah Code Ann., 1953, as amended (the "Act"); and

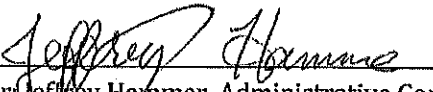
WHEREAS, in conformance with the provisions of §§ 17B-1-609 through 17B-1-611 of the Act, the Board has adopted a tentative budget and, pursuant to published notice, has convened a public hearing at which all interested persons in attendance were given an opportunity to be heard on the estimates of revenues and expenditures in the tentative budget;

NOW, THEREFORE, be it hereby resolved by the Board that:

1. The final budget, which is attached to this Resolution as EXHIBIT "A" and incorporated by reference herein, is hereby adopted as the final budget for the District for fiscal year 2026 in conformance with the requirements of § 17B-1-614 of the Act.
2. The final budget shall be in effect for the fiscal year 2026, subject to later amendment in conformance with the provisions of the Act.
3. In conformance with the provisions of §§ 17B-1-614 and 17B-1-619 of the Act, a certified copy of the final budget shall be filed with the state auditor within thirty (30) days from the date hereof, and a certified copy shall be filed in the District office and shall be available to the public during regular business hours.

DATED this 19th day of June, 2025

NORTH TOOELE CITY SPECIAL SERVICE DISTRICT

By: 
Chair, Jeffrey Hammer, Administrative Control Board