Tooele City
Est. 1853

North Tooele City Special Service District Business Meeting

Date: Thursday, November 20, 2025
Time: 8:00 pm
Place: Tooele City Hall, Conference Room 224
90 North Main Street, Tooele, Utah

Board Members Present
Chairman Jeff Hammer
Board Member Katrina Call
Board Member Kim Stenquist
Board Member Brian Roth
Board Member Jed Winder (in at 8:06 p.m.)

Others Present
Michael Jensen, Jensen Family Landscape
Christian Springer, Jensen Family Landscape
Travis Brady, Independent CPA
Justin Brady, Tooele City Council Member
Alicia Fairbourne, Minutes Clerk

Minutes prepared by Alicia Fairbourne and Shilo Baker

1. Open Forum for Public Comment

Chairman Hammer called the meeting to order at 8:03 p.m. and conducted a roll call. All Board Members, except for Board Member Winder were present.

Chairman Hammer opened the floor for public comment at 8:03 p.m. No public comments were offered, and the floor was closed.

Board Member Winder joined the meeting at 8:06 p.m.

2. City Council Report

Presented by Councilman Justin Brady

Chairman Brady reported that Mayor Winn requested the NTCSSD Board's input regarding whether a performance bond should be required for the landscaping portion of the planned 3100 North project. While the final decision rests with the City Council, the Mayor sought the District's opinion in advance. Historically, bonding has not been required for landscaping due to relatively small costs; however, this project involves a substantially larger landscaping effort, with a potential bond amount estimated at approximately $400,000.

Mr. Jensen supported requiring a bond, especially for a project of this size. He stated that based on his experience, requiring a bond for a project of this size makes sense and would help ensure the work is completed correctly. It was noted that performance bonds are typically a percentage of the total cost and provide the City protection if landscaping items such as trees or irrigation are not completed as approved.

Chairman Brady indicated he had not yet discussed the matter with the full City Council and wanted to gather feedback from the District first. He anticipated potential pushback from the Perry development group but noted that bonding is a reasonable safeguard. Chairman Brady did not believe a bond had been required for previous, smaller townhome landscaping projects. The overall consensus from the Board is that a bond should be required for this landscape project; Chairman Brady responded that if there is major pushback with a valid reason, he would reach out to Chairman Hammer to discuss alternatives.

Chairman Brady also provided general updates on growth and infrastructure in the area. He noted that Smith's Marketplace is scheduled to open on December 6, which will increase activity in that area. He referenced a recent UDOT presentation outlining a county-wide traffic study, which concluded that improving east–west traffic flow is a priority. Ongoing discussions include completing 2400 North, which would be a priority, and identifying additional ways to improve traffic circulation.

Chairman Brady further reported on a new development near 1000 North and Franks Drive consisting of approximately 170 townhomes and additional apartments. This development is part of the Tooele Associates lawsuit, which allows continued residential development within the Overlake area, potentially totaling approximately 3,100 units. He noted that the city is experiencing significant growth. There was discussion about UDOT improvements that are slated for 1000 North in that area.

Additionally, following two recent news stories highlighting business openings in Tooele City, Economic Development Director John Perez received numerous inquiries from businesses interested in locating in the city, indicating continued economic growth and development interest.

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

Presented by Katrina Call

Board Member Call raised the question regarding a section of fencing along 400 West that has been removed. It was confirmed that Chairman Hammer is aware of the issue, and he indicated he is attempting to contact the responsible party to gather information and work toward resolving the matter.

Board Member Call expressed concern about Perry Homes placing open house and advertising signs along 400 West, particularly on weekends. It was noted that signs are not permitted on property that is part of the Special Service District. Chairman Hammer explained that the City has a sign ordinance and an enforcement process, and that such signs should be removed when placed in restricted areas. Past efforts to have the signs removed were discussed, along with the proper procedure for handling and returning removed signs to the City.

Additionally, a few streetlights along the corridor were mentioned as items of concern and noted for follow-up.

The discussion concluded with no further maintenance items brought forward.

4. Jensen Family Landscape Report

Presented by Christian Springer, Jensen Family Landscape

Maintenance activities from the latter part of October through the present were reported. This included one final mowing around Halloween and completion of the fall cleanup, which consisted of removing weeds and plant debris. Two small landscape beds in the traffic circle were noted as remaining and scheduled to be completed the following day. Leaf cleanup will continue once the majority of leaves have fallen.

All irrigation systems and sprinklers have been fully winterized, with water shut off. Round four of fertilizer and weed control has been partially applied; however, not enough was completed and the remaining application will be addressed in January.

5. Vice Treasurer's Report

Presented by Jed Winder

a. Approval of Invoices and Reimbursements for Fiscal Year 2026

Board Member Winder reported two invoices for approval: Invoices were presented for payment, including Jensen Family Landscape in the amount of $5,725 and Travis Brady in the amount of $50.

Motion: Board Member Stenquist moved to approve the two invoices as stated. Board Member Roth seconded the motion. The vote was as follows: Chairman Hammer, "Aye"; Board Member Roth, "Aye"; Board Member Stenquist, "Aye"; Board Member Call, "Aye"; Board Member Winder, "Aye". There were none opposed. The motion carried.

Board member Winder reported that one check was received in the amount of approximately $2,000. He also noted that water charges are typically billed later in the month and that water service appears to be turned off for the season.

6. Independent CPA

Presented by Travis Brady

b. Status of Budget/Expenses for Fiscal Year 2026

Mr. Brady reported that the District had a cash balance of approximately $17,000 remaining in the account. It was explained that funds would be transferred from the Public Treasurers' Investment Fund (PTIF) to the checking account to cover upcoming expenses, including stipends. The transfer typically takes two business days to process. It was further noted that property tax revenue is expected to be received in December and that current financial conditions are consistent with historical trends, with nothing significantly different to report.

Additionally, Mr. Brady reported that Allison [McCoy] at the County had provided a checklist outlining the required steps for the Service District to implement a tax increase next year. Travis stated he would print the checklist and distribute it to all board members and ensure that all required actions are completed. He also noted that while he can provide guidance, the board is responsible for taking the formal actions necessary for a tax increase.

7. **Board Stipend Review and Approval, 2025 Calendar Year**

The board discussed member attendance for the year to determine eligibility and amounts for board stipends. Attendance records were reviewed and clarified, noting a small number of absences: Board Member Kim Stenquist was absent in October, and Board Member Katrina Call was absent in March and May. All other members were confirmed present for the remaining meetings. It was clarified that the annual $300 stipend applies to the Chair, Treasurer, and Maintenance Coordinator positions, with all members receiving $25 per meeting attended.

Based on attendance and positions held, the total stipend amount calculated was $2,075, with individual amounts stated for each board member: Jeff Hammer ($550), Jed Winder ($550), Brian Roth ($250), Katrina Call ($500), and Kim Stenquist ($225).

Motion: Board Member Roth moved to approve the boards stipends as stated. Board Member Call seconded the motion. The vote was as follows: Chairman Hammer, “Aye”; Board Member Roth, “Aye”; Board Member Stenquist, “Aye”; Board Member Call, “Aye”; Board Member Winder, “Aye”. There were none opposed. The motion carried.

8. **Review and Approval Meeting Dates for the 2026 Calendar Year**

Chairman Hammer presented Resolution 2025-03 establishing the proposed meeting schedule for the North Tooele City Special Service District Administrative Board for calendar year 2026. The board reviewed the proposed dates, which generally follow the fourth Thursday of each month, with adjustments for holidays. The schedule includes no meetings in July and December, a training meeting in March, tentative budget adoption in April, and tentative Truth in Taxation in August. It was noted that the schedule may be adjusted in the future if needed, but a proposed calendar is required at this time.

Motion: Board Member Winder moved to approve the Meeting Dates for the 2026 Calendar Year as stated. Board Member Stenquist seconded the motion. The vote was as follows: Chairman Hammer, “Aye”; Board Member Roth, “Aye”; Board Member Stenquist, “Aye”; Board Member Call, “Aye”; Board Member Winder, “Aye”. There were none opposed. The motion carried.

9. **Chair’s Report**
Presented by Chairman Jeff Hammer

The Chair noted there was nothing new to add beyond the previously discussed resolutions and stipend items.

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10. Approval of Minutes from Meeting Held on October 23, 2025

The Board reviewed the minutes from the October 23, 2025 meeting. A correction was noted clarifying that Board Member Katrina Call, not Board Member Kim Stenquist, made and approved a motion at that meeting, and the minutes had been updated accordingly.

Motion: Board Member Call moved to approve the North Tooele City Special Service District Board Meeting Minutes from October 23, 2025 as presented. Board Member Roth seconded the motion. The vote was as follows: Chairman Hammer, "Aye"; Board Member Roth, "Aye"; Board Member Stenquist, "Aye"; Board Member Call, "Aye"; Board Member Winder, "Aye". There were none opposed. The motion carried.

Chairman Hammer stated that the next regular meeting of the North Tooele City Special Service District Administrative Board is scheduled for January 22, 2026.

Chairman Hammer noted that Board Member Winder's term on the Board expires at the end of the year and proposed forwarding Jed Winder's name to the City Council for consideration and approval for another term. The Board expressed support for this action.

11. Adjourn

There being no further business, Chairman Hammer adjourned at 8:39 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 22ND day of January, 2026

Jeff Hammer

Jeff Hammer, Chair
North Tooele City Special Service District

INVOICE

Jensen Family Landscape Maintenance LLC
PO Box 242
Tooele, UT 84074-0242

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

JENSEN FAMILY LANDSCAPE
Est. 2001

North Tooele City Special Service District

Bill to

North Tooele City Special Service Dist
NTCSSD
883 North 120 West
Tooele, UT 84074

Invoice details

Invoice no.: JFLM25-726
Terms: Due on receipt
Invoice date: 11/20/2025
Due date: 11/20/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/29/2025	**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
2.	11/07/2025	**Service District Fall 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. Remove all trash and debris from landscape/hard-scape areas/blow sidewalks and curbs. Sprinkler system fall winterization. Fall cleanup to take place after majority of leaves have fallen.	1	$3,810.00	$3,810.00

Total **$5,725.00**

Overdue 11/20/2025

Ways to pay

VISA DISCOVER AMEX BANK PayPal venmo

Note to customer

NTCSSD Meetings 2025

Board Member	Jan	Feb	Mar	April	May	Jun	Aug	Sept	Oct	Nov	Total Mtgs Attended	Amt *Mtg	Total Mtgs.	Extra for **See below	Total Stipend Amount	Board Position	Notes
Jeff Hammer	x	x	x	x	x	X	X	X	X	x	10	$25	$250	$300.00	$550	Chair	*If board members completd virtual training they got credit for the meeting*
Jed Winder	x	x	x	x	x	X	X	X	X	x	10	$25	$250	$300.00	$550	Treasurer	
Brian Roth	x	x	x	x	x	X	X	X	x	x	10	$25	$250	$0.00	$250	Board Member	
Katrina Call	x	x	N/A	x	N/A	X	X	X	x	x	8	$25	$200	$300.00	$500	* Maintenance Coordinator	
Kim Stenquist	x	x	x	x	x	X	X	X	n/a	x	9	$25	$225	$0.00	$225	Member (Vice Chair)	

X=Attended monthly meeting

N/A=Not attend monthly meeting

*$25.00 per monthly meeting attended

**$300 per year for service as Chair, Maintenance Coordinator, Treasuer