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

**Date:** Wednesday, September 23, 2026

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

**Time:** 6:30 PM

### **I. Call to Order** by Brett Palmer at 6:30 pm

### **II. Roll Call**

#### **A. Board Members**

1. Brett Palmer - Present
2. John H. Wright - Present
3. Kyle Shields - Present
4. Brock Petersen - Present
5. Wayne V. Nielson - Present
6. Kasey Nobles - Present

#### **B. Staff**

1. James Hanzelka - Present
2. Ingrid Swenson - Present
3. Daisy LeBleu – Present

### **III. Pledge of Allegiance** led by Kasey Nobles

### **IV. Sheriff Update**

- A.** Detective Nathan Riding of the Tooele County Sheriff's Office reported August activity totals of 244 details, 163 traffic stops, 43 citations, 98 warnings, 4 accidents, 8 DUIs, 14 misdemeanor arrests, and 1 felony arrest.
1. John H. Wright raised concerns about drivers running stop signs near Sand Hill Way, Village Boulevard, and Stansbury Elementary; vehicles using the bike lane to make right turns; renewed racing on Village Boulevard; and unsafe parking during school drop-off and pick-up. Detective Riding said the traffic concerns could be relayed through the Sheriff's Office chain of command. He explained that parking restrictions require coordination with County Roads and that deputies can enforce posted restrictions. James Hanzelka reported that no-parking signs had already been installed on the Agency side of the street by the school and that the curb would be painted red when paint was available.
  2. James Hanzelka asked that deputies resume spending time near the frontage area after school because high-speed motorcycles had returned. Detective Riding agreed to pass along the request.
  3. Kasey Nobles asked how deputies distinguish golf carts from low-speed vehicles. Detective Riding said County ordinances recognize golf carts

4. somewhat differently, but applicable traffic laws still apply and deputies use the relevant vehicle definitions when enforcing them.

## V. Public Comments

### A. No Public Comments

## VI. Review of Public Comments

- A. Steve Lempp, 22 Lakeview, previously reported that he had counted 13 dead doves in two cul-de-sacs in Stansbury Park and had seen additional community discussion about similar deaths. He reported contacting the state biologist for the region and a local veterinarian and raised concern about possible disease transmission to pets.
  1. **Response:** Staff was made aware of the concern and reported that no additional issues had been observed, suggesting it appeared to have been a one-time issue affecting one species.

## VII. General Manager Updates:

### A. Operations

1. **Events and Staffing:** James Hanzelka reported that the drone show was very well attended. Upcoming events include separate adult and children's Halloween activities, the Royalty Turkey Trot on November 14, and the Christmas Market on December 11. Staff hired a couple of seasonal employees to assist with mowing and added full-time irrigation staff, but the mow crew remained short-staffed.
2. **Golf and Irrigation:** Most golf seasonal employees had been released except the staff who perform morning mowing of the greens and fairways. Wiring of holes 4 through 6 into the new WeatherTrak system was complete, with hole 11 next. Broad Fork had completed one treatment on the irrigation pond and two treatments on the golf-course ponds. The treatment largely addressed the algae but did not sufficiently affect the pond weed in the irrigation pond, so a different treatment would be tried. The Board clarified that the treated ponds were the pond on hole 5 by Gordon Well, the pond on hole 7, and the pond between holes 3 and 8.
3. **Clubhouse Utility Area Vandalism:** Staff reported that doors at the abandoned outside bathroom/utility area had been kicked in again and discussed fencing or other measures to secure the secluded area.
  1. John H. Wright suggested metal frames and doors with an additional low deadbolt.
  2. Kyle Shields suggested outward-opening doors and, if the space remains unused, welding the doors shut once a metal frame is installed.
  3. James Hanzelka said the immediate goal is to keep people out and prevent damage that could interfere with the HVAC systems, while also hoping to find a future use for the space.

### B. Projects

1. **Millpond Bridge:** Reaveley is still preparing plans and a cost estimate and expects to have them within a couple of weeks. BMEI has been working on the

connection point. After the initial drilling went too deep and too far into SPID property, the decision was made to re-drill and place the box within the easement.

2. **Millpond Park:** James Hanzelka and John H. Wright met with the electrical contractor on September 22 and reported that significant electrical work remains. A bid package and cost projection are expected this fall, after which the plans can be reviewed to determine whether to bid the work or revise the plans. John H. Wright said he would summarize his site notes and provide them to James Hanzelka. The amphitheater structure plan set had also been provided to the electrical engineer.
3. **Capital Maintenance:** Staff may have identified a solution for the bathroom lock issue that could be completed this year. The VFD was moved to the capital-project list because it is a depreciable asset. Several bids were being sought for the clubhouse entryway work, and downspout work on the back deck remained underway. Staff will complete what they can on the Millpond Bridge this year, but much of the work will move to next year. West Bank offloading area will also move to next year while staff pursues possible grant funding, and the camera project was deferred while the system is evaluated. Staff confirmed that the cemetery fence had already been moved.
4. **Porter Way Ball Field:** The field had been regraded, with existing red dirt saved for reuse and additional red dirt ordered. Staff asked Adobe Rock to spread the remaining existing red dirt as a base before the new material is placed. The work cost more than originally anticipated, so some ancillary equipment may need to move into next year's budget. The irrigation line that had run beneath the infield was relocated outside the fence line, and staff planned to purchase a movable mound and enough equipment to get started. The graded area extends to approximately a 95-foot radius from the pitcher's mound. Staff also discussed reseeding or resodding poor turf and correcting a low area near the fence.

### C. Finances

1. James Hanzelka reported that a \$74,000 amount had been placed in the current-year budget in error and had been corrected. General Fund and golf-course revenues remained ahead of budget, while pool revenue and Parks and Recreation revenue were lagging. Parks and Recreation revenue, primarily from sports-field rentals and food trucks, was down significantly from the prior year, and staff expected both Parks and Recreation and the pool to remain below budgeted revenue.
2. Expenses were generally tracking below budget. Golf-course expenses remained on track, and Parks and Recreation expenses were significantly under budget after early staffing and hiring issues. Staff explained that some positions had initially been filled by employees with lower-than-anticipated skill levels, resulting in lower wages and fewer benefit costs, and that those staffing issues had since been addressed.
3. At the time of the meeting, the golf-course expense-to-revenue difference was approximately \$20,000. Staff projected year-end expenses of approximately \$1.5 million and revenue of approximately \$1.2 million, a difference of

approximately \$300,000 as seasonal revenue declines while maintenance work continues. Kasey Nobles questioned the projected roughly \$100,000 per month in golf-course work during the final months of the year. Staff cited continuing work, including rewiring hole 11 and five employees working on the golf course.

4. Capital-project spending remained behind the budgeted curve because several projects were not ready to proceed. Staff expected approximately \$400,000 in project funding to move into next year. John H. Wright asked whether the delays were generally caused by items such as bids and drawings not being ready, and James Hanzelka confirmed that was the case.

## **VIII. Discussion Items**

### **A. Presentation of the 2027 tentative Budget**

1. James Hanzelka reviewed the 2027 budget cycle and explained that the tentative budget is an early planning document. The Board is expected to review and agree on the proposed budget by the last regular Board meeting in October, after which the budget and fee schedule will proceed through the public-hearing process before final adoption by the end of the fiscal year.
2. James Hanzelka reviewed the timing of tax revenue, fees, and residual funds. Unspent money moves into residual funds and can later be transferred back into a future budget for projects. He noted that \$325,000 had been transferred from residual funds into the 2026 budget to support capital projects and capital maintenance. He also reviewed recent revenue and expense trends and explained that the Agency had operated with a minimum crew in 2024 before staffing levels increased and then remained relatively consistent.

### **B. Discussion of 2027 Projects for the Capital Project budget.**

1. James Hanzelka estimated that approximately \$872,000 would be available at the start of 2027 capital-project planning from transferred 2026 project funds, programmed budget contributions, and residual 2026 funds. The Board will need to confirm project priorities and decide where to place the project funding cut line, including how much additional money, if any, should be transferred from reserves.
2. James Hanzelka reviewed prior playground recommendations. Woodland Park was replaced after the manufacturer of the former equipment went out of business, while Village and Galley Parks were retained after repairs because the structures were considered operationally sound. Staff explained that the defunct manufacturer affects liability coverage rather than operability. A trained playground safety officer conducts biannual internal inspections, and the playgrounds also receive annual third-party inspections through the Agency's insurer. Staff said the insurer would accept the remaining risk as long as the Board was willing to do so. Board members asked questions about manufacturer liability and inspection records.
3. Board members requested the detailed capital-project spreadsheet with individual costs and clearer project descriptions and justifications to support their priority decisions. Staff clarified that the \$100,000 shown at the range-ball-picker line represented the additional transfer needed to reach that funding cut

line, not the cost of the picker itself. The Board also discussed Porter Way cost overruns and the proposed replacement of a leaking maintenance boat, including the need for a gas motor to tow the weed boat back in if it experiences an engine problem.

4. James Hanzelka reported that proposed impact-fee projects could total approximately \$1.2 million while available impact-fee cash was approximately \$863,000. Completing all proposed work would therefore require reducing project scope or borrowing from residual funds, with those funds potentially repaid from future impact-fee revenue. Brock Petersen also raised the possibility of using proceeds from a future water-rights sale as another source of funding flexibility.
5. James Hanzelka described possible cost-reduction strategies, including requesting that the UDOT project proceed at the full 80/20 split with irrigation treated as UDOT's responsibility, which would reduce the Agency's contribution if approved. He also discussed phasing Millpond Park by completing the trail from the parking lot to the amphitheater first to trigger reimbursement while deferring the remainder of the project. Staff also planned to contact UDOT regarding possible additional participation in the Sound Wall Trail after the County indicated it considered the trail part of the UDOT system. No formal action was taken.

#### **C. Discussion of 2027 Proposed Fee Schedule.**

1. Ingrid Swenson reviewed the proposed 2027 fee schedules and explained that highlighted items reflected proposed changes. The figures remained tentative and would return for Board consideration before being presented at a public hearing in November, with a final vote scheduled for December.
2. For Porter Way, staff proposed a resident rate of \$20 per hour and a non-resident rate of \$40 per hour. The Board also reviewed equipment and golf-course fees.
3. The proposed golf-course schedule included a new spectator cart fee intended for tournament spectators. Wayne V. Nielson explained that the fee would primarily apply during tournament events when spectators request carts. Board members asked that the description be made clearer, and Ingrid Swenson noted the wording as "Spectator Tournament cart fee." Proposed increases to season passes and the 18-hole greens fee were also discussed.
4. The Library fee schedule was a new addition. Staff proposed an annual non-resident library-card fee and photocopy fees. Kasey Nobles suggested that the non-resident card fee could be set at \$10 and noted that the amount would still be inexpensive compared with other options.
5. The Board reviewed proposed pool-fee changes intended in part to remain competitive with Deseret Peak, including adjustments to daily admission and punch cards, new youth and military/senior season-pass categories, and free admission for children age two and under. Staff explained that swim-lesson pricing reflected a shorter lesson format and that the swim team runs from mid-June through the last Saturday in July. Staff also clarified Red Cross-based

supervision rules: children age two and under must have an adult in the water, while children under 12 must have an adult in the pool area.

6. Staff proposed modest reductions to some clubhouse rental rates to determine whether price was contributing to reduced resident usage. The Board also clarified that damage deposits paid by check receive a full refund, while credit-card payments are subject to the applicable credit-card processing fee.
7. The Board discussed athletic-field resident and non-resident rates and how organized leagues are classified. John H. Wright identified an apparent discrepancy in the Woodland Park rate between the athletic-field and park-use schedules, and staff agreed to review it. Kasey Nobles raised concerns that leagues receiving resident rates may include non-resident players and requested better data on participant residency. John H. Wright said the majority of Stansbury League participants are from Stansbury. Kyle Shields noted that organized-league use is charged per hour per field. The Board discussed collecting participant residency data before revisiting the issue.
8. John H. Wright questioned apparent changes in cemetery non-resident rates. Staff stated that the 2027 cemetery schedule had been copied from the 2026 schedule and would be rechecked. No formal action was taken on the fee schedule.

#### **IX. Action Items:**

##### **A. 2026.09.08 A**

1. Board Review and possible approval of Adding Staff to the Hiring Committee.
  1. John H. Wright said the policy committee considered it important for the current General Manager and Ingrid Swenson to participate because of their experience with the position and the hiring process. Kasey Nobles noted that the policy allows a General Manager leaving on amicable terms to participate in the hiring committee.

**Motion by Motion by** Kasey Nobles to add James Hanzelka to the hiring committee and Ingrid Swenson to assist with receiving applications and related committee work and to participate as part of the hiring committee. Seconded by Kyle Shields.

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

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Recused. Motion Passed

##### **B. 2026.09.09 A**

1. Potential Replacement of pipes from Rabbit Ditch under Village Boulevard.
  1. James Hanzelka reported that Rabbit Ditch can provide water to the golf course when flowing and can provide some drainage benefit during heavy runoff. The two corrugated pipes beneath Village Boulevard were visibly crushed and unusable. SPID had expressed willingness to discuss contributing to replacement costs, and staff also planned to approach Tooele County. The Board discussed replacing the pipes while the area was

accessible, but staff needed additional information about the pipe connections and their condition.

2. John H. Wright initially moved to replace the corrugated metal pipe beneath Village Boulevard, have the work bid, and schedule the replacement for next spring. After further discussion regarding timing, contractor availability, cost, and the need for additional inspection of the connections, he rescinded the motion before a second or vote.

**Motion by John H. Wright** to direct staff to review the possibility of replacing the two pipes under Village Boulevard and obtain additional information about the condition of the pipe connections so the Board can make a better decision and, if appropriate, complete the work as early as possible next spring. Seconded by Brock Petersen.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Aye. Motion Passed Unanimously

**C. 2026.09.10 A**

1. Board Review and possible approval of September 9, 2026, Board Meeting Minutes.

1. Brett Palmer requested a correction to the Porter Way ball-field discussion. The minutes stated the infield was to be lowered approximately 10 to 12 inches; he said the bid called for a 15-inch cut and asked that be corrected accordingly.

**Motion by Kasey Nobles** to approve the September 9, 2026, Board Meeting Minutes with the noted correction changing the Porter Way field excavation depth to 15 inches. Seconded by John H. Wright.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Aye. Motion Passed Unanimously

**D. 2026.09.11 A**

1. Board Review and possible approval of September 14, 2026, Board Special Meeting Minutes.

1. No corrections were raised to the September 14, 2026, Board Special Meeting Minutes.

**Motion by Kyle Shields** to approve the September 14, 2026, Board Special Meeting Minutes. Seconded by Wayne V. Nielson.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - recused. Motion Passed

**E. 2026.09.12 A**

1. Board Review and possible approval of Vacating and Amending Lots 1 and 2 of M and B Subdivision.

1. The Board reviewed a lot-line adjustment affecting Lots 1 and 2 of the M and B Subdivision at 101 and 102 Lakeview. Staff explained that the existing public utility easement would be vacated and moved to the new lot line. Tooele County requested a letter stating that the Agency had no

objection to the amendment, and the Agency would also be required to sign the plat.

**Motion by** Kasey Nobles to approve the vacating and amending of Lots 1 and 2 of the M and B Subdivision. Seconded by Brock Petersen.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Aye. Motion Passed Unanimously

**F. 2026.09.13 A**

1. Board Review and possible approval of August financial Statements, Purchases, and Journal Entries.
  1. John H. Wright asked about work by Bob's Lock and Safe. Staff explained that the locks were replaced with higher-security locks and that part of the wooden casing was reinforced with a metal plate.
  2. John H. Wright asked why State Fire monitoring charges differed. Staff explained that the charges applied to different buildings and monitoring systems and clarified that the monitoring fees are quarterly, not monthly.
  3. John H. Wright asked whether recent tree-trimming costs could be related to a number of trees for future budgeting. Staff explained that the Village Boulevard work was bid by scope and distance, while another golf-course job had been based on a specific number of identified trees.
  4. The amount stated in the motion was corrected before the vote from \$428,328.79 to \$428,382.79.

**Motion by** John H. Wright to approve the August 2026 financial statements, journal entries, and expenditures in the amount of \$428,382.79. Seconded by Brock Petersen.

**Vote as Follows:**

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - 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 General Manager, and requests for future Board actions.

- **Brock Petersen:** said the drone show was well attended and well received. He suggested that a future event could include additional activities such as a car show and food trucks to build on the turnout.
- **Kasey Nobles:** agreed that the drone show was successful but raised concerns about heavy clumps of cut grass left in parks and asked staff to review mowing practices. He also requested discussion about low-speed vehicles and privately owned carts on the golf course because higher-powered vehicles and more aggressive tires could damage turf. He asked that unused equipment that has been sitting for extended periods be repaired, disposed of, donated, or otherwise removed rather than continue taking up space.
- **Wayne V. Nielson:** said he was impressed with the drone show and suggested considering a small fireworks component in the future. He also asked that future funding discussions include a feasibility study and phased planning for a central maintenance building.

- **John H. Wright:** asked for an update on prior discussion with Tooele County regarding possible rules for golf carts on Stansbury Park roads. James Hanzelka said he was still working on material that could be vetted by the Board.
- **Kyle Shields:** asked for an update on the microphone order and was told the vendor was still correcting the order, with staff hoping for resolution in October. He questioned the extent of permanent electrical work planned for Millpond Park when some event users would still need to bring generators. He also encouraged fall seeding in areas needing turf restoration, suggested using a low-traffic area near the dentist office as a test plot for a more drought-tolerant 90/10 tall-fescue mix, asked staff to mark and remove dead trees, and requested future funding for appropriate replacement trees. He suggested Ponderosa pine as one possible species for the area between the clubhouse and Mill Pond.
- **Brett Palmer:** asked for an update on Agency computers. Staff reported that the Labor Day sales had been missed but another sale opportunity was expected, with Black Friday mentioned as a possibility. He also asked staff to identify the areas planned for seeding, including whether they are golf-course or greenbelt areas, and requested a map for the next meeting.

#### **Motion to Adjourn**

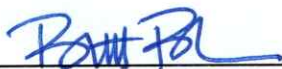
**Motion by** Kyle Shields moved to adjourn the Stansbury Service Agency Board of Directors Meeting. Seconded by John H. Wright.

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

Wayne Nielson - Aye; John H. Wright - Aye; Kyle Shields - Aye; Brett Palmer - Aye; Kasey Nobles - Aye; Brock Petersen - Aye. Motion Passed Unanimously  
Meeting Adjourned at 8:43 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. 10/7/26




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Brett Palmer, Stansbury Service Agency Board Chair