

SMITHFIELD CITY COUNCIL

MARCH 11, 2020

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, March 11, 2020. The meeting began at 6:30 P.M. and Mayor Jeffrey H. Barnes was in the chair. The opening remarks were made by Deon Hunsaker.

The following council members were in attendance: Curtis Wall, Jamie Anderson, Deon Hunsaker and Jon Wells.

Wade Campbell was excused.

City Manager Craig Giles, Police Chief Travis Allen, Fire Chief Jay Downs, Recreation Director Brett Daniels, Public Works Director Doug Petersen, Golf Professional Eric Kleven, Golf Superintendent Chad Daniels, City Engineer Clay Bodily and City Recorder Justin Lewis were also in attendance.

VISITORS: Jeff Wood, Darwin Anderson, Scott Archibald

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM FEBRUARY 26, 2020.

A motion to approve the February 26, 2020 city council meeting minutes was made by Jamie, seconded by Curtis and the vote was unanimous.

Yes Vote: Wall, Anderson, Hunsaker, Wells

No Vote: None

Absent: Campbell

RECOGNITION OF DARWIN ANDERSON

Mayor Barnes mentioned Darwin Anderson is a member of the Sky View High School swim team.

Darwin owns the following swimming records at Sky View High School: 200 meter freestyle, 200 meter IM, 500 meter freestyle, 100 meter breaststroke as well as relay records for the 200 meter medley and 400 meter freestyle.

Darwin broke the 100 meter breaststroke record recently. The record had been held for about 20 years.

Darwin won the 500 meter freestyle at the recent state high school championship.

Darwin will continue his education and be a member of the Brigham Young University swim team.

Mayor Barnes presented Darwin with a plaque recognizing his efforts and leadership.

RESIDENT INPUT

There were not any comments or questions.

DISCUSSION AND POSSIBLE APPROVAL OF THE CONDITIONAL-USE PERMIT REQUEST BY RIGO CHAPARRO TO ALLOW A TWO (2) LOT MINOR SUBDIVISION/INTRABLOCK DEVELOPMENT, ARCHIE AND CHAPPI LOT SPLIT, LOCATED AT 30 SOUTH 100 EAST. PARCEL NUMBER 08-070-0045. ZONED R-1-10.

Jamie mentioned this is a straightforward intrablock subdivision and he did not have any concerns.

Mayor Barnes mentioned there is a long shared driveway for the existing home and the proposed new home. A hammerhead turnaround will be located at the end of the new road.

There is an existing home on the parcel by the road.

Mayor Barnes asked if the existing lot is non-conforming? Clay stated that is correct as there is not enough frontage to be conforming.

Jon asked what would happen to the existing structures on the proposed new lot? Scott Archibald replied they will be removed and hauled away.

A motion to approve the conditional-use permit request for a two (2) lot minor subdivision/intrablock development, Archie and Chappi Lot Split, at 30 South 100 East was made by Jamie, seconded by Curtis and the vote was unanimous.

Yes Vote: Wall, Anderson, Hunsaker, Wells

No Vote: None

Absent: Campbell

DISCUSSION AND POSSIBLE APPROVAL OF THE CONDITIONAL-USE PERMIT REQUEST BY RIGO CHAPPARO TO ALLOW A TWO (2) LOT MINOR SUBDIVISION/INTRABLOCK DEVELOPMENT, CHAPARRO LOT SPLIT, LOCATED AT 67 SOUTH 100 EAST. PARCEL NUMBER 08-071-0022. ZONED R-1-10.

Scott Archibald mentioned the old barn and other structures have been removed on what would be the new building lot.

Mayor Barnes asked if the existing lot is non-conforming? Clay stated that is correct as there is not enough frontage.

A motion to approve the conditional-use permit request for a two (2) lot minor subdivision/intrablock development, Chaparro Lot Split, located at 67 South 100 East was made by Jamie, seconded by Curtis and the vote was unanimous.

Yes Vote: Wall, Anderson, Hunsaker, Wells

No Vote: None

Absent: Campbell

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 20-05, AN ORDINANCE REZONING PARCEL NUMBER 04-013-0009 FROM CC (COMMUNITY COMMERCIAL) TO CC(MU) (COMMUNITY COMMERCIAL MIXED-USE OVERLAY). THE PARCEL IS LOCATED AT APPROXIMATELY 75 WEST 1000 SOUTH AND IS 5.00 ACRES.

Mayor Barnes stated he wanted to read the following comments from Council Member Wade Campbell regarding this request:

“I do have a strong opinion regarding agenda item #5 which is the rezone of parcel# 04-03-0009 from Community Commercial to Community Commercial Mixed-Use Overlay.

The area where this parcel is located at is (I believe) on the master plan as commercial. Considering what is currently in the area and with what our future plans I do NOT see this as an area where the mixed use overlay is a good idea. When Jamie and I were on the Planning Commission we created this Mixed Use Ordinance (I wrote/authored it) and I will say that this area of town is not an application for what we had in mind.

I am wholly against the rezone and ask that each of you do as well.

This isn't a natural fit for the parcel and area of the city. I don't want mixed use in this area (kids, apartments and so on in a largely commercial area). Should the rezone be approved there is no requirement for HOW much commercial vs housing would be required and the developer could build more housing units than anything else. I feel it was a weakness in the ordinance that the Planning Commission didn't consider at the time (I'm pointing the finger at myself on that) to include requirements on how much commercial and so on.

Please do not vote to approve this.

Thank you and have a most wonderful time tonight,
Wade”

Jon mentioned currently there is one area in town zoned CC(MU).

Jon stated after he reviewed the building plans with Clay the calculated footage of residential space is 97% and the amount of commercial space is 3% in the CC(MU) zoned project.

Jon mentioned he visited with some of the people who were planning commission members at the time the ordinance was created. The request by Jeff Wood is not what the ordinance was intended for.

Jon stated he agreed with Wade's comments that this request is not a good fit for the area. The parcel is long and narrow and sandwiched between other commercial parcels.

Jon commented he felt the current parcel which is zoned CC(MU) would have been a better fit if zoned MF (Multiple-Family) where the parcel has residential around it on all sides.

Curtis asked who owns the parcel to the east of this parcel? Jeff Wood stated the Johnson Family Trust.

Curtis mentioned he toured the parcel.

Curtis informed the council he spoke with Bob Lewis the owner of Expertec. Bob intends to expand his business and add some commercial building space on his parcel. There will not be room for a road to go from Jeff Wood's parcel to the highway through Bob's parcel.

Curtis stated he was not excited about the thought of having residential and commercial with limited access on a long skinny parcel.

Curtis asked what the width of the parcel is? Jeff Wood replied 170 feet.

Jeff informed the council the intent is to have the road run down the west side of the parcel.

Jeff mentioned the Use Matrix Table shows multi-family is allowed in the current CC zone but not as high a percentage as in CC(MU).

Mayor Barnes asked if multi-family is allowed in a CC zone? Clay replied it is but there is specific guidelines of what is allowed.

Jon mentioned the dwelling units have to be attached in a CC zone and a conditional-use permit is required.

Jon mentioned in Municipal Code Section 17.68.060 (B) it states the multi-family building should be secondary to the primary commercial building. The multi-family living area cannot exceed 50% of the total square footage of the building.

Mayor Barnes asked what happens if multiple buildings are built? Jon replied each building must have at least 50% of the square footage as commercial floor space.

Mayor Barnes asked if by adding the mixed-use zone allows for multi-family units? Jon replied there is no limitation on the number of multi-family units in a CC(MU) zone.

Jamie stated he was part of the general plan committee when the mixed-use zone was created. The intent was to have the zone from 200 North to 600 South.

The currently approved zone is north of 200 North and Jamie voted against the request because of that reason.

The intent was not to allow the mixed-use zone everywhere.

There are some loopholes in the ordinance which need to be fixed.

Jamie asked Jon to have the planning commission review the ordinance and come up with proposed changes so the original intent can be met.

Jamie stated he felt the overlay zone should only be in the downtown area.

Jon mentioned the planning commission is going to have a discussion on the CC(MU) zone at their March 18th meeting.

Deon stated he had a different perspective than the other council members. Deon felt this area is a good area for this type of request because there is less impact on traffic in town. The problem is roads. Future roads in the city need to be reviewed and discussed. This parcel is too narrow for this type of request and not conducive for multi-family housing.

It is a good area for this type of request but the parcel needs to be larger Deon stated.

Jeff stated he felt this is a good location for multi-family housing as new businesses built on the highway just east of this parcel will be able to quickly access and utilize their services. A CC(MU) zone allows for more of a community feel than a commercial feel.

Mayor Barnes mentioned all of the surrounding parcels except in the southeast corner of this parcel are still in the county and not part of the city.

Jeff stated allowing multi-family in this area of town would help to diversify the area. It would allow some leeway to increase the amount of multi-family to 60% or so.

Jeff informed the council his intent is not to put 24 units per acre.

Mayor Barnes asked for clarification on if there was a requirement for the amount of residential space versus commercial space in a CC(MU) zone? Clay replied there is not.

Mayor Barnes expressed concern if the request is granted the developer can put any amount of multi-family units on the parcel because the ordinance does not have any type of restriction on the amount allowed.

Curtis asked what the goal of the planning commission is when they review the CC(MU) zone at their next meeting? Jon replied to make sure the original intent of the ordinance is in place. After talking to Wade and Jamie, Jon felt that is not the case and the ordinance needs to be revised.

Jon mentioned residential fire code requires two exits for every 32 dwelling units. What is the requirement for commercial? Chief Downs replied commercial zoning is not specifically included in the code.

Jon mentioned the parcel is approximately 170 feet wide and 1,200 feet long. This makes for a potential very long dead end road. Jeff replied there will be a turnaround at the end of the road.

A motion to deny Ordinance 20-05, an Ordinance rezoning Parcel Number 04-013-0009 from CC (Community Commercial) to CC(MU) (Community Commercial Mixed-Use Overlay) was made by Jon, seconded by Jamie and the vote was unanimous.

Yes Vote: Wall, Anderson, Hunsaker, Wells
No Vote: None
Absent: Campbell

Jeff asked if he could still build multi-family in the CC zone? Mayor Barnes replied city code must be followed. The code will state what is allowed. Jon stated there are specific guidelines which must be followed and a conditional-use permit will be required.

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 20-01, A RESOLUTION INFORMING THE STATE OF UTAH WATER QUALITY BOARD OF ACTIONS TAKEN CONCERNING THE MUNICIPAL WASTEWATER PLANNING PROGRAM REPORT FOR 2019.

Clay mentioned this is a yearly Resolution making the council aware of what is happening with the sewer system of the city.

Jamie asked for an update on sewer utility charges and impact fees. Craig replied a rate analysis is currently being done on impact fees as well as the monthly utility fee.

Mayor Barnes mentioned Sunrise Engineering is currently working on a new sewer master plan. Scott Archibald provided the mayor, Jon and some staff members an update on the plan about a month ago.

Craig mentioned Public Sector Economics is currently working on the impact fee study.

Jamie mentioned there are a lot of new homes and connections being added to the system on a yearly basis.

A motion to adopt Resolution 20-01, a Resolution informing the State of Utah Water Quality Board of actions taken concerning the municipal wastewater planning program report for 2019 was made by Jamie, seconded by Curtis and the vote was unanimous.

Yes Vote: Wall, Anderson, Hunsaker, Wells
No Vote: None
Absent: Campbell

Jon asked if the staff had received an update on the sewer master plan in the last month? Craig replied the report is being written. Once the rate study and report are completed they will be

presented to the council at the same time. The impact fee study started about two weeks ago and will take a couple of months to complete.

Mayor Barnes asked if the rates will be effected? Craig replied he anticipated an increase in the monthly fee and impact fee amount as well.

Mayor Barnes asked what the current monthly charge is? Craig replied it is \$33.00 per month for a residence.

Mayor Barnes asked if an increase had already been previously implemented? Craig stated that was correct as an increase had been implemented to help pay for the new Logan City treatment facility. Logan City and the six communities who utilize the facility all implemented a rate increase. The current study is on the collection system the city owns and operates. Right now Smithfield has about the lowest monthly sewer utility fee in the valley.

DISCUSSION AND POSSIBLE VOTE ON AMENDMENTS TO THE EMPLOYEE PERSONNEL MANUAL.

Mayor Barnes mentioned the main proposed change is to the per diem rate paid for travel and training.

Jamie asked if the city pays for breakfast if the hotel offers free breakfast? Craig replied neither breakfast nor lunch is paid for by the city if it is included in the hotel rate or conference registration fee.

Craig mentioned another change is there is some redundant wording in a couple of areas as well.

The IRS allows for a per diem rate of \$55.00 per day. The proposal for the city would be \$45.00 per day which would be \$10.00 for breakfast, \$15.00 for lunch and \$20.00 for dinner.

Curtis asked how often per diem is paid? Craig replied 90% of the conferences the staff attends are in Utah so it is not paid very often.

Deon asked what happens if the training is not overnight? Craig replied per diem is paid if the employee stays overnight or has to travel more than 50 miles.

A motion to adopt changes to the Employee Personnel Manual was made by Curtis, seconded by Jamie and the vote was unanimous.

Yes Vote: Wall, Anderson, Hunsaker, Wells

No Vote: None

Absent: Campbell

PUBLIC HEARING ON ORDINANCE 20-12, AN ORDINANCE AMENDING THE SMITHFIELD CITY MUNICIPAL CODE TITLE 12 “STREETS, SIDEWALKS AND PUBLIC PLACES”, SECTIONS 12.24.020 “CREATION AND ESTABLISHMENT OF A CITY TREE BOARD” AND 12.24.030 “TERM OF OFFICE”.

Mayor Barnes mentioned it has been hard to get seven board members to attend Tree Committee meetings. Recently it has been hard to get even five board members to attend. The proposed change is to reduce the number of board members from seven to five.

****The public hearing was opened at 7:23 P.M.****

There were not any comments or questions.

****The public hearing was closed at 7:25 P.M.****

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 20-12.

Jamie asked how many board members are currently participating? Mayor Barnes replied typically five are involved but only three or four have been attending monthly meetings. Right now there are only five board members willing to participate.

Jamie asked how often the Tree Committee meets? Mayor Barnes replied once per month for about half the year. It is not a big time commitment for those involved. The biggest amount of time needed is during the Saturday of Health Days and on Arbor Day.

Mayor Barnes mentioned himself, Jane Price and Justin judged the Arbor Day contest posters at Sunrise Elementary. The first place winners in each grade are part of a State of Utah competition.

The Tree Committee has a booth during Health Days.

Jon asked if the mayor or council member who works with the Tree Committee is considered a board member? Mayor Barnes replied they are not.

****A motion to adopt Ordinance 20-12, an Ordinance amending the Smithfield City Municipal Code Title 12 “Streets, Sidewalks and Public Places”, Sections 12.24.020 “Creation and Establishment of a City Tree Board” and 12.24.030 “Term of Office” was made by Jamie, seconded by Curtis and the vote was unanimous.****

Yes Vote: Wall, Anderson, Hunsaker, Wells

No Vote: None

Absent: Campbell

INITIAL DISCUSSION ON THE FISCAL YEAR 2021 BUDGET WHICH IS THE PERIOD OF JULY 1, 2020 THROUGH JUNE 30, 2021.

Mayor Barnes thanked all of the department heads for being in attendance.

Jamie asked if the intent is to hold the same property tax rate this year as last year? Mayor Barnes stated he supported holding the rate the same. Curtis agreed and stated that is what has been said in the past is going to happen. Craig mentioned the exact amount of property tax revenue will be unknown until the county supplies the number in a couple of months with the same rate included.

Jon asked if the process is the same holding the rate as it is when increasing the rate? Craig replied that is correct. A truth in taxation hearing is required even when holding the rate the same.

Curtis stated the council, at a minimum, needs to hold the same rate each year moving forward. Mayor Barnes agreed and mentioned almost every city in the valley holds the rate the same on a yearly basis if they are not increasing it.

Craig reviewed some of the bigger changes in General Fund Revenue for the new budget compared to the current budget.

Local Road Tax is a new line item. The estimated revenue is \$110,000. This tax is similar to Class "C" Road Funds and can be used for roads, sidewalks and trails.

Business licenses are projected to decrease \$13,165. The state no longer requires homebased bases to have a business license if they are non-disruptive.

The CCEMS (Cache County Emergency Medical Services) contract is being treated as if it will be in place for the entire fiscal year. The contract expires at the end of December. It is an unknown at this time what will happen between Logan City and Cache County in this regard. The budget will be modified as needed when a long term solution has been determined. The biggest increase is because wages for part-time employees is being increased to \$13.00 per hour.

Deon stated the county is not happy with the city because the city is seeking its own ambulance license. Craig mentioned the county license is still in place until at least December 31st.

Deon asked what will happen in January after the license has expired? Craig replied the cities are working with the county to get a resolution on the matter.

Jon mentioned it appears the fire contracts for Richmond and Amalga are the same. Craig replied the Hyde Park contract has increased over \$41,000. Chief Downs mentioned the Richmond contract was increased last year and the Hyde Park contract was increased this year.

Jamie asked what the funds from the FEMA Grant will be used for? Chief Downs replied for some new SCBA's (self-contained breathing apparatus). The grant is for \$120,000 and the equipment cost will be \$126,000.

Mayor Barnes mentioned the city is in the process of applying for an ambulance license. The city wants to work with the county but have the license in place if needed.

Chief Downs mention the study the county commissioned is being worked on right now. Mayor Barnes mentioned Cache County Executive Craig Buttars wants to meet with the local mayors and the consultants who did the study in the next couple of weeks.

Craig mentioned garbage revenue is increasing as well as is the expense. As the population continues to grow these numbers will increase.

Curtis asked if the charge for the green waste bins is included in the garbage revenue and expense? Craig replied the city is charged for the green refuse cans but not the green waste dumpster as long as garbage is not put in the dumpster.

Craig mentioned the city has been saving Class "C" Road Funds over the last few years and this year \$84,000 of that reserve is being used.

Rec Center revenue is projected to be just under \$60,000 higher in the new budget year than the current budget year.

Curtis asked how many new spin bikes had been purchased? Brett Daniels replied eight.

Curtis asked if the old spin bikes will be sold? Brett replied they will be sold as part of a surplus sale. They are listed for sale for two or three weeks and the highest bids win. A minimum price is included on each bike.

Curtis asked how much the used spin bikes will sell for? Brett replied around \$400 to \$500 each.

Brett mentioned eight new spin bikes had been included in this year's budget and eight more have been included in the new budget.

Golf revenue is slightly up in the new budget if the surplus sale line item of \$21,000 from the current budget is not included. This line item is left at zero until revenue is actually received. In the current fiscal year \$21,000 was received from the sale of old golf carts. The used golf carts typically sell for about \$1,500. The cost to purchase them new is approximately \$4,500 each.

Water Fund revenue is up over the current fiscal year. As the population grows revenue and expenses increase. Funds are being saved for large capital improvement projects.

Sewer and Storm Water revenue is increasing as well due to the increase in the population.

Major equipment purchases were discussed.

The largest purchase would be a street sweeper at a cost of \$280,000. This cost would be paid 25% by the water, sewer, storm water and general fund. Each fund would pay \$70,000.

A three-wheeled maintainer would be purchased at a cost of \$22,000. This piece of equipment is utilized by the rec center and the parks department. The maintainer is used in the preparation of the ball diamonds and sports fields.

Jon asked why the maintainer is three-wheel and not four-wheel? Brett replied he was not sure but knows the three-wheel maintainer can make sharp turns.

A new Dodge Durango, at a cost of \$38,000, would be purchased for the engineering department. The Ford Escape which is currently used is well over a decade old and starting to have some maintenance expense.

Fifteen new golf carts would be purchased at a cost of \$73,500. Revenue has increased with the purchase of the new golf carts in the current fiscal year. People are willing to pay more to rent the new golf carts.

Eric Kleven mentioned if 15 more new golf carts are purchased that would be 45 which have been purchased in the last few years. The course has 76 golf carts. The old carts will be surplus if new golf carts are purchased.

Jamie mentioned golf cart rental revenue is projected to increase from \$180,000 to \$210,000 because new golf carts have been purchased.

Six new mower reels would be purchased at a cost of \$32,562.

A new reel grinder would be purchased at a cost of \$46,000.

Jon asked why a new grinder is needed. Chad Daniels replied the current grinder is a 1992. The current grinder is not functioning properly any longer. The grinder is used year round as items need to be sharpened year round.

Chad mentioned the current grinder is all done with manual labor. The new grinder is controlled by a computer and a laser.

A deep tine aerator would be purchased at a cost of \$21,000. This piece of equipment would be used at the golf course and in the parks department.

Chad mentioned the aerator can go down about eight to nine inches. It does not leave a plug like most aerators. The soil is loosened under the ground with this type of aerator.

Jamie asked how long an aerator will last? Chad replied they are usually good for about 3,000 hours. The one being considered for purchase is eight years old and has 300 hours on it.

Jon asked if the tines are replaced on the aerator over time? Chad replied that is correct. Tines from ¼ inch to 7/8 inch can be used.

Mayor Barnes asked where the aerator would be purchased from? Chad replied from a company out of Ogden. The equipment was built in Germany.

Doug Petersen mentioned the city did not have a large enough tractor in the past to pull an aerator like this one. The new tractor can pull this aerator.

Chad mentioned the aerator is five feet wide and can be used on the roughs, greens and fairway at the golf course. A good area in the parks to use the aerator is by goal posts or where people stand a lot and compact the ground such as where a soccer goalie stands during a match.

The following major projects were discussed:

Conversion of the cemetery from culinary water to irrigation water at a cost of \$40,000.

Design and engineering drawings of the expansion project at the cemetery at a cost of \$39,000.

Chip seal, overlays and seal coating projects at a cost of \$311,000. These projects are all Class "C" Road Fund projects.

An estimate of \$200,000 has been included for the 1000 South Main signal light project.

Curtis asked if grant funding is being utilized for the irrigation project at the cemetery? Craig replied the application period opens in June and a grant will be applied for.

Jon asked if the grant being applied for is a 50/50 matching grant? Craig stated that is correct. The entire project costs \$40,000 and is being included in the budget in case grant funding is not received. The hope is only \$20,000 will be needed from the city and the grant will pay \$20,000.

The mayor requested \$15,000 for the library garden/xeriscaping project.

The mayor requested \$10,000 for a new "Welcome to Smithfield" sign for the south end of town.

Curtis asked if bids have been received or the sign designed? Mayor Barnes replied the sign needs to be designed and bids obtained.

Mayor Barnes mentioned the Cache County School District just did a sign of this type by Green Canyon High School for \$15,000. The sign for the city does not need to be as elaborate and the mayor felt \$10,000 would cover the cost of the project.

Curtis mentioned the sign on the highway which was just built by the Cache County School District offices cost \$8,500.

The amount of \$500,000 is being included for the drilling of a new production well. This is an estimate and the line item will be adjusted when bids are received. This project will be paid for with impact fees. The intent is to drill the well, install a large casing and then cap the well off. This is a long term project with other items needed as part of the project long term.

Deon asked if the location of the new well has been determined? Craig replied an exact location has not been determined but it would be in the area of the old city office building at 69 North Main.

An amount of \$40,000 has been included to upsize the new water line from eight inch to ten inch for the Rolee Boutique. The developer is only required to install an eight inch line but the city would like to install a ten inch line for future growth in the area. The city is only paying the cost difference between the two sizes of pipe.

An amount of \$8,500 has been included for a new valve at 350 East 200 North.

An amount of \$18,000 has been included for fire hydrant replacements at various locations.

One large project has been included in the Storm Water fund. A large pipe needs to be installed at 1000 South Main crossing the highway. The estimated cost is \$368,000. Included in the cost is \$248,000 which is the bid by Dominion Energy to lower the high pressure natural gas line which runs through the area. The intent would be to do the project at the same time the 1000 South Main signal light project is being completed.

The following expense line items in the General Fund were discussed:

Professional services in the court would increase \$10,000. This is the amount paid to the prosecuting attorney and/or public defender.

Fines to the State are projected to increase \$11,000. The city is required to pay a certain percentage of each fine/citation to the state.

Curtis asked why expenses in the court are being increased? Craig replied he suspected it was because of caseload. Expenses are projected to increase \$21,000 and revenue is projected to only increase \$10,000. The court is projecting a loss for the fiscal year of \$52,000.

In the Historical Society budget \$5,000 was included for a study about putting a new steeple on the Youth Center. The study is being paid for with a 50/50 matching grant. The state would pay \$5,000 and the city would pay \$5,000.

Curtis mentioned he understood \$2,500 was being utilized at the Douglass Mercantile Building and \$2,500 at the Youth Center. Craig replied the grant is in the amount of \$10,000 and being split over two fiscal years. In the current fiscal year \$5,000 is being utilized at the Douglass Mercantile Building and in the new fiscal year \$5,000 would be utilized at the Youth Center.

Jon mentioned the grant has an expiration date of August 31st so all of the work needs to be completed before that date.

In the Planning Commission budget \$4,320 is being included to pay commissioners for attendance at monthly planning commission meetings. Currently, the commissioners are given \$150 in December of each year as a stipend. The intent would be to pay each commissioner \$40 for each meeting they attend and do away with the yearly stipend.

Jon asked what happens when a commissioner does not attend a meeting? Craig replied they are not paid.

Curtis asked what about meetings which are attended outside of regular planning commission meetings? Craig replied at this point the intent was only to pay for regular monthly meetings attended.

Jamie asked if the alternates who attend the planning commission meetings would be paid? Craig replied they would.

Curtis asked if all of the commissioners were receiving their packets electronically? Justin replied some of them are and the goal is to get them all paperless. They all have devices to receive the information electronically they just need to be setup.

Curtis mentioned right now they are all using their personal devices for access to the Cloud.

Curtis asked if the city was going to provide anything such as a Chromebook for them to access the Cloud? Craig replied at this time the city was not going to supply a device where each commissioner had a smart device and the app for the Cloud is free.

Curtis stated Chromebooks can be purchased for around \$200 and he felt the city should provide each commissioner a device for them to access city documentation.

Curtis mentioned he liked the idea of paying the commissioners for meetings attended. How often would they be paid? Craig replied that had not been determined but he expected it would be quarterly.

Jon asked if the commissioners would receive an IRS Form 1099? Justin replied only if the amount they are paid is \$600 or more per calendar year.

The fire department is including a FEMA Grant for \$117,000 which will be used to purchase equipment.

Overtime wages will be added to the Police Department in the amount of \$2,000.

Curtis mentioned \$2,000 is not much for overtime wages. Chief Allen replied from June through December 2019 only 6.75 hours of overtime were earned. The overtime line item will help

bridge the gap of the officers working 40 to 43 hours per week. Overtime does not kick in for police officers until after 43 hours per week.

A new contract with Axon is being added to the police department budget in the amount of \$9,000.

Chief Allen explained the Axon contract is for body camera footage storage, body cameras and redaction software. Body camera footage takes up a significant amount of server space. As part of the contract the body cameras will be replaced every 2 ½ years as part of the contract cost.

Curtis asked what the cost is for a body camera? Chief Allen replied approximately \$400. The department has around a dozen body cameras.

Craig mentioned currently the department does not have any redaction software. Chief Allen mentioned the software has facial recognition capabilities as well so, when appropriate, the faces of youth will be covered.

Jamie asked if the body camera footage will continue to be stored locally once the contract is put in place? Chief Allen replied body camera footage will not be but dash camera footage and all documentation will be. The retention schedule of the state is used to determine how long to keep items.

Mass Transit Tax revenue and expense is being increased \$20,000. This is a pass through tax meaning the exact amount collected is the exact amount remitted to the transit authority.

The rec center is including \$10,000 for the purchase of eight new spin bikes.

Tree trimming at the golf course has been increased \$6,000.

Curtis asked who does the tree trimming for the city? Chad replied typically the staff does but there are some poplar trees which are about 70 feet tall the staff cannot deal with.

Jamie asked if the trees on Hole 4 are on city property? Chad replied they are.

Jon asked if the trees along Hole 1 are in the city? Chad replied they are.

Chad replied he obtained some bids. The cost is \$1,100 per tree to have the big trees removed.

Jamie mentioned several of the trees are unsafe and could come down in a significant windstorm.

Chad mentioned after the big windstorm last year it took three days to clean off the golf course.

Jon mentioned trees consume a significant amount of water as well.

Mayor Barnes asked if new trees will be planted where existing trees are removed? Chad replied some new ornamentals would be planted where existing trees are removed.

Chad mentioned when the agricultural fields are sprayed to the east of the golf course it typically hurts the trees on the golf course. The trees have not died but are effected by the spray due to wind drift.

Chad mentioned he was hopeful to have two trees removed this spring with funds remaining in the current budget.

Craig mentioned a cost of living increase for employee wages of 3.00% has been included. Several local cities and the county were contacted and they are including 2.00% to 5.00% increases in their budgets.

The URS (Utah Retirement System) percentage paid for fire department and police department wages is increasing approximately 4.00%. When the exact number is known it will be adjusted to that number.

The city is having an extremely hard time hiring part-time employees in several departments. The intent is to make the average hourly wage of part-time employees \$13.00. Some will make more and some will make less but the average would be \$13.00 per hour.

Curtis asked how many employees the city has? Craig replied last year there were approximately 179. There are 53 full-time employees. There are 30 to 40 part-time employees. The rest are seasonal employees. There are many part-time employees with the rec center, golf course, public works department and fire department.

Chief Downs mentioned a local fast food provider is paying an average wage of \$15.00 per hour.

Craig mentioned one item which has not been addressed in the new budget is the decorative rock which is falling off of the clubhouse. The staff has been trying to get a bid for months to remove the decorative rock and install stucco in its place.

Jamie mentioned there are several places in the back of the clubhouse where the rock is coming off of the building. Craig mentioned the top cap is crumbling in several places as well. Jon mentioned the top cap is concrete and not real rock so it will crumble.

Craig mentioned the health insurance premium rate had not yet been determined so it will be discussed at future council meeting when the renewal has been presented to the city.

Deon asked if any repairs to the senior center were included in the budget? Craig replied none are included.

Deon mentioned the building is starting to come apart and the roof is leaking. Craig replied the staff is aware the building is in significant disrepair but the cost to repair the building will be substantial.

Curtis mentioned he talked with Brian Carver of the Bear River Association of Governments. There will be some CDBG (Community Development Block Grant) funding the city can apply for later this year.

Box Elder County recently received CDBG funding in the amount of \$80,000 to make repairs to their senior center.

Deon asked if the CDBG funding is a matching grant? Curtis replied it is not.

Curtis asked if the city is in good shape in regards to IT services, computers, access to the internet, etc.? Curtis received a couple of phishing emails recently which the system did not block. Craig replied the city has spent significant funding the last few years on computers and IT services. The city is now monitored by Barracuda and on occasion a phishing email will get through the system. The IT Company is aware of those emails and continually monitoring the system.

Jamie mentioned he received a couple of suspicious emails from accounts listing the mayor's name and Marilyn Benavides name asking for gift cards to be purchased. Craig replied the system blocks about 99% of these emails but on occasion some get through.

Curtis mentioned he felt it is important to make sure the security system of all city computers is monitored closely. Craig replied the staff as well as the IT provider constantly monitor the system.

Craig mentioned how much he appreciates working with the department heads. They are all top notch and easy to work with. They are all frugal and work within the budget which has been approved by the council.

Jamie mentioned several departments are requesting less funds this year than last year in their budget.

Craig thanked the council for their continued support of purchasing and updating equipment in all of the departments. By purchasing some equipment each year it keeps from having to make many large requests in one year.

Jamie expressed concern some of the department heads will be retiring over the next few years. Their knowledge and experience will be hard to replace.

Jamie encouraged the department heads who might be retiring soon to make sure and work with their staff on the budget process and how it works. Curtis concurred.

Craig stated the intent is for the public hearing to be held at a council meeting in April. The council will review any proposed changes at the March 25th council meeting. The council will vote to adopt the new budget at one of the council meetings in May.

Mayor Barnes thanked Craig and the department heads for their service to the city and for being fiscally responsible.

Curtis asked how the vendor is doing in growing the business of the grill at the golf course.

Mayor Barnes mentioned he talked to the grill owner, Dustin McKay, and 2019 did not go as well as he had hoped it would. Dustin is still positive and hoping this year is better.

Mayor Barnes suggested advertising in the newsletter the grill is open for everyone not just golfers.

Eric mentioned some patio furniture had been purchased and would be available for people to use and sit on the deck.

Eric agreed with Mayor Barnes comments that Dustin needs to let people know anyone can come to the grill not just golfers.

Chad mentioned Dustin told him that he is still learning what golfers want. They don't want to wait 15 minutes for their food. They want to get it quick and go.

Jamie asked if new signage had been installed? Chad replied at Holes 9 and 18.

Jamie asked if the new sign had been installed at Hole 6? Chad replied not yet but he would get it installed soon.

Eric mentioned Dustin does 99% of the catering at the clubhouse for events.

Jon suggested putting something in the newsletter about the grill. The newsletter goes out to each account holder and is posted online.

Eric mentioned Dustin intends to open the grill on April 15th.

Curtis asked the staff if they have ever considered doing a summer party or barbeque for the employees? Jon replied it was done many years ago. Craig replied one had not been done recently but could be done if it is something the council wants to approve.

Mayor Barnes asked if the employees liked having individual department Christmas luncheons or if they would like one large luncheon where everyone gets together? Craig replied the employees preferred individual department luncheons. A large luncheon had been tried but each department just sat in their own group and did not associate with others.

CITY MANAGER REPORT

Craig mentioned a RAPZ Tax application had been submitted for a new restroom facility by the pickle ball courts at Forrester Acres.

The Forrester Acres expansion project is currently being worked on.

COUNCIL MEMBER REPORTS

Curtis mentioned Health Days is quickly approaching.

Brett Daniels mentioned all of the paperwork had been submitted to UDOT (Utah Department of Transportation) in regards to holding the parade on Main Street.

Curtis was hopeful the pickle ball courts would be completed before Health Days so they could be utilized during the event.

Jamie asked if some of the local road tax funding could be used on trails in the city. The thought is to clean up current trails and add some signage.

The youth council filled Easter eggs last week for the Smithfield Chamber of Commerce annual Easter egg hunt.

The youth council will be holding a retreat next week with other local youth councils from the valley.

Deon mentioned he spoke with a city employee who recently attended some training on the cemetery.

Double stacking of graves is not very common. There tend to be problems doing this. A bigger space is needed to dig the deeper grave.

One city is developing a new section of cemetery where they are installing the lower vault now and then covering it with dirt and it will be utilized later when needed.

Last year about half of the burials in the Logan City cemetery were cremations. Logan City is considering building some type of building specifically for the urns to be placed in.

Mayor Barnes mentioned the city could consider a specific area for urns only.

Deon mentioned an area for children only could be considered as well as the plot size could be smaller.

Jon asked how many cremations are done yearly in the Smithfield cemetery? Justin replied he did not have the exact number but he would estimate under ten percent.

Deon mentioned the annual Lion's Club spaghetti dinner fundraiser would be held on Thursday, April 9th.

Jon mentioned the three new planning commissioner commissioners attend the February 19th meeting.

This month the planning commission will discuss the CC(MU) (Community Commercial Mixed-Use Overlay) zone as part of their regular meeting.

There is currently another request for this type of zone and it will be heard by the commission on March 18th.

Mayor Barnes mentioned he supported the decision of the council to deny the CC(MU) rezone request by Jeff Wood.

Jamie asked Jon if it would be helpful if he attended the upcoming planning commission meeting to explain to the planning commission the intent of the ordinance? Jon stated he would appreciate Jamie doing that.

Jon asked if it would be possible to get a dumpster placed by the Douglass Mercantile building so the Historical Society can start to clean the building out? Craig stated he would arrange for a dumpster.

Craig asked what size dumpster is needed? Jon replied the smallest roll on/roll off dumpster would be best.

Craig asked how long the dumpster would be needed as residents will fill it full of garbage if it is there very long? Jon replied he felt a week would be needed.

MAYOR'S REPORT

Mayor Barnes mentioned Logan City informed the city the green waste dumpsters would be in town for the following dates only this year: April 6th through May 1st and October 5th through November 1st.

Mayor Barnes asked the council if the city should even have the dumpsters available this year where it will only be for a short period of time? Curtis replied it is a great service and should be offered for those periods of time. Chief Downs mentioned this also coincides with the annual burn season as well.

Craig mentioned if the council wants the green waste dumpsters to be available during those dates it would be best to have a staff member onsite or there will be debris placed everywhere.

Mayor Barnes asked why the area needs to be monitored? Doug Petersen replied so that dumping will stop once the dumpsters are full.

Mayor Barnes asked if people come after the dumpsters are full will they be directed to go to Logan City with their items? Doug replied that is correct.

Curtis asked if the city is charged for the green waste bins? Craig replied only if garbage is placed in them.

Jon asked if more dumpsters could be requested during that period of time? Doug replied Logan City only has a finite number of dumpsters so additional dumpsters would not be available.

Mayor Barnes mentioned he has never used the green waste dumpsters as it is easier to pull his trailer to Logan and dump it there than have to throw the waste into the dumpster.

Mayor Barnes suggested monitoring the green waste dumpsters the first weekend. Doug asked if the gate can be closed once the dumpsters are full? Craig replied the council would have to determine that as earlier in the year they chose to leave the gate open year round.

Mayor Barnes asked if the video cameras show the parking lot? Craig replied they are focused on the green waste bins only.

Curtis asked if those dates are for the entire valley or just Smithfield? Craig replied the entire valley.

Mayor Barnes mentioned he is working with the Gossner family on acquiring some land at 1000 South Main where the new signal light would be installed. The family is going to discuss the request during their next board meeting.

Jon suggested if a new welcome sign is installed it be installed further south where the city boundary is projected to eventually be.

****Jamie made a motion to adjourn at 8:50 P.M.****

SMITHFIELD CITY CORPORATION

Jeffrey H. Barnes, Mayor

ATTEST:

Justin B. Lewis, City Recorder

SMITHFIELD CITY CORPORATION
96 South Main
Smithfield, UT 84335

AGENDA

Smithfield City Council Meeting Minutes, March 11, 2020

Public Notice is given that the Smithfield City Council will meet in a regularly scheduled meeting at 96 South Main, Smithfield, Utah, on **Wednesday, March 11, 2020**. The meeting will begin at 6:30 P.M.

Welcome and Opening Ceremonies by Deon Hunsaker

1. Approval of the city council meeting minutes from February 26, 2020.
2. Resident Input
3. Discussion and possible approval of the Conditional-Use Permit request by Rigo Chaparro to allow a two (2) lot minor subdivision/intrablock development, Archie and Chappi Lot Split, located at 30 South 100 East. Parcel Number 08-070-0045. Zoned R-1-10.
4. Discussion and possible approval of the Conditional-Use Permit request by Rigo Chaparro to allow a two (2) lot minor subdivision/intrablock development, Chaparro Lot Split, located at 67 South 100 East. Parcel Number 08-071-0022. Zoned R-1-10.
5. Discussion and possible vote on Ordinance 20-05, an Ordinance rezoning Parcel Number 04-013-0009 from CC (Community Commercial) to CC(MU) (Community Commercial Mixed-Use Overlay). The parcel is located at approximately 75 West 1000 South and is 5.00 Acres.
6. Discussion and possible vote on Resolution 20-01, a Resolution informing the State of Utah Water Quality Board of actions taken concerning the municipal wastewater planning program report for 2019.
7. Discussion and possible vote on amendments to the Employee Personnel Manual.
8. Public Hearing on Ordinance 20-12, an Ordinance amending the Smithfield City Municipal Code Title 12 “Streets, Sidewalks and Public Places”, Sections 12.24.020 “Creation and Establishment of a City Tree Board” and 12.24.030 “Term of Office”.
9. Discussion and possible vote on Ordinance 20-12.
10. Initial discussion on the Fiscal Year 2021 Budget which is the period of July 1, 2020 through June 30, 2021.
11. City Manager Report
12. Council Member Reports
13. Mayor’s Report

Adjournment

*****Items on the agenda may be considered earlier than shown on the agenda.*****

In accordance with the Americans with Disabilities Act, individuals needing special accommodation for this meeting should contact the City Recorder at (435) 792-7990, at least three (3) days before the date of the meeting.