



# Stansbury Service Agency Of Tooele County

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The regular meeting of the Stansbury Service Agency of Tooele County was held Wednesday, October 14, 2015 at 7:00 pm, at the Stansbury Park Clubhouse, 1 Country Club, Stansbury Park, UT 84074. The agenda was published in the Transcript-Bulletin and on the Public Notice Website.

## **Business Meeting:**

**Call to Order:** The meeting was called to order by Chairman, Neil Smart.

**Pledge of Allegiance:** Three young gentlemen representing Boy Scout Pack #4457 led the Pledge of Allegiance.

### **Roll Call:**

Jamie Lindsay -Excused  
Gary Jensen - Excused  
Mike Johnson - Present  
Glenn Oscarson - Present  
Neil Smart - Present  
Rod Thompson - Present

### **Staff:**

Randall Jones - Present  
Miriam Alsup - Present

## **Review and Adopt Minutes:**

**Rod moved to adopt the minutes of the regular meeting held on September 23, 2015, with no changes. Mike seconded the motion and the vote was as follows:**

<b>Rod - yes</b>	<b>Mike - yes</b>
<b>Glenn - yes</b>	<b>Neil - yes</b>

**The motion passed.**

## **Public Comment:**

**Kim Clausing, Tooele County Health Department.** Kim gave an update on grant monies available for trails in Stansbury Park. She had attended the Rural Planning Organizational Meeting where representatives of Tooele County, Grantsville City, Tooele City, UDOT, and

UTA were also present. Wasatch Front Regional Council presented the funding programs for local governments along with information on timelines, eligibility, applications and letters of intent. Wayne, with WERC, stated at the meeting that Transportation Alternatives Program funding is available for Tooele County. Kim stated that projects such as the trails mapped out in her handouts can be used in funding applications. A letter of intent is due by October 29, 2015 from the Agency, along with a letter of intent and the projected cost. Neil stated that the two trails referenced in the letter of intent would be the frontage road trail and the underpass trail. Kim will continue her involvement with the grant funding process and keep the Agency informed. The trail maps will become part of the County's General Plan.

**Jolene Winder, 525 W Christopher St.** Jolene questioned the placement of the softball fields at Parkview Park as the area is muddy much of the time and many community members ride motorcycles and 4-wheelers in that area. She was concerned for the safety of those using the park facilities and asked who she could call when there were issues. Jolene was also concerned that there was not enough room for the softball fields. Neil stated that the Agency is very much aware of the muddy areas which will be addressed with extra sand, gravel and new sod. The Board suggested that Jolene call the Sheriff's Office when motorcycles and/or 4-wheelers were driving in the park. Randall asked that he be called also as he would probably be able to respond quicker and provided Jolene with his cell number. Randall explained the placement of the softball fields at the park allowing ample room for soccer. Jolene was encouraged to report any one abusing the park, take pictures when possible and feel free to contact Randall.

### **Possible Action Items:**

**Clubhouse Management** - Randall stated that a Scope of Work was generated and proposals for bids were advertised. The bids were due today and none were received. Neil asked Randall about one that he had emailed to him, but it was received after the 4 PM deadline and not submitted to the office as instructed. Randall mentioned that in light of the fact that no bids were received, his suggestion would be to move ahead and hire someone to take care of the services needed for the clubhouse. Neil asked Randall to look at the bid that was received late and compare it to the costs of an in-house employee. Mike asked Randall what he was expecting to pay someone to schedule the events for the clubhouse and wasn't that something that Miriam could handle. Randall answered that since it is only 20 hours a week, at the most, and having to be available on weekends, that he was looking at paying someone \$15.00 per hour and it would be about \$17,000 annually compared to the \$27,000 the Agency is currently paying. Since the Agency is paying \$6,000 a year for cleaning now, the Agency could bring that in-house also and allow the employee to work on landscaping three days a week and clean on Mondays and Fridays. Glenn asked how much revenue was brought in from the clubhouse rental and Randall stated that it was \$33,000 - so there is no money being made, but breaking even. Mike suggested Randall write up something regarding the position and costs and Neil agreed, adding that the Board would like to be more involved with the hiring of this person as the event scheduler. Randall recommended that the position be brought in-house for better product, better control on everything, plus a savings of \$7,000 to \$9,000 instead of contracting it out. Mike asked that something be written up for the next meeting and Randall stated that there wasn't time to get advertising out, interviews done and someone hired in time if the decision was put off until the next meeting. Neil mentioned that he felt Kimberly would extend her contact longer if needed. Randall will itemize the cost, hours needed, job description, etc. with Mike's assistance so the Board has figures in hand.

**2016 Budget** - Neil attended the Sports' Association Meeting and gained information regarding the "**wish lists**" from **recreation soccer, softball, baseball and Elite soccer**. Neil would like to see if the Agency could offer any assistance with new soccer goals and better grass. He would like that discussed as to where no one sport would receive more financial assistance than another. Neil said that he will meet with Randall and discuss what makes the most sense in helping the sports teams obtain some assistance.

Rod would like to see a **pond near the driving range** at the golf course and stated that no pipe work would be involved as it is already in place. Randall mentioned that SPID would get involved with the project and help put a liner in the pond but not cover it with dirt to see if that is the way to go with future ponds, cutting much of the cost.

Glenn would like to have a **hose bib installed** by the pavilion. Randall stated that as the contour is re-designed, a more traditional hose bib will be installed. Glenn would also like to see the **ponds cleaned** as many of them are all scummed over, using one pond as an experiment to see what works to clean them.

Mike would like to see money going into the maintenance and **upkeep of the clubhouse** as it is pretty run down.

Neil suggested that this next year, the Agency scale back on "big" projects and update a lot of stuff and fix a lot of things - give a "**white-wash**" to many **needy projects**.

Randall stated that typically there is \$150,000 - \$250,000 in general funds at the end of the year that can be transferred to capital projects for the next year. This year there will be **\$450,000 extra** that we can transfer, but haven't, and we could budget out of the general reserve to do some of these bigger maintenance-type projects that aren't capital improvements.

Mike asked if there were any new employees needed other than the clubhouse scheduler. Neil stated that he has been in contact with Randall about **hiring a gardener** so that we had someone who knew plants, knew where to plant certain plants, knew what bloomed when, someone who could help out with the appearance of the entryways. Glenn added that he would like this person to be solely responsible for gardening and not pulled away to other tasks. Glenn will talk with the Tooele Master Gardener and see if there are interested people who will volunteer their gardening talents and time.

Randall said in order to do what is needed, we need a maintenance crew of 4 people, a mowing crew of 5 people, a scheduler and that's adding 1.5 more employees than we have this year. Randall added that in his wage schedule research, the Agency has to start paying the employees more as it is difficult to get interested people. Neil agreed and asked that Randall provide information on wage increases to the Board.

**Record Management Policy & Plan** was tabled as Jamie, who has an interest and a desire to help, was absent. Mike asked that the information be emailed before the next meeting so that it could be reviewed.

**Recess** - none.

**Manager's Report** - Mike asked about the progress with the new boat ramp. Randall answered that things are going to change since there is no work is being done and we'll get new people to finish it if we have to. Randall will contact the contractor tomorrow and explain what we need to have happen or we hire someone else. Randall stated that we would be tearing up a good chunk of ground behind the clubhouse running trackhoes and bobcats for the restoration work, and it's quite costly and difficult to bring a cement truck right down to the site - so since it is going to be



