STANSBURY
SERVICE AGENCY
Parks and Recreation

STANSBURY SERVICE AGENCY BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Date: Monday, September 14, 2026
Location: 1 Country Club Drive, STE 1, Stansbury Park, UT 84074
Time: 6:30 PM

I. Call to Order by Wayne Nielson at 6:30 pm
II. Roll Call
Board Members
Kyle Shields - Present
Wayne Nielson - Present
Kasey Nobles - Present
John Wright - Present Remotely
Brett Palmer - Present Remotely
Staff
General Manager Jim Hanzelka – Present
Ingrid Swenson – Present
Shawn Chidester – Present
III. Pledge of Allegiance led by Wayne Nielson
IV. Action Items:
2026.09.07 A
Board Review and possible approval of Job Posting for General Manager.
  a. John Wright raised concerns with the proposed General Manager job posting, beginning with the sentence describing the position as acting as the chief executive officer of the organization. Kyle Shields noted that the existing Agency policy identifies the General Manager as the chief executive officer, and Jim explained that state documents also identify a chief executive officer for the organization. After discussion, the Board agreed the posting could omit the chief executive officer wording while retaining a description of the position's responsibilities.
  b. Jim proposed revising the sentence to state that the full-time position is responsible for supervising day-to-day operations, projects, and other requirements as directed by the Stansbury Service Agency Board of Directors. John Wright and Brett Palmer agreed with the revised wording.
  c. John Wright also raised concerns regarding salary and benefits, including the overall compensation cost and a vehicle. Jim and other Board members clarified that a vehicle was not included in the current posting. The Board discussed the advertised salary range of $90,000 to $135,000 and the need

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to attract a qualified candidate. John Wright stated that he was comfortable with the existing salary range.

d. Kyle Shields questioned whether two years of managerial experience within the six years of related-field experience was sufficient. The Board agreed to revise the requirement to six years of experience in a related field, four of which must be in a managerial role.
e. The Board also discussed the provision allowing ten years of progressively responsible experience in lieu of a degree and agreed to leave it as written. References and background checks were also discussed. Jim and Kasey Nobles indicated that references would be addressed through the application and interview process, and Ingrid agreed to verify the appropriate wording for the background-check requirement.

Motion by Kasey Nobles to approve the General Manager job posting as revised based on the discussion, including replacing the chief executive officer wording with language describing the position's responsibilities and changing the managerial-experience requirement from two years to four years within the six years of related-field experience. Seconded by Wayne Nielson.

Vote as Follows:
Kyle Shields - Aye; Kasey Nobles - Aye; Wayne Nielson - Aye; John Wright - Aye; Brett Palmer - Aye. **Motion Passed: Unanimously**

Motion to Adjourn

Motion by Kyle Shields to adjourn the Stansbury Service Agency Board of Directors Special Meeting. Seconded by Kasey Nobles.

Vote as Follows:
Wayne Nielson - Aye; Kyle Shields - Aye; Kasey Nobles - Aye; John Wright - Aye; Brett Palmer - Aye. **Motion Passed: Unanimously**

Meeting Adjourned at 7:16 pm.

The content of these minutes is neither intended nor presented as a verbatim transcript of the meeting. Rather, they serve as a concise summary of the key discussions and actions that took place.

Approved this *Date.* 9/23/26

Brett Palmer
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Stansbury Service Agency Board Chair