

**SMITHFIELD CITY COUNCIL**

**APRIL 12, 2017**

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, April 12, 2017. The meeting began at 6:00 P.M. and Mayor Darrell G. Simmons was in the chair. The opening remarks were made by Curtis Wall.

The following council members were in attendance: Deon Hunsaker, Barbara Kent, Kris Monson, Jeff Barnes and Curtis Wall.

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

**VISITORS:** Lloyd Meyer, Trevor Irish, Steve Daniels, Brandon LaMont, Michelle LaMont, Andrew Soelberg, Scott Gibbons, Glen Busch, Jordan Larsen, Brian Higginbotham, Jacqueline Croshaw, Aaron Croshaw, Lora Vance, Kyler Vance, Chad Low, Trevor Munk, Boy Scout Troop 410 from Benson, Rome Greenmun, Jacob Lawyer, Michelle Downs, Brandon Muir, Mike Weibel, Brent Lawyer, Linda Stowell, Hayden Downs, Brett Knight, Brad Hulsey, Kevin Ogden, Brok Nelson, Richard Varela, Brian Potts, Jeremy Hunt, Christopher Williams, Trevor Larson, Brett Stirland, Aubrey Murdoch, Adam Roper, Cory Maxfield, Denton Call, Steven Downey, Derek Spence, Aaron Worthen, Cody Mays, Ryan Reeves

**APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM MARCH 8, 2017.**

\*\*\*A motion to approve the city council meeting minutes from March 8, 2017 was made by Barbara, seconded by Curtis and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Kent, Monson, Barnes, Wall

No Vote: None

**RESIDENT INPUT**

**CHRISTOPHER WILLIAMS:** I reside at 19 Oak Street. I was recently made aware of Ordinance 15-19 which would require me to maintain approximately 6,000 square feet of park strip area behind my home. It is the entrance to the city and I want it to look nice. It is along the highway and there is not any access to the park strip area from the homes. It should not be maintained by the residents. The city should continue to maintain the area. I have a letter I have written regarding my concerns and I will leave with the council for review.

**KRIS:** Someone sent you a map of all of the areas in town the city maintains in regards to park strips. The map and letter you received did not come from the city. The city is not asking you or anyone in your area to maintain the park strip area you are referring too. This letter was sent to around 76 other parcel owners in the city. Residents had concerns and a committee was formed to review their concerns. The city will continue to maintain these other areas for the rest of this year. In the future the grass and trees will be removed in certain areas and replaced with decorative rock or xeriscaping that does not require any maintenance. When this happens the

city is asking for residents living in these areas to help pull weeds and push rocks back into the designated areas when applicable. The intent is to not create any additional work for the residents.

CHRISTOPHER: My concerns have been dealt with and answered. I don't mind pushing the snow on the sidewalk in my area and keeping the area around the fire hydrant clear.

BRIAN HIGGINBOTHAM: My neighbors and my family would like to thank the council for addressing our concerns about the ordinance. We are grateful and satisfied with the outcome.

<p><b>DISCUSSION WITH REPRESENTATIVES OF THE BEAR RIVER LAND CONSERVANCY ON GREEN SPACE AND AGRICULTURAL AREAS.</b></p>
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Kris asked Trevor Irish to attend the council meeting and explain to the council what is involved in creating a conservancy area to keep land from being developed.

Trevor Irish informed the council he works with the Bear River Land Conservancy which is a local non-profit non-governmental entity. They work with property owners in Rich County, Cache County and Box Elder County.

The Bear River Land Conservancy Agency works with landowners who want to save their land and keep it from being developed. The landowners contact the agency and ask for assistance in the process. Usually it is a farmer or rancher that wants to keep his/her property as it currently is forever.

The population of Cache Valley is expected to double by the year 2050.

There is a need to preserve open space areas and protect agricultural land.

The conservancy helps to establish and put in place conservation easements.

The first question the agency asks the property owner is: What do you want your land to look like in 150 years?

Heritage and historical preservation is important to all communities.

The new general plan is a guiding tool but not a document set in stone.

Conservation easements are permanent. If the landowner does a conservation easement it is giving up the land development rights forever.

Trevor introduced both Glen Busch and Steve Daniels who are on the board of the agency.

They all stated they care for Cache Valley and want to keep open space areas. The agency does not want Cache Valley to look like the Wasatch Front.

John Meikle has some property that has been placed in a conservation easement.

Currently, 30 acres in Nibley is being put in a conservation easement and another 15 acres between Millville and Providence as well.

Conservation easements can help to prevent urban sprawl.

The agency is here to help cities and property owners.

Kris mentioned she is aware of a property owner in the canyon area that is surrounded on all sides by development and wonders if it is worth doing this type of easement on the property. Trevor asked how many acres? Craig stated he would guess around five to six. Trevor mentioned he worked on one in the Bear Lake area that was less than three acres. The area was full of trees and a stream area and the property owner wanted the area to stay that way long term.

Barbara asked if any compensation is provided to the landowner who is willing to give up the development rights? Trevor mentioned in Colorado and Oregon millions of dollars are being spent by the states on conservation easements. There are over 500 agency representatives in the State of Colorado working on these types of easements. In Utah, there are 10 agency representatives and five of them are in the Park City area. The State of Utah has not been willing to spend money on conservation easements to this point.

Jeff asked if LeRay McAllister funding was being used on the Nibley conservation easement? Trevor stated that was correct and about \$55,000 of funding was being provided.

Jeff asked where the funding for the agency comes from? Trevor replied from various entities and agencies but most of the time the landowner just donates the development rights.

Jeff said the biggest conservation easement in the valley, he was aware of, was done by Jon White and over 1,000 acres.

Trevor mentioned the Selman family in Box Elder County had done a conservation easement of over 6,000 acres.

Mayor Simmons asked Trevor if Dave Rayfield was still on the board? Trevor stated that was correct.

Mayor Simmons thanked Trevor and the other board members for taking the time to make the presentation to the council and informing the council and residents of options that are available.

**UPDATE ON WITHDRAWAL OF AN ANNEXATION REQUEST FOR PROPERTY LOCATED AT 4395 U.S. HIGHWAY 91, PARCEL NUMBER 04-006-0026.**

Justin reminded the council an annexation request by the owner of the Intermountain Hydraulics parcel on the highway had made a request in March to annex their parcel into the city limits. A resolution was passed at the March 8<sup>th</sup> council meeting starting the annexation process. After the March 8<sup>th</sup> council meeting the property owner contacted the city staff and asked for the request to be terminated as they want their parcel to stay in the county and not come into the city. Per

their request the annexation process has been stopped and no further action will be required by the city council in the future.

**DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 17-06, A RESOLUTION SUPPORTING THE GRANT APPLICATION TO THE LAND AND WATER CONSERVATION FUND.**

Craig informed the council a grant application is being submitted to the Land and Water Conservation Fund.

If received the grant would help to pay for the development of the three acres the city purchased from the Pitcher family in 2015 located on the west side of Forrester Acres.

The plan would include adding a soccer field, eight pickle ball courts and a parking lot with approximately 56 parking stalls.

Part of the grant application process is to have the council pass a resolution supporting the submittal of the grant application by the city staff.

The grant application is for up to \$375,000 which the city would be required to match if approved. The match can be actual dollars or in-kind labor. The intent would be for the city to do all of the grading work, installation of the sprinkler system and grass plus some other items.

The application will be awarded in July or so.

If approved, the project would most likely start in the spring of 2018.

Jeff asked if the grant is state or federal? Craig stated it is a federal funds but administered by the state.

Barbara liked the concept plan and mentioned it was nice seeing the trail system all linked together in the area.

Barbara mentioned this will help with concerns of the residents of the area about the lack of sidewalk on 100 North in that specific area.

Curtis asked if the area would be lighted? Craig stated the concept plan did not include any lighting.

Jeff asked if the pickle ball courts have a tennis court type surface? Craig stated that was correct.

Mayor Simmons mentioned pickle ball is very popular and requested in every city for courts to be added.

Jeff asked how much the grant application would be for? Craig stated the city maximum amount which is \$375,000.

Jeff asked if the grant was approved would the city have to match the \$375,000? Craig stated that was correct and the match can be done with actual dollars and in-kind labor done by the city staff.

\*\*\*A motion to approve Resolution 17-06, a Resolution supporting the grant application to the Land and Water Conservation Fund by the City of Smithfield, Utah was made by Barbara, seconded by Deon and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Kent, Monson, Barnes, Wall  
No Vote: None

**PUBLIC HEARING, NO SOONER THAN 6:30 P.M., ON ORDINANCE 17-07, AN ORDINANCE CONSIDERING THE REQUEST BY LLOYD J. MEYER, AGENT FOR MEYER PROPERTIES, LLC TO REZONE PROPERTY LOCATED AT 350 WEST 200 NORTH FROM R-1-12 (SINGLE FAMILY RESIDENTIAL 12,000 SQUARE FEET) TO GC (GENERAL COMMERCIAL). PARCEL NUMBER 08-081-0025 WHICH IS 1.08 ACRES.**

Craig informed the council the parcel south of this parcel was rezoned in March from R-1-12 to GC and the same request is being made on this parcel which is directly north of the parcel that was just rezoned. There are existing buildings on the parcel being used for storage purposes. The parcel was originally zoned general commercial many years ago and was changed during a general plan update a decade or so ago. The request is to rezone the parcel back to general commercial as it used to be. The planning commission reviewed the request and recommended approval of the request. Now the request is before the council for consideration.

\*\*\*The public hearing opened at 6:38 P.M.\*\*\*

Lloyd Meyer informed the council he and three other brothers owned the parcel. They own Meyer Honey as well. Over the last four to five years his three brothers had passed away.

Lloyd is the manager of all of the properties he and his brothers own.

The parcel had originally been used for the honey business that was started in 1935. In 1985 the biggest building on the property was built which is about 180 feet long by 40 feet wide.

At one time they had about 5,000 active hives and this was the main location they were stored in the winter months. The honey was processed at this location for many years as well.

A packing plant was eventually purchased in Salt Lake City and the business was moved there and is still owned by the family.

The Meyer family also owns the building on Center Street where the Wells Fargo Bank is located.

The Meyer family owns from Center Street to about 70 North Main, including the Callaway's Bistro building and then east to the middle of the block.

The bank was originally a railroad building.

Currently, the parcel has no value as it is zoned. By rezoning the parcel; the parcel will have value.

The honey business is not and has not been operated on the parcel for decades.

There is equipment in the buildings that will be sold over the next few years.

\*\*\*The public hearing was closed at 6:45 P.M.\*\*\*

**DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 17-07.**

Curtis mentioned the planning commission felt the request was very cut and dry and forwarded to the council with no concerns.

Jeff and Kris both felt the request was appropriate.

Barbara mentioned the request would be good for the city and Lloyd.

Deon did not have any concerns or questions.

\*\*\*A motion to adopt Ordinance 17-07, an Ordinance amending Title 17, Zoning of the Smithfield Municipal Code, by Amending the Zoning Map of Smithfield City, rezoning Parcel Number 08-081-0025 from R-1-12 (Single Family Residential 12,000 Square Feet) to GC (General Commercial) was made by Deon, seconded by Barbara and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Kent, Monson, Barnes, Wall

No Vote: None

**PUBLIC HEARING, NO SOONER THAN 6:45 P.M., ON ORDINANCE 17-06, AN ORDINANCE AMENDING THE SMITHFIELD CITY MUNICIPAL CODE TITLE 06 "ANIMALS" IN PARTICULAR SECTIONS: 6.04.10 "DEFINITIONS"; 6.12.010 "LICENSING AND RABIES VACCINATIONS"; 6.12.030 "ISSUANCE AND REVOCATION OF PERMITS AND LICENSES"; 6.12.040 "OWNER RESPONSIBILITY"; 6.12.060 "REDEMPTION".**

Justin informed the council several years ago the council changed the city code and required cats to be licensed like dogs. Cat licenses have not been able to be enforced like dog licenses as

determining ownership of a cat and whether it is feral or not can be problematic. The proposed ordinance would remove the requirement for cats to be licensed from city code. The requirements of a cattery would not be removed from the code. The animal control officer of the city is busy with many other duties and does not have time or the ability to monitor or deal with cat licenses and renewals.

\*\*\*The public hearing was opened at 6:48 P.M.\*\*\*

Jordan Larsen asked if the only change is not requiring cats to be licensed in the future? Mayor Simmons stated that is correct. Jordan replied he was in favor of passing the ordinance.

\*\*\*The public hearing was closed at 6:49 P.M.\*\*\*

<b>DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 17-06.</b>
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Kris stated she was on the council when the ordinance was enacted as it was specifically pushed by one council member. The same council member also wanted to make a requirement that cats be on leashes but the council did not approve that request.

Kris felt the change was appropriate.

Barbara asked Chief Allen if the police department was okay with the proposed change? Chief Allen stated he was in favor of the change.

Mayor Simmons asked Chief Allen how much time is currently spent on cat related issues? Chief Allen responded very little as the vast majority of the time is spent with dog related issues.

Deon asked if field cats were required to be licensed? Kris stated the intent was to have house cats licensed and field cats if they were cared for.

Mayor Simmons felt the ordinance was appropriate as cats need to be monitored and watched by those taking care of them not the city.

Jeff asked what happens when a cat turns up missing and the owner wants to locate the cat? Kris replied the owner still has the option to chip their cat if they are that concerned about it. Justin mentioned people can still license their cats so it has an official tag if they choose to do so but it would not be mandatory.

Jeff stated he felt it should be mandatory for both dogs and cats to be licensed in the city.

\*\*\*A motion to adopt Ordinance 17-06, an Ordinance amending the Smithfield City Municipal Code Title 06 "Animals" in particular Sections: 6.04.010 "Definitions"; 6.12.010 "Licensing and Rabies Vaccinations"; 6.12.030 "Issuance and Revocation of Permits and Licenses"; 6.12.040 "Owner Responsibility"; 6.12.060 "Redemption" was made by Curtis, seconded by Kris and the motion passed by a vote of 4-1.\*\*\*

Yes Vote: Hunsaker, Kent, Monson, Wall

No Vote: Barnes

Trevor Munk asked how many cats were in a cattery? Curtis stated he could not recall offhand but the planning commission had approved a request in 2016 for 32 cats at one home. The request was approved because of the care given to the animals, how they were housed and how the veterinarian took care of and monitored them.

Kris mentioned a dog kennel license is required anytime a person has three or more dogs at the same location.

### **CITY MANAGER REPORT**

Craig informed the council the flooring area of the splash pad was being completed. The work around the splash pad area would be worked on starting next week with the installation of the sidewalk. Light tower bases were currently being installed. The plan was to open the splash pad on June 3<sup>rd</sup>. All of the pieces of equipment have been installed.

Curtis asked if there would be a demonstration at the splash pad during Health Days? Craig stated the initial thought was to do a soft opening during Health Days but the staff is concerned the sod will not be rooted down and the project might not be 100% complete. The staff also expressed concern that residents would be confused in opening the splash pad for just one day and then closing it down for about a month. The intent will be to have a ribbon cutting ceremony on June 3<sup>rd</sup> and leave the splash pad open for the rest of the summer.

Jeff asked if the ribbon cutting ceremony would be done during Health Days? Craig replied it would be done on June 3<sup>rd</sup>.

Barbara and Curtis stated they both received numerous calls of support for the project.

### **PUBLIC HEARING, NO SOONER THAN 7:00 P.M., ON ORDINANCE 17-08, AN ORDINANCE AMENDING THE SMITHFIELD CITY MUNICIPAL CODE TITLE 13 "PUBLIC SERVICES": SECTION 13.16.040 "SEWER HOOKUP FEES AND SERVICE RATES".**

Craig informed the council the staff had been reviewing some old ordinances and the sewer rates from when the sewer system was initially installed were still in the city code. The proposed ordinance would clean up some outdated information and show fees of the city are listed in the prevailing fee schedule that is reviewed and approved by the council. Some old section of code would be removed. Justin stated the old code being removed was from 1988 when the sewer system was installed.

\*\*\*The public hearing opened at 7:03 P.M.\*\*\*

There were not any comments from the public.

\*\*\*The public hearing closed at 7:04 P.M.\*\*\*

**DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 17-08.**

The council did not have any questions or concerns on the proposed ordinance.

\*\*\*A motion to adopt Ordinance 17-08, an Ordinance amending the Smithfield City Municipal Code Title 13 “Public Services”: Section 13.16.040 “Sewer Hookup Fees and Service Rates” was made by Jeff, seconded by Kris and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Kent, Monson, Barnes, Wall

No Vote: None

**COUNCIL MEMBER REPORTS**

Deon mentioned he attended board meetings for the Cache Highline Canal, North Bench Irrigation Company and the Smithfield Irrigation Company. The Cache Highline Canal Company is currently in the process of finishing up their project of being able to divert water from the upper canal to the middle canal on 600 South. The project would be finished within a couple of weeks so water could be put in the canal. The historical society research committee was still working on options for the museum.

Mayor Simmons asked if there was a request by the historical society to utilize another building other than the Youth Center? Craig said he was aware of a request that a railing was needed at the Youth Center to access the upper floor and had heard of a request to use the Senior Center but nothing official had been presented.

Mayor Simmons asked if the room the historical society wanted to use in the upstairs of the Youth Center was not working for what they wanted it to work for? Craig stated one of the committee members was having a hard time getting up the stairs so a request was being made to relocate the meetings to the senior center.

Barbara asked if the request was for all historical society meetings to be held at the senior center in the future? Craig replied he was not sure. Barbara remarked she was not aware of the current request as the last request she was asked about was using the upstairs room as a work area.

Barbara mentioned the youth council helped with the annual Lion’s Club dinner fundraiser. On Thursday, April 13<sup>th</sup> the youth council would be helping to stuff Easter eggs for the upcoming Easter egg hunt on Saturday, April 15<sup>th</sup>. The youth council works in conjunction with the Smithfield Chamber of Commerce on the Easter egg hunt.

Currently the youth council is accepting applications for the new school year. Signs were being placed at Sky View High School and North Cache Middle School.

The current advisors will be helping out for one more year as their children will be seniors in the upcoming year. The intent is to train new advisors during the coming year to replace the current

advisors in 2019. The advisors are volunteers for the city and do a tremendous job with limited resources.

Mayor Simmons asked Barbara to thank the advisors for their time and dedicated service to the community.

Barbara informed the council the annual youth council leadership session had been held and was well attended as usual. Mayor Simmons spoke at the event and a dinner was held.

Mayor Simmons mentioned Comcast had selected Hyrum City for the Comcast Cares Day of Service this year. Barbara mentioned North Logan City was selected as well.

Barbara mentioned the city was not officially holding a day of service this year. Mayor Simmons mentioned the main goal of the staff this year was getting the splash pad operational for the summer months.

Mayor Simmons asked Barbara if she had an update on who would be in charge of the fair booth this year? Barbara mentioned she was not aware of the theme for 2017. Barbara thought the historical society had been in charge for the last two years. A booth was not done in 2016. Mayor Simmons replied participation throughout the valley is very low right now and the county is hoping to get more participation this year. Barbara mentioned the youth council had been in charge for a couple of years but it is not a good fit as the youth council does not do anything in the summer months when school is out. The new youth council does not start functioning until the new school year starts which is after the county fair.

Kris mentioned the Health Days schedule is being finalized.

Kris suggested distributing city council meeting agendas through the Parlant communication system as people don't know where to look to find out what is going on.

Mayor Simmons asked Justin how much of the city is currently being contacted through Parlant? Justin replied in the beginning around 60% but now it is down to around 38-40%.

Curtis asked if the city pays a fee to use the system? Mayor Simmons stated the city pays a yearly fee.

Mayor Simmons informed those in attendance the Parlant system allows the city to broadcast information to the entire city through email, text message and voice message to those that have signed up for the service.

Kris also asked for the agenda to be posted on Facebook as well. Mayor Simmons replied the staff currently posts the agenda at the city office, library, Utah public notice website, city website and sends to *The Herald Journal* as well.

Jeff thought posting the agenda in other places would be good as the agenda for the current meeting had not been published in *The Herald Journal*. Mayor Simmons replied the staff sends

the agenda to *The Herald Journal* and it is up to them if they choose to publish it or not as it is a free service the city does not pay for.

Justin suggested putting a write-up in the upcoming newsletter informing the residents where this information can be found and is posted.

Barbara asked if it was reasonable for the city staff to post on Facebook and through Parlant? Justin stated the staff would do as directed by the council.

Barbara asked what is the easiest way to get people signed up to Parlant? Mayor Simmons cautioned the council the original intent of the system was for emergency communication purposes. There will be pushback from some of the residents if the system is used as a marketing tool.

Jeff mentioned the tree committee would be meeting the following week. The plan is for the annual Arbor Day tree planting and celebration to be held on Health Days at the splash pad area and a tree would be planted there. The last two years a tree has been planted at Forrester Acres as part of the annual celebration.

Curtis informed the council there may or may not be a planning commission meeting on Wednesday, April 19<sup>th</sup> as the person coming in with a request had not yet confirmed if they were ready to go with their proposed project that evening. The annual Easter egg hunt hosted by the Smithfield Chamber of Commerce will be held on Saturday, April 15<sup>th</sup> at 9:00 A.M. at Mack Park.

<b>FISCAL YEAR BUDGET 2018 PRESENTATION, DISCUSSION AND YEARLY DEPARTMENT HEAD UPDATE AND REVIEW.</b>
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Craig informed the council of the process of reviewing the new budget and the annual department head reports. Each department head will give a review of calendar year 2016 and the highlights of the new budget proposal. A tentative budget needs to be passed so the budget can be put out for the residents to review over the next month. The public hearing on the new budget will happen at the council meeting on Wednesday, May 10<sup>th</sup>. The approval of the budget will happen at the council meeting on Wednesday, June 14<sup>th</sup>.

General Fund highlights of the proposed budget:

- A 3.00% cost of living wage increase for the employees.
- General liability insurance rate will remain the same.
- An increase in the amount owed for worker's compensation insurance has been included.
- Video cameras are being installed in some city parks and at certain city buildings. Vandalism has been increasing in these areas and needs to be curtailed.
- Road maintenance is being increased.
- Sidewalk replacement is being increased to \$30,000
- A new salt spreader will be purchased for the bobtail dump truck
- A new snowplow truck will be purchased

- Increases are included for street overlay, chip seal and slurry seal.

A graph was shown detailing taxes collected in the general fund of the city. The largest contributor is sales tax and then energy tax. Both of these taxes are the most volatile of all taxes collected meaning they can fluctuate the most. Property tax is the third highest and is a constant meaning it changes very little from year to year.

Warm hot summers and long cold winters lead to the city seeing an increase in the amount of energy tax collected. Cool summers and short warm winters result in a decrease in energy tax collected.

Tax collected is the biggest revenue stream in the general fund.

In the past, a long term financial plan has not been created. The budget has basically been done on a year to year basis as required by state code and debt obligations. For the fiscal year starting July 1, 2018 a plan will be put together showing the next 20 years of needs for equipment and buildings. A strategic plan will be created for planning purposes by the staff and council.

## **RECREATION CENTER REPORT**

Recreation Center Coordinator Brett Daniels introduced Brok Nelson and Richard Varela.

Brok is the Youth Sports Coordinator for the center and has worked for the city for 15 months.

Richard Varela has worked for the center for 1 ½ years and oversees all of the programs inside the rec center as well as fun runs and the Health Days celebration.

Revenue increased in 2016 for the 17<sup>th</sup> consecutive year. Right now it appears 2017 will be even better and break the record again.

Some programs are growing too fast and others are at capacity. Tumbling and dance were listed as an example of programs at capacity.

The rec center oversees the rec center building as well as the Civic Center, Youth Center, Senior Center and all of the parks in the city.

Projections show a 12% increase in revenue for the current year over the previous year in the new budget.

The youth basketball program keeps growing, is the largest in the valley and increased 44.6% in the last year.

Youth soccer participation increased 43.2% in the last year.

Across the nation participation in baseball programs is decreasing but the Smithfield program has increased 12.5% over the last year.

Sporting goods stores are worried nationally as youth sports participation is decreasing because youth are spending more time on electrical devices than playing sports.

There is a concern for not having enough staff to man the fields. Right now 13 soccer fields and five gyms are being used with limited staff available. Not having proper staffing is a concern.

The center has six gyms available to use and they are not enough; more are needed.

Outdoor fields for soccer and baseball are at maximum capacity at this time.

Expanding Forrester Acres on the west side is a top priority as soon as funding is available.

There is a concern with the new high school opening in North Logan about how that will affect the programs at the center.

The center wants to continue to grow but is limited because of available gyms and fields.

A skate park would be a good area for children and adults in the city.

Kris being the council member over the center has always been supportive of the center as well as other council members, current and past mayors and the city staff.

The public works department was thanked for being so accommodating to help the center when needed both for projects at buildings as well as at fields.

Deon asked Brett if he anticipated a big decline because of programs being offered at the new high school? Brett expressed concern of the unknown of adding the new high school and programs and camps they will offer. Kids only have so much time and money and will now have another option to choose from when they select a camp or program to participate in.

The center is teaming up with Hyde Park City for their recreation program needs and utilizing some of the fields in Hyde Park.

Barbara asked Brett if the new high school has a rec center or swimming pool? Brett stated the new high school does not. The swimming pool at Sky View High School will be used for both Sky View and Green Canyon High School.

Curtis mentioned the new Real Salt Lake training facility could have an impact on the rec center as well.

Curtis mentioned he understood there is a very fine line of what to charge for services but asked if it would be appropriate to increase fees around 10% to generate more revenue and help to slow down growth? Brett stated the fees are reviewed yearly and when the last volleyball league fee increase was charged the amount of teams participating dropped from 16 down to 10. The Logan Rec Center charges less than the Smithfield Rec Center for most programs.

Curtis asked if most league fees were \$225? Brett stated competitive is \$325 and adult was recently changed from \$275 to \$295.

Curtis felt checking into seeing if a 10% increase would generate more funds for the center even if a few teams no longer participated.

Brett mentioned the center's soccer program is competing with the Northern Utah United program. The fees charged by Northern Utah United are less than those of the rec center.

Curtis said he was aware of cases where teams were travelling to Salt Lake City and paying twice the local team fee.

## **FIRE DEPARTMENT REPORT**

Chief Downs introduced those fire department members in attendance: Jeremy Hunt, Mike Weibel, Brian Potts, Aaron Worthen, Ryan Reeves and Cody Mays.

The department consists of three classifications of employees: full-time, part-time and volunteer.

Full-time employees are: Chief Downs, Assistant Chief Jeremy Hunt, Blake Gil, Shane Mitchell, Lance Kingston and Aaron Worthen.

The city has an interlocal agreement with CCEMS (Cache County Emergency Medical Services) where the city is reimbursed 70% of the cost of the full-time employees and 100% of the cost of the part-time employees. Volunteers are paid by the city.

Chief Downs started as the fire chief in 1995 and at that time the department consisted of 20 volunteer fire fighters.

The department supports both fire calls and full-time ambulance service.

Department members working on the ambulance must be Advanced EMT certified which requires 250 hours of classroom time and 40 to 60 hours of hands on training.

The department also responds to wildfire calls which also requires trained employees. Part of the physical assessment to be wildland certified is to carry a 45 pound backpack for 45 minutes on a hike.

The department responded to numerous wildland fires in 2016. Some of the fires were local and some were out of state. The department immediately responded to the Dry Canyon fire and had staff and equipment on hand at the Peterson Hollow fire near Beaver Mountain which lasted for a few weeks.

For 2016, wildland fires generated \$199,000 in revenue and ended up with a net gain to the city of approximately \$120,000. With the remaining funds a new brush truck and other equipment was purchased.

The department is contracted with Hyde Park City and Amalga Town for fire response coverage.

The two ambulances, Ambulance 160 and Ambulance 161, responded to 1,127 calls of service in 2016.

The department was able to purchase new turnouts through funds received from a grant and a private donation.

Coverage at the department was changed in 2016 to provide coverage 24 hours a day, 7 days a week with full-time staff members. Some of the schedules of the full-time employees was changed to what is called a 48/96 schedule.

An old van the department has had for several decades was converted into a public education van with the help of Alpine Cleaning and Restoration.

The department has been fortunate and received significant grant funding over the last decade to pay for training. The grant funding is going away and training in the future will have to be paid for with other funding sources.

An area of concern is not paying a wage to the full-time employees that is competitive with surrounding departments. In the last 18 months, four full-time employees have left to go to other departments because they could make more money. Two of the employees still live locally and commute to Idaho Falls as the wage is quite a bit higher working for that department.

The department has received a new ambulance which will go into service within the next month.

An emergency preparedness flyer was created by the department and distributed to the residents of the city with the help of some local faith based groups.

A focus needs to be on training and informing the residents on how to deal with flooding and other natural disasters. The city will be focusing on infrastructure not going door to door to check on the residents in the event of a natural disaster.

There were 225 fire related calls for service in 2016.

Mayor Simmons asked how long the city has partnered with Hyde Park City? Chief Downs stated the entire time he has been chief.

Chief Downs has been working with fire departments in various capacities for 30 years.

The department is concerned about a lack of training because funding to pay for the training is not available.

Mayor Simmons asked who in the department has been in charge of writing the grant proposals? Chief Downs stated Mike Weibel has overseen grants for the department for many years. Mike Weibel stated the current federal administration has proposed a 22% cut in current funding for

this program. Over the last four years this program has been cut 50% per year by the previous federal administration as well. The grant funding is almost gone.

Mayor Simmons asked Mike if he had any idea how much funding the city had received through grants? Mike stated over the last 12 to 14 years the department has received just shy of \$1,000,000 in grant proceeds.

Mayor Simmons asked how the equipment in the department is as he thought right now the department was in good shape? Chief Downs stated that is correct.

Chief Downs asked the council to help to find ways to increase revenue so the department could be properly trained in the future as the current revenue source is going away. Mayor Simmons also remarked once the department members are trained they need to be retained on the department so all of the funding spent on their training is not taken to another department.

## **GOLF COURSE REPORT**

Chad Daniels updated the council on the golf course grounds and maintenance care.

The course had a hard winter where there was lots of snow that melted quickly. Then rain came and froze to the ground. This caused damaged to the greens and other areas as some areas of turf were killed due to the weather.

Proposed budget expenses are down \$77,000 for the new budget year. The majority of the decrease coming from losing two full-time employees that won't be replaced. Larry Hatch will retire this fall after working for the city for 43 years. Dustin Luthi will take over Larry's job. Dustin has worked for the city for 1 ½ years. Andy Downs was hired as a full-time assistant golf pro on July 1, 2015 and left the city on December 29, 2016 to pursue an accounting degree as well as to make more money per hour at a new job he accepted.

In regards to revenue and course quality. There are two other local courses for players to pick so there is a fine line between charging the maximum amount possible and at the same time having the best possible course.

Long term needs are a new sprinkling system for the entire course. Replacement of some of the mowers. Some of the mowers are as old as 1989. Preventative maintenance is continually done to try and extend the life of all of the equipment.

The golf course is a benefit to the city as it draws people to town who spend money at the golf course as well as at local eateries and convenience stores.

The entire golf staff is working to be more efficient on the course as well as from a budgetary perspective.

Eric Kleven presented an overview of the last three years of revenue received by the course.

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Rounds Played	38,962	40,450	36,820
Driving Range Fees	\$30,000	\$34,500	\$33,453
Green Fees Collected	\$468,979	\$510,474	\$483,967
Pro Shop Sales	\$225,000	\$235,000	\$225,000
Sales Tax Collected	\$61,511	\$63,461	\$61,941
Summer Camp Participants	314	218	348
Men's Association Members	322	306	329
Banquet Room Rentals	\$22,436	\$27,782	\$31,171
Charity Golf Events Hosted	7	7	7
Corporate Events	15	17	15
State Golf Events	5	4	4
USU Summer Citizens	44	48	66-70

From 2002 through 2016; \$923,310 in sales tax was collected at the club house.

The men's association is the third largest in the state.

Justin Hamilton, owner of Café Sabor, rents the snack bar from April through October of each year and pays a monthly rental fee to the course.

There are 76 golf carts in the fleet ranging from 2001 to 2012.

Some of the charity golf events hosted are: The Smithfield Chamber of Commerce Health Days charity event, Lee's Marketplace for the Lee's Cares Foundation, Angelman Foundation, Ashlin Mae Kleven Foundation Shriner's Hospital Event and Common Ground Adaptive Center Event.

Sky View High School and Green Canyon High School will both use the course as their home course.

The course hosts the Utah State University pre-game meal for the football team before all home football games that start after 4:00 P.M.

Advertising revenue is collected as businesses pay to advertise on the granite tee signs as well as the scorecards. There are 18 granite tee signs and businesses sign up for two years to advertise on them. Businesses sign up to advertise on the score cards for a period of two years as well.

Community sponsors include Smithfield A&W, McDonald's and Lee's Marketplace.

The clubhouse is 13 years old and in need of basic maintenance items such as being painted, wood stained and new carpet.

Other needs listed were:

- Twelve new golf carts per year so the fleet is replaced ever seven years.
- Full-time benefitted assistant golf professional

- Competitive hourly wage equivalent to other local courses
- Phone system
- Internet system
- Building maintenance, cleaner and repairman

Curtis asked what a competitive wage would be for an assistant golf pro? Eric replied it depends on the person's PGA certification but in the range of \$30,000 to \$42,000 per year plus benefits.

Curtis asked what the percentage markup is on the items in the pro shop? Eric stated around 40%.

## **POLICE DEPARTMENT REPORT**

Chief Allen presented the council with the following information for 2016:

- 4,494 calls of service were made
- 844 citations were issued
- 1,167 warnings were issued

Two full-time employees accepted positions with other departments. Curtis Shumway accepted a position with the Utah Department of Wildlife Resources. Trent Currie accepted a position with the North Park Police Department. Steven Downey and Derek Spence were hired to fill the two vacated positions.

Officer Spence is a certified firearms instructor.

Officer Downey has experience in Box Elder County and with the Perry City Police Department.

Training is required on a yearly basis and equates to approximately 40 hours of time.

Training courses paid for through grants and other sources are always considered first. In 2016, two officers travelled to New Mexico for training and in 2017 two officers travelled to Alabama for training. FEMA paid the cost of the training for the four officers.

Proposed budget expenditures include adding sound proofing between the interview rooms as well as upgrades to the video surveillance system.

The vehicle lease on the two Dodge Chargers expires at the end of the year. Due to a lack of funding and a need for vehicles, four new vehicles will be purchased through a loan from Bancorp. The loan will be for a period of five years and the city will own the vehicles after the last payment is made. The intent is to be able to sell the vehicles at the end of five years and recoup 55-60% of the cost of the vehicles to purchase new ones at that time.

Concern was expressed for not being able to pay a competitive wage comparable to other local agencies. In the last two years, four full-time officers have been lost to other departments because of a significant difference in the money the officer could earn. A goal of Chief Allen's

is to never lose an employee because of money. The department is considered a stepping stone by other agencies as they know they can hire officers from Smithfield after they are trained by simply being able to pay them more per hour. Almost all of the current staff has been solicited by other agencies to have them go work for them. The long term goal is not to pay the highest wage in the valley but to be comparable to the other departments in the valley.

Twenty-six search warrants were issued in the city in the last month so the department is always busy.

Kris asked what the response time was on the shooting that took place by Sky View High School? Officer Brett Stirland stated around three minutes.

Kris asked what the response time was on the murder on 300 East? Officer Derek Spence stated less than two minutes.

Curtis asked who pays for all of the time spent on an investigation like the recent shooting? Chief Allen stated the cost falls to the department. An interlocal agreement is in place where other agencies will respond and help and they do not charge the city but all costs are paid by the city. If the department is dispatched to another city such as the case in a recent shooting in North Logan, the department does not bill the North Park Police Department for time spent on the case because of the interlocal agreement. All of the local agencies work together through an interlocal agreement.

Mayor Simmons asked how many people helped out on the recent shooting incident? Chief Allen stated there were 49 investigators and officers involved on the case.

## **PUBLIC WORKS DEPARTMENT REPORT**

Public Works Director Doug Petersen gave an update to the council and discussed the following:

The fire and police departments were thanked for their service in helping with the flooding incident in Dry Canyon in early 2017.

Department Lead Employees are: Brett Knight, Kevin Ogden and Brad Hulsey

The department currently has 10 full-time employees: Doug, Brett, Kevin, Brad, Hayden Downs, Josh Wright, James Hunsaker, Mallori Hawkins, Dallas Thurston, and Ryan Gleason

One position is currently unfilled for the water and sewer department and applications are being accepted.

Cody Law and Colby Law left the department within the last month as they both accepted employment with Utah State University. Mallori Hawkins and Dallas Thurston were hired to replace them. Mallori has worked part-time with the city in the past and Dallas is a resident of the city and previously worked for another local municipality.

Included in the proposed budget is a stainless steel sander for the GMC dump truck.

A new dump truck/snow plow truck is included as well.

Over the last 15 to 16 years the city has been able to lease backhoes for anywhere from \$900 per year to \$8,500 per year. This type of program is no longer available. There is a new program that costs around \$9,000 per year but has a limit of 300 hours of use. Every hour over 300 hours the city is charged an additional hourly fee. The city uses each backhoe over 300 hours per year and on average 500 to 600 hours per backhoe per year.

The cost of two new backhoes and the dump truck will be approximately \$170,000.

A new service truck is being proposed to be purchased as well.

The department does street repair as well as water line and sewer line repair and replacement.

Having the sewer system jetted and viewed with a camera on a regular basis has helped to correct problems before they happen.

The department tries to replace one block of service line and services per year. Last year the line on Center Street from Main Street to 100 East was replaced.

Currently, the department is doing crack sealing. Crack sealing is done in advance of chip sealing being applied to the roads.

The contractor is finishing up on the splash pad project and the city staff will start their portion of the project the week of April 17<sup>th</sup>.

Mayor Simmons mentioned the public works department works in all types of weather year round. They are appreciated how they keep roads open in the winter and everything else taken care of year round.

Curtis thanked the department for their weekly reports showing where and what they have done over the previous week.

Kris asked when the chip seal work will be completed? Doug stated the work will be done at the end of May and start of June.

There is approximately three blocks of crack sealing left to do and two parking lots before the chip sealing will start.

Jeff asked if the backhoes currently used by the city are leased? Doug stated that is correct and they will be returned to the supplier in July.

Curtis asked if there is an option to purchase the leased backhoes at a reduced rate? Doug remarked the cost to purchase the leased backhoes was actually greater than purchasing the new backhoes when bids were solicited.

Doug mentioned the staff will use the two new backhoes that are purchased this year and the city owns a 1996 backhoe that can be used when a third backhoe is needed.

### **EMPLOYEE SUMMARY**

Curtis asked how many employees there are for the city? Craig stated there are 48 full-time employees. When part-time and seasonal employees are hired the amount increases to 130-135 on average.

Craig mentioned the city is having a hard time hiring new employees. Right now the water and sewer job opening has been open for almost two weeks and so far only two people have applied. The position is full-time and benefitted and still is receiving few applications.

Craig also mentioned finding seasonal employees is hard as well. The city has paid \$8.00 to \$9.00 per hour for seasonal job openings in the past and now people can go elsewhere and do the same job for \$11.00 or \$12.00 per hour.

Curtis mentioned unemployment in the valley is around 2.70% which means there are very few people looking for jobs.

Craig mentioned by adopting the tentative budget the staff can make the proposed budget available to the public for review before the public hearing on May 10<sup>th</sup>.

Jeff stated each department head mentioned the city is lacking in paying a competitive wage. The fact is the city will never get to the point the department heads are requesting. Craig stated the only way to pay a higher wage is to generate more revenue.

\*\*\*A motion to approve the tentative budget for all departments for the period of July 1, 2017 through June 30, 2018, was made by Curtis, seconded by Deon and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Kent, Monson, Barnes, Wall

No Vote: None

Craig mentioned the tentative budget will be posted on the website and available for review at the city office building. The public hearing on the budget will be held on May 10<sup>th</sup> and approval of the budget will happen on June 14<sup>th</sup>.

### **MAYOR'S REPORT**

Mayors Simmons stated Justin had more information he wanted to pass on regarding the Parlant System. Justin stated the biggest reason the percentage of emails in the Parlant system had been

reducing rather than increasing was because of the turnover in renters. When the Parlant system was implemented in 2013 the city worked with local faith based groups to gather information on the residents. Scout troops and local faith based groups went door to door gathering information. Since that time it has not been redone. As renters come and go their information is not updated in the system. For example, a 10-plex apartment complex is listed and paid for by the property owner. The city does not have information on the renters as they change from time to time. Over time the system does not have current information on the renters and so the delivery percentage of the emails will go down. The city does obtain information on all new homes and they are automatically entered into the system when they sign up for services. The city might want to consider working with the local faith based groups again to gather information on the residents so they can be informed through email, text and voicemail. Some residents don't want to provide their information and this is up to them and they are not included when this request is made. There is not a mandatory requirement to sign up for the system.

*\*\*\*Kris made a motion to adjourn at 8:46 P.M.\*\*\**

**SMITHFIELD CITY CORPORATION**

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Darrell G. Simmons, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder

**SMITHFIELD CITY CORPORATION**  
**96 South Main**  
**Smithfield, UT 84335**

**AGENDA**

Public Notice is given that the Smithfield City Council will meet in a regularly scheduled meeting at 96 South Main, Smithfield, Utah, on **Wednesday, April 12, 2017**. The meeting will begin at 6:00 P.M.

Welcome and Opening Ceremonies by Curtis Wall

1. Approval of the city council meeting minutes from March 8, 2017
2. Resident Input

3. Discussion with representatives of the Bear River Land Conservancy on green space and agricultural areas.
4. Public Hearing, no sooner than 6:30 P.M., on Ordinance 17-07, an Ordinance considering the request by Lloyd J. Meyer, agent for Meyer Properties, LLC to rezone property located at 350 West 200 North from R-1-12 (Single Family Residential 12,000 Square Feet) to GC (General Commercial). Parcel Number 08-081-0025 which is 1.08 Acres.
5. Discussion and possible vote on Ordinance 17-07.
6. Update on withdrawal of an annexation request for property located at 4395 U.S. Highway 91, Parcel Number 04-006-0026.
7. Public hearing, no sooner than 6:45 P.M., on Ordinance 17-06, an Ordinance amending the Smithfield City Municipal Code Title 06 “Animals” in particular Sections: 6.04.10 “Definitions”; 6.12.010 “Licensing and Rabies Vaccinations”; 6.12.030 “Issuance and Revocation of Permits and Licenses”; 6.12.040 “Owner Responsibility”; 6.12.060 “Redemption”.
8. Discussion and possible vote on Ordinance 17-06.
9. Public hearing, no sooner than 7:00 P.M., on Ordinance 17-08, an Ordinance amending the Smithfield City Municipal Code Title 13 “Public Services”: Section: 13.16.040 “Sewer Hookup Fees and Service Rates”.
10. Discussion and possible vote on Ordinance 17-08.
11. Discussion and possible vote on Resolution, 17-06, a Resolution supporting the grant application to the Land and Water Conservation Fund.
12. Fiscal Year Budget 2018 presentation, discussion and yearly department head update and review.
13. City Manager Report
14. Council Member Reports
15. 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.