



North Tooele City Special Service District Business Meeting

Date: Thursday, March 27, 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 (*joined at 8:03 pm*)

Minutes prepared by Alicia Fairbourne

1. Open Forum for Public Comment

Chairman Hammer called the meeting to order at 8:00 p.m. and did a roll call.

He then opened the floor for any public comments at 8:01 p.m. There were none. The floor was closed.

2. City Council Report

Presented by Councilman: Justin Brady

Councilman Brady reported on upcoming discussions regarding the formation of a Residential Service District (RSD) to aid project funding in the Perry Homes Development in the northern area of Tooele City. He clarified annexation boundaries and shared details about remaining approved lots near the temple. He also noted a traffic signal project near the hospital to aid with traffic congestion and emergency apparatus exits.

He discussed updates on school district plans to pave 2400 North beginning in April. Continued development on 1000 North was mentioned, with ongoing traffic concerns and safety discussions related to the timing and capacity of the traffic signal on 1000 North and Franks Drive.

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

Presented by Katrina Call

Board Member Stenquist noted that several streetlights were out along 400 West and 2200 North, particularly near the school and church area. The outage appeared to be a larger underground issue. Board Member Call was noted as having recorded the problem, and follow up was planned.

4. Jensen Family Landscape Report

Presented by Christian Springer, Jensen Family Landscape

Mr. Springer provided an overview of projected maintenance costs which covered routine landscaping, flower planting, and additional labor. He noted previous underbilling at 2022 rates and explained increases due to larger trees and aging infrastructure. The seasonal estimate totaled \$81,950, comprised of \$73,800 for regular maintenance and \$7,900 for flowers, plus minor additional charges. A 5% rate increase was applied to reflect current pricing. Leaf removal would occur twice in the fall due to heavy accumulation. Sprinkler maintenance would be billed separately. Gopher activity was also reported along 400 West, which would need to be remediated.

Mr. Travis Brady noted total service costs, including landscaping, sprinkler and fence repairs, and snow removal, could reach around \$100,000. To cover operations, he recommended budgeting \$120,000 and suggested a property tax increase of 20-25%. An additional 10% would help build reserves. A 30% increase would be about \$60 per year or \$8.50 per month per household. He would present options during the May meeting.

Motion: Board Member Winder moved to approve the Jensen Family Landscape maintenance for the Service District and the hourly rate for sprinkler repairs, snow removal, fence repairs, tree removal and other maintenance costs. Board Member Roth seconded the motion. 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.

5. Vice Treasurer's Report

Presented by Jed Winder

a. Approval of Invoices and Reimbursements

Board Member Winder reported that two checks totaling approximately \$1,700 had been deposited. Two invoices were presented for approval; one from Travis Brady for \$50 and another for \$500 for snow removal.

Motion: Board Member Roth moved to approve the two invoices presented for Board Member Winder's monthly cost and the snow removal. Chairman Hammer seconded the motion. 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. Travis Brady reported \$113,000 in revenue and \$86,000 in expenditures, leaving a \$26,000 surplus so far. He anticipated increased spending over the next three months due to spring cleanup. No major changes had occurred since the last meeting.

He noted that the irrigation water meter would be turned on in April, but the irrigation program would not start until mid-month or early May.

7. Chair Report: As discussed in our last meeting, here are the links to the Open and Public Meetings Act (OPMA) training and the Special Service District training (SSD)

Chairman Hammer reminded the Board Members to complete the Open and Public Meetings Act training and the Special Service District Board Member training. He asked members to email their certificates to Ms. Fairbourne and suggested setting a goal to complete the trainings by April 24th.

By completing the training attendance would be counted for the canceled April meeting.

OPMA: <https://training.auditor.utah.gov/courses/open-and-public-meetings-act-training-2025>

SSD Board Member Training: <https://training.auditor.utah.gov/courses/special-district-special-service-district-board-member-training-2025>

Please don't forget to download the pdf of the certificate you receive once you pass the course and email your certificate to Alicia Fairbourne.

8. Approval of minutes from meeting held on February 27, 2025

Ms. Fairbourne noted two corrections: Travis Brady's attendance had been omitted and would be added, and the traffic signal location was on 500 East, not West.

Motion: Board Member Stenquist moved to approve the minutes with the two noted corrections. Board Member Winder seconded the motion. 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.

9. Next in person meeting is scheduled for May 15, 2025

Chairman Hammer reminded Board Members that the next meeting would be held on May 15, 2025 at 8:00 p.m.

10. Adjourn

There being no further business, Chairman Hammer adjourned the meeting at 8:44 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 15th day of May, 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: 2025-003

Date: 3/26/2025

To: North Tooele City Special Service District

For: Mar 2025 CPA Services

Date	Description	Total
Mar 2025	Reconcile bank statements and prepare fund balances	\$50.00
Total		\$50.00

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		Capital Projects Fund		Total All Funds		Total All Funds		General Fund	
	YTD	Budget	YTD	Budget	YTD		Actual		PY Through YTD	
Revenues:										
Property Taxes:	\$ 107,215.76	\$ 110,361.00	\$ -	\$ -	\$ 107,215.76		\$ 109,137.36	\$	\$ 108,774.10	
Other Fees:	\$ 4,852.16	\$ 11,089.52			\$ 4,852.16		\$ 10,966.56	\$	\$ 8,313.81	
Dividends & Interest:	\$ 1,512.44	\$ 4,000.00			\$ 1,512.44		\$ 4,375.02	\$	\$ 2,724.75	
Total Revenues	\$ 113,580.36	\$ 125,450.52	\$ -	\$ -	\$ 113,580.36		\$ 124,678.94	\$	\$ 119,812.66	
Available Reserve from Capital Projects Fund			\$ 24,589.21	\$ 24,589.21	\$ 24,589.21		\$ 24,589.21			
Expenditures:										
Landscape Maintenance:	\$ 61,887.42	\$ 95,000.00			\$ 61,887.42		\$ 117,703.17	\$	\$ 51,809.26	
Legal, Professional, Clerical:	\$ 1,026.92	\$ 1,600.00			\$ 1,026.92		\$ 1,019.07	\$	\$ 375.00	
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	
Capital Outlay - Landscape Construction, Add'l Sign/Lights	\$ 941.91	\$ 5,000.00	\$ -	\$ 12,000.00	\$ 941.91		\$ 5,000.00	\$	\$ 107.35	
Capital Outlay - Future Landscape Maintenance Projects			\$ -	\$ 12,589.21	\$ -		\$ 142.73	\$	\$ -	
Total Expenditures	\$ 86,713.86	\$ 130,100.00	\$ -	\$ 24,589.21	\$ 86,713.86		\$ 146,743.12	\$	\$ 75,169.76	
Excess (Deficiency) of Revenues over Expenditures	\$ 26,866.50	\$ (4,649.48)	\$ 24,589.21	\$ -	\$ 51,455.71		\$ 2,525.03	\$	\$ 44,642.90	
Other Financing Sources (Uses):										
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$	\$ -	
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$	\$ -	
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$	\$ -	
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures	\$ 26,866.50	\$ (4,649.48)	\$ 24,589.21	\$ -	\$ 51,455.71		\$ 2,525.03	\$	\$ 44,642.90	
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:	\$ 96,491.02	\$ 87,039.22	\$ 24,589.21	\$ -	\$ 121,080.23		\$ 94,213.73	\$	\$ 136,331.60	

CASH & INVESTMENT ACCOUNT BALANCES:

Updated:	Account	Balance	Approximate Rates
3/26/2025	Charitway Prime Share (Savings)	\$ 1,005.21	0.05%
3/26/2025	Charitway Checking	\$ 14,346.11	0.05%
3/26/2025	Charitway Premier Money Market	\$ 15,011.93	0.40%
3/26/2025	Utah Public Treasurers Investment Fund (PTIF)	\$ 90,716.98	2.91%
Total		\$ 121,080.23	

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

ESTIMATE

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
883 North 120 West
Tooele, UT 84074

Estimate details

Estimate no.: 1050

Estimate date: 03/27/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Service District Weekly Maintenance	Mowing/mulching all grass. Trimming along fence lines and around trees/other obstacles. Hard edging against curbs and sidewalks. Blowing grass clippings off of walks back onto the lawn. Keeping planter beds free of unwanted weeds and grasses.	26	\$1,915.00	\$49,790.00
2.		Service District Spring Cleanup	Spring cleanup to include pruning of all plant material less than twenty feet tall. Weed all planter beds, hard-scape areas and tree rings. Remove all trash and debris from landscape areas and blow/sweep curb lines. Sprinkler start up. Aeration of all lawns.	1	\$5,710.00	\$5,710.00
3.		Service District Fall Cleanup	Weed all planter beds and tree rings. Remove all leaves, trash and debris from landscape areas and blow/sweep curb lines. Sprinkler winterization.	2	\$3,810.00	\$7,620.00
4.		Service District Round 1	Fertilizer and weed control program for all lawn areas. Includes balanced fertilizer blends with slow release nitrogen, pre and post emergent herbicides, disease control and grub prevention.	4	\$2,670.00	\$10,680.00
5.		Subtotal	Subtotal			\$73,800.00
6.		Service District Flowers	Prep and plant flowers in beds on 2000	1	\$7,900.00	\$7,900.00

Includes 20 flats of premium flowers,
80 flats of standard flowers and 15
yards of soil conditioners.

7.	Subtotal	Subtotal			\$7,900.00
8.	Service District Labor	Labor rates per tech for additional projects. e.g. fence repair, repair to logs around bridge, downed trees from storms etc.	1	\$60.00	\$60.00
9.	Service District Sprinkler Repairs	Sprinkler system repair hourly rate per tech. Plus parts.	1	\$80.00	\$80.00
10.	Service District Snow Removal	Remove snow from sidewalks throughout the NTCSSD. Hourly rate per tech.	1	\$110.00	\$110.00
Total					\$81,950.00

Accepted date

Accepted by