

**SMITHFIELD CITY COUNCIL**

**NOVEMBER 14, 2018**

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, November 14, 2018. The meeting began at 6:30 P.M. and Mayor Jeffrey H. Barnes was in the chair. The opening remarks were made by Jamie Anderson.

The following council members were in attendance: Deon Hunsaker, Jamie Anderson, Bart Caley, Wade Campbell and Curtis Wall.

City Manager Craig Giles, Police Chief Travis Allen, Fire Chief Jay Downs and City Recorder Justin Lewis were also in attendance.

**VISITORS:** Lynda A. Gittins, Jeffry R. Gittins, Craig J. Neilson, Michael Harris, Glen Jay Thornley, Diana Cannell (Allred Jackson), Jon Wells, Marty Spicer, Marc Peterson, Karl Hillyard, Juli Weber

**APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM OCTOBER 24, 2018.**

\*\*\*A motion to approve the city council meeting minutes from October 24, 2018 was made by Wade, seconded by Bart and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Anderson, Caley, Campbell, Wall  
No Vote: None

**RESIDENT INPUT**

There was not any resident input.

**DISCUSSION AND POSSIBLE VOTE ON APPOINTING MEMBERS TO THE SMITHFIELD HISTORICAL PRESERVATION COMMISSION.**

Mayor Barnes mentioned the historical preservation commission had been created by the council on October 24<sup>th</sup>. The commission will consist of seven board members.

Mayor Barnes presented the following names to be commissioners: Jeffry R. Gittins, Craig J. Neilson, Michael Harris, Stephen Teuscher, Juli E. Weber, Jon Wells and Glen Jay Thornley.

Curtis asked if Ray Cheatham had been considered to be a commissioner? Mayor Barnes mentioned the Historical Society had recommended the proposed names. Jeff Gittins mentioned Ray is an active member of the Historical Society but is heavily involved in a church calling and would like to be more involved when he is released from that calling in the future.

Wade mentioned it is a good list of residents who know the city. One is a former city employee, Jon Wells. Mayor Barnes agreed and mentioned Jon knows the buildings in the city as well as

the history of the city. Jeff Gittins mentioned Stephen Teuscher is a realtor and knows the history of the area as well.

Mayor Barnes mentioned every proposed commissioner is interested in the history of the city.

\*\*\*A motion to appoint Jeffrey R. Gittins, Craig J. Neilson, Michael Harris, Stephen Teuscher, Juli E. Weber, Jon Wells and Glen Jay Thornley as commissioners on the Smithfield Historical Preservation Commission was made by Bart, seconded by Wade and the motion passed by a vote of 4-1.\*\*\*

Yes Vote: Anderson, Caley, Campbell, Wall

No Vote: Hunsaker

Deon stated he was not in favor of creating the commission; therefore, he could not vote in favor of the proposed commissioners.

Mayor Barnes tasked the new commission with applying for a CLG (Certified Local Government) grant at the start of the year.

<b>AUDIT PRESENTATION FOR FISCAL YEAR 2018 BY REPRESENTATIVES OF ALLRED JACKSON.</b>
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Diana Cannell mentioned there is a lot of information to discuss so she was willing to meet individually or on the phone to discuss any item or concern. There is a lot of information to review in a short amount of time.

Diana thanked the staff for their continued cooperation on the audit. Hundreds of documents were pulled and supplied in this process. Countless hours are spent putting this document together and verifying the validity of the information in the document. The staff is very helpful and speedy in pulling requested items.

The fiscal year ended on June 30<sup>th</sup> and the audit must be completed and submitted to the state no later than December 31, 2018.

The audit document is broken down into various segments such as the independent report, statements of net position, statements of activities, reconciliation sheets, schedule of revenues, financial information notes, supplementary information, other reports, state compliance and findings and recommendations.

There are two sets of financial statements. One set showing the finances just like a regular private business which includes debt and depreciation.

The second set is where the funds are shown differently. Capital outlays are expensed, loan payments are shown and how they affect cash flow.

The city has three enterprise funds and they are always run like a business: Water, Sewer and Storm Sewer.

Capital asset additions and deletions are shown.

The state requires certain pension information to be shown since the city is part of URS (Utah Retirement System). It is required to show the portion of the system the city owes even though the city is not required to write a check and pay that amount. The city currently pays their portion each month based on the current employees and their wage. Retirement is paid on all full-time benefited employees.

State compliance testing is unique to cities and not a private entity requirement. There are approximately 25 areas that are tested for compliance. Some of the items include the budget, fund balance, minutes, and making sure the council does not vote on items that are not listed on the agenda properly.

The audit staff reviews the city council meeting minutes of every single council meeting in the last fiscal year and the minutes of the current fiscal year up to the point of the audit.

If the city is found to not be compliant on a certain item then a finding is created.

There are two state compliance findings for Fiscal Year 2018. The findings must be corrected by the end of Fiscal Year 2019.

The biggest change to the financial statements was moving the golf course enterprise fund into the general fund. The golf course still has its own budget but from a financial perspective it is combined into the general fund.

Page 23 is the Statement of Net Position.

Assets increased \$3,536,049 from June 30, 2017 to June 30, 2018 for a total of \$53,363,592.

Page 24 shows the liabilities and equity of the city. The total change was \$3,563,702 for a total of \$46,519,377.

Jamie asked for clarification on the several million dollar increase to assets as the increase in utility rates would not generate that much additional revenue. Diana replied it was from increases to utility fees, impact fees, building growth and wildfire revenue. A new impact fee was started for Storm Sewer as well.

Deon asked for clarification on Page 26 where it shows Property Tax of \$770,804 as he thought the city was only generating \$500,000 in property tax revenue. Justin replied the \$770,804 includes the amount of the rec center bond as well. Diana concurred.

Jamie asked what the special revenue of \$240,000 is on property tax on Page 26. Diana replied that is the property tax increment specifically set aside for the RDA which is a restricted fund. Meaning those funds can only be used for specific projects.

Jamie asked for additional clarification on where the funds come from for the RDA. Craig replied each parcel in the RDA boundary has their property tax go to the RDA fund as opposed to the other entities that collect property tax such as the city, school district and the county. Once the RDA closes this revenue will no longer come to the RDA.

Bart mentioned he noticed one of the findings is the fund balance is too high. Diana replied the unreserved fund balance cannot exceed 25%. When it exceeds 25% funds should be transferred into the Capital Projects Fund. The state does not want cities stock piling funds in a checking account; they want funds saved for future large projects.

Diana mentioned funds held in the Capital Projects Fund can be used for any general fund project and do not have an expiration date.

Impact fees must be spent within six years of being collected.

Mayor Barnes asked what the fund balance was on June 30<sup>th</sup>? Diana replied it was \$2,076,003.

Diana mentioned it is always better to be above the unreserved balance threshold of 25% than below the minimum of 5%. Many other findings are much more serious and this finding can be easily fixed by transferring some funds to the Capital Projects Fund.

Mayor Barnes asked what the 25% is based on? Diana replied the city needs to have between 5% and 25% of the current year general fund revenue in the account. The budget can be amended and then the funds transferred to come into compliance.

Diana mentioned the second finding was for not enrolling eligible employees into URS as soon as they are hired. Employees should be enrolled within two or three days of being hired and one employee was not enrolled until after they were paid the first time.

Diana informed the council all three findings from Fiscal Year 2017 were corrected.

Wade asked what the findings were for Fiscal Year 2017? Diana replied the city council meeting minutes must be uploaded to the Utah Public Notice Website within three days of approval and one meeting was not uploaded within the timeframe.

A second finding was there was a deficit balance in the golf fund. This was corrected when the golf fund was transferred into the general fund.

The third finding was sewer and storm sewer were over budget. The issue was depreciation was not accounted for and in fiscal year 2018 it has been accounted for as well as fiscal year 2019.

Jamie mentioned having each fund under budget for Fiscal Year 2018 is a good thing and is a job well done by the department heads.

Diana mentioned sometimes it can be hard to stay in budget because the staff has to make predictions on items when the budget is amended before the end of the fiscal year. The auditing team will look at every single purchase after June 30<sup>th</sup> to make sure it is in the proper fiscal year and sometimes purchases go back in the previous fiscal year and make a budget go over.

Curtis asked how long Allred Jackson has done the audit for the city? Diana replied this is the third year for Smithfield. Allred Jackson does the audit for twelve local municipalities.

Curtis asked Diana if he had questions and wanted to meet or call and discuss would the city incur a fee? Diana replied unless extensive research is needed additional fees are not charged on top of the annual audit fee.

Mayor Barnes asked if Depreciation Expense is something new or if it has always been accounted for? Diana replied it has always been accounted for but sometimes the city did not allocate enough funds for this line item and it caused the budget to go over.

Mayor Barnes thanked Diana and her staff for the service they provide to the city as it is very time consuming and tedious.

Jamie asked how much revenue was received from wildland fire calls in Fiscal Year 2018? Diana replied around \$200,000 if she remembered correctly. Chief Downs mentioned Fiscal Year 2019 will be high as well.

Jamie asked Chief Downs if the local fire department would be helping on the California wildfires? Chief Downs replied he was not sure as FEMA was overseeing the fires and it takes a very long time to get reimbursed and paid from them.

**PUBLIC HEARING, NO SOONER THAN 6:45 P.M., FOR THE PURPOSE OF DISCUSSING ORDINANCE 18-18, AN ORDINANCE ANNEXING CACHE COUNTY PARCEL NUMBERS 08-044-0033, 08-044-0034, 08-044-0037, 08-044-0039, 08-044-0040 AND 08-044-0084. THE PARCELS TOTAL APPROXIMATELY 68.50 ACRES. THE PARCELS ARE LOCATED EAST OF THE HUNTER MEADOWS SUBDIVISION (680 NORTH 300 EAST), SOUTH OF 800 NORTH 400 EAST AND WEST OF THE RIDGEVIEW ESTATES SUBDIVISION (540 EAST 620 NORTH), SMITHFIELD.**

*\*\*\*The public hearing opened at 7:06 P.M.\*\*\**

Justin informed the council there were not any comments, questions, complaints or protests on this request. The school district and county had been notified of the request and neither submitted a response to the request. This is the final step in the process which is to hold the public hearing and then have the council approve or deny the request.

Justin mentioned the parcel owned by Kenneth Tuveson is not included in this request.

Marc Peterson mentioned himself and Karl Hillyard are in attendance to represent the two families/parties making the annexation request and to answer any questions.

Mayor Barnes mentioned this request is included in the future annexation plan of the city.

Marc mentioned long term when this area is developed low water pressure issues might be resolved for some of the existing homes when lines are looped and connected.

Glen Jay Thornley asked where the reservoir area was located on the proposed map? Marc replied it is on his brother, Dennis, parcel which is located to the west of the parcels in question and that particular parcel is already in the city limits.

*\*\*The public hearing was closed at 7:10 P.M.\*\*\**

<b>DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 18-18.</b>
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Jamie asked what the process is to have green space or a park in this area? Craig replied it could be a condition of annexation. The general plan calls for a neighborhood park in this area. Neighborhood parks range in size from 2.0 acres to 7.9 acres. Another condition needs to be that 680 North Main will connect to Crow Mountain Road long term.

Jamie asked for clarification on which road is 680 North. Craig replied it is the main road in the north end of the Hunter Meadows Subdivision which is located on the highway. Curtis mentioned to ensure the road connects long term these parcels need to be in the city not the county.

Jamie asked for clarification on when the road would be installed. Craig replied only when development occurs. The property owners must dedicate land for the road to connect long term as part of their development plan.

Craig mentioned an annexation request can be approved or denied with no reason mentioned and this is the time to include any conditions the council wants set in place. Making conditions during the land-use process is not allowed.

Mayor Barnes asked Marc if he was aware of the requirement for a park in this area? Marc and Karl both said they were not.

Curtis asked how much land is needed for the park? Craig replied a neighborhood park is considered 2.0 acres to 7.9 acres.

Curtis asked if the city would maintain the park? Craig replied that is correct.

Karl mentioned he was raised in this area. The majority of the parcels have always been farmed. Parcel Number 08-044-0033 has a lot of area that is inconsistent and goes up and down. It is a transition area from one area to another. This would be a great area for a park as it would be a tough area to develop and put homes on.

Curtis asked if the slope was the main issue? Karl replied slope and drainage.

Karl also mentioned this is the best area for 680 North to go eastward as well. Easements would need to be put in place but this would be the most logical place for the road to go.

Karl mentioned his family had always called this area “The Hollows”.

Curtis mentioned a request can be made for a park but an exact location cannot be requested. Craig replied that was correct; a specific location cannot be requested.

Deon mentioned this area is a perfect place for a nature park with some trails. A nature park would require less maintenance by the city staff. The cost to the city would be less long term. A nature park would be different than other parks in the city. This would add variety to the city. Maybe even some mountain biking trails could be included. This area contains a lot of gravel and would be hard to keep green if there was a lot of grass.

Curtis asked how big “The Hollows” area is? Karl said he was not sure but would guess around ten to twelve acres.

Bart asked if there was significance to the name “The Hollows”? Karl replied it was just a family reference for that area.

Mayor Barnes asked if there is enough room through Parcel Number 08-044-0030 for 680 North to be extended since Parcel Number 08-044-0083 to the north is not located in the city boundary? Marc replied he owns Parcel Number 08-044-0030 and made sure when his family divided up the land there was enough room through his parcel for a road so there would not be an issue.

Mayor Barnes mentioned several people living in the Crow Mountain Road area have complained there is not another outlet from the area other than Upper Canyon Road. The city has planned for 680 North to be extended at a future date for a very long time.

Deon mentioned if land is donated to the city there could be a tax write-off opportunity for the donor but they would need to check with their accountant to make sure.

Marc mentioned a mountain biking trail in this area would be good as he used to ride dirt bikes in the area and it is really a good area for that.

\*\*\*A motion to adopt Ordinance 18-18, an Ordinance annexing Cache County Parcel Numbers 08-044-0033, 08-044-0034, 08-044-0037, 08-044-0039, 08-044-0040 and 08-044-0084. The parcels total approximately 68.50 acres. The parcels are located east of the Hunter Meadows Subdivision (680 North 300 East), south of 800 North 400 East and west of the Ridgeview Estates Subdivision (540 East 620 North), Smithfield with the following conditions: (1) Land will be dedicated for the extension of 680 North Main to Crow Mountain Road, (2) Land within the annexation request area will be be donated to the city for a neighborhood park which is 2.0 acres to 7.9 acres in size was made by Jamie, seconded by Wade and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Anderson, Caley, Campbell, Wall

No Vote: None

Marc asked if this process is now complete? Justin replied the documents will now be signed and sent to the Lieutenant Governor's Office for review. Once reviewed and confirmed the process has been done correctly an annexation certificate will be issued. The certificate, once received by the city, will then be delivered to the county and at that point they will update the city limit boundary map.

Mayor Barnes mentioned the homes built in the Crow Mountain Road area are nice and it is a beautiful part of the city. Having 680 North connect to Crow Mountain Road long term will be good for the city.

**DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 18-11, A RESOLUTION UPDATING THE PREVAILING FEE SCHEDULE OF THE CITY.**

Mayor Barnes mentioned the majority of the changes were in regards to fees at the golf course.

Craig mentioned the hourly rate for GRAMA (Government Records and Management Act) requests was updated as well as some verbiage included for when a professional is used to help fill a GRAMA request.

\*\*\*A motion to adopt Resolution 18-11, a Resolution updating the Prevailing Fee Schedule of the city was made by Curtis, seconded by Wade and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Anderson, Caley, Campbell, Wall

No Vote: None

**PUBLIC HEARING, NO SOONER THAN 7:15 P.M., FOR THE PURPOSE OF DISCUSSING ORDINANCE 18-19, AN ORDINANCE AMENDING THE SMITHFIELD MUNICIPAL CODE TITLE 2 "ADMINISTRATION AND PERSONNEL"; AMENDING CHAPTER 2.16 "CITY OFFICERS GENERALLY" IN PARTICULAR; SECTION 2.16.040 "BONDS REQUIRED OF CERTAIN OFFICIALS; AMOUNT".**

Mayor Barnes mentioned this ordinance would remove some old sections of city code and replace with a new section stating that state code would be followed in this regard.

Craig mentioned the current code lists bond amounts for certain employees, the council and mayor. These numbers will change over time. The Utah Local Governments Trust suggested to each city to review the existing code to ensure compliance. The way the ordinance is written the city will not have to update the code or amounts in the future as state code will be followed in this regard.

Mayor Barnes asked if each council member is bonded? Craig replied that is correct.

*\*\*\*The public hearing was opened at 7:31 P.M.\*\*\**

There were not any comments or questions.

*\*\*\*The public hearing was closed at 7:32 P.M.\*\*\**

**DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 18-19.**

Jamie felt the ordinance was straightforward and would match State of Utah code.

Justin mentioned the Trust had seen issues in other cities where the code was out of date so they asked everyone they insure to make sure the code is up to date and accurate.

*\*\*\*A motion to adopt Ordinance 18-19, an Ordinance amending the Smithfield Municipal Code Title 2 “Administration and Personnel”; amending Chapter 2.16 “City Officers Generally” in particular; Section 2.16.040 “Bonds Required of Certain Officials; Amount” was made by Bart, seconded by Wade and the vote was unanimous.\*\*\**

Yes Vote: Hunsaker, Anderson, Caley, Campbell, Wall

No Vote: None

**DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 18-12, AN ORDINANCE AMENDING THE SMITHFIELD CITY MUNICIPAL CODE TITLE 6, “ANIMALS” IN PARTICULAR SECTIONS: 6.04.010 “DEFINITIONS”; 6.12.020 “FOR ANIMAL ESTABLISHMENTS”; TITLE 9, “PUBLIC PEACE AND WELFARE”; SECTIONS 9.24.030 “APPLICABILITY”; 9.24.050 “OUTDOOR LIGHTING STANDARDS”; TITLE 10 “VEHICLE & TRAFFIC”, SECTIONS: 10.08.110 “PARKING FOR CERTAIN PURPOSES PROHIBITED”; TITLE 12 “STREETS, SIDEWALKS AND PUBLIC PLACES”; SECTION: 12.16.120 “INSPECTION AND ACCEPTANCE”; TITLE 13 “PUBLIC SERVICES”, SECTION: 13.04.400 “PETITION FOR SERVICE”; TITLE 16 “SUBDIVISION REGULATIONS”, SECTION 16.12.010 “PURPOSE”; TITLE 17 “ZONING REGULATIONS”; AND 17.94.030 “CONDITIONS”.**

Justin mentioned the public hearing on this ordinance had been held at the planning commission.

Wade mentioned animals were discussed quite a bit when he was on the planning commission and he was surprised these items had not already been changed.

Jamie mentioned he felt this was more of a housekeeping ordinance than anything.

Jamie attended the planning commission meeting when the ordinance was discussed. The parking portion of the ordinance was discussed at length. Craig replied one issue that is happening and would be corrected by this ordinance is it would keep people from parking their RV's and trailers on a city street for months at a time.

Jamie mentioned the planning commission struggled defining vehicle and trailer.

Bart asked if RV's would be included in this ordinance? Craig replied they would.

Curtis mentioned there was a concern about ATV and XUV trailers as well. Craig mentioned construction trailers have been an issue as well.

Mayor Barnes mentioned semi-trucks were discussed as well.

Bart mentioned trucks and trailers would now be included.

Craig mentioned the code will be much simpler if this ordinance is adopted.

Chief Allen mentioned a vehicle is considered abandoned if left for more than 48 hours. This ordinance allows an additional day or 72 hours total.

Chief Allen cautioned the council if the owner moves the vehicle or trailer at all then it is considered moved for the purpose of this ordinance. In the past the main issue has been with trailers.

Jamie mentioned there were several housekeeping items in the ordinance such as updating "Utah Power and Light" to "Rocky Mountain Power".

Mayor Barnes expressed concern with allowing people to have four cats. Cats cannot be contained in a specific yard and roam freely. Mayor Barnes felt allowing four cats was too many.

\*\*\*A motion to adopt Ordinance 18-12, an Ordinance amending the Smithfield City Municipal Code Title 6, "Animals" in particular Sections: 6.04.10 "Definitions"; 6.12.020 "For Animal Establishments"; Title 9, "Public Peace and Welfare"; Sections 9.24.030 "Applicability"; 9.24.050 "Outdoor Lighting Standards"; Title 10 "Vehicles & Traffic", Sections: 10.08.110 "Parking for Certain Purposes Prohibited"; Title 12 "Streets, Sidewalks and Public Places"; Section: 12.16.120 "Inspection and Acceptance"; Title 13 "Public Services", Section: 13.04.400 "Petition for Service"; Title 16 "Subdivision Regulations", Section 16.12.010 "Purpose"; Title 17 "Zoning Regulations"; and 17.94.030 "Conditions" was made by Jamie, seconded by Curtis and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Anderson, Caley, Campbell, Wall

No Vote: None

**PUBLIC HEARING, NO SOONER THAN 7:30 P.M., FOR THE PURPOSE OF DISCUSSING RESOLUTION 18-12, A RESOLUTION AMENDING THE SMITHFIELD CITY GENERAL PLAN, 2017, BY ADOPTING MODERATE INCOME HOUSING ELEMENT, 2018, AS PART OF THE SMITHFIELD CITY GENERAL PLAN.**

\*\*\*The public hearing opened at 7:43 P.M.\*\*\*

There were not any comments or questions.

*\*\*\*The public hearing closed at 7:44 P.M.\*\*\**

<b>DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 18-12.</b>
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Craig mentioned the general plan had been adopted in 2017.

The information in this plan was created with help from Brian Carver of BRAG (Bear River Association of Governments). The information came from the 2010 census as well as other reports.

This document is required by the state, must be updated every two years and submitted to the state for review.

The report is due by December 31, 2018.

Income levels and many other items are discussed in the plan. Affordability is also discussed.

A main focus is 30%, 50% and 80% of the A.M.I. (Area Median Income).

In Smithfield 30% A.M.I. equates to spending \$390 per month on housing expenses. There are not any types of these housing units available in the city to rent.

The state is trying to determine what the market costs are in each area of the state.

The fact is the city is becoming more unaffordable for those not making much money.

The state wants to know what each city, town and county is doing in the state to provide affordable housing.

Right now the legislature is gathering information to review this issue.

The expectation is down the road the legislature will put requirements in place for all cities, towns and counties in the state.

The state wants to know what cities are doing such as waiving impact fees, reducing permit fees and making the permitting process quicker for these types of housing projects.

The market is driving the housing market locally; not the city.

Neighborhood Housing Solutions is good for the city as it falls into this category.

Bart mentioned he heard complaints when he served on the planning commission the city does not have any affordable housing. Curtis replied this is an issue all over the state. Especially in the Wasatch Front area.

Craig mentioned the questionnaire specifically asks about smaller sized building lots. The expectation is that smaller sized building lots cost less to purchase.

Multi-family units are also discussed extensively in the document. Some cities in Cache Valley do not allow multi-family housing units and this hurts every other city in the state.

Jamie asked for clarification on Page 3 where it states “Renter occupied units make up the majority (76.3 percent) of the city’s housing stock, while owner-occupied units account for 23.8 percent of the city’s housing stock”. Jamie felt these numbers were most likely backwards as owner-occupied should be 76.3% not 23.8%. Craig replied he would review as this report was generated by BRAG automatically.

Jamie asked what happens when a developer asks for impact fees to be waived and then goes out and builds a unit that is still considered unaffordable? Craig replied the city would have to create a program, define what is allowed and expected and the council would have to approve each project.

Jamie asked the approximate cost of impact fees for the city? Craig replied impact fees and the building permit cost around \$9,000 in the city and most other local cities charge around \$12,000 to \$15,000.

Jamie asked how accessory apartments are treated. Craig replied the city is supposed to be notified as there are certain building code requirements which should be met. Some cities, such as Providence, do not allow accessory apartments.

Curtis mentioned his daughter moved to Ogden as she found employment there for \$16.00 an hour. She could not find an affordable place to live. After some research she found an accessory apartment at a cost of \$450 per month. The owner lives upstairs and she lives in the basement.

Jamie mentioned residents of the city continually complain about the number of multi-family units and complexes in the city. They need to be educated on what this plan means and how it will affect the city once legislation is adopted by the state.

Curtis mentioned not all multi-family units are considered affordable as some in town cost over \$900 per month to rent. Craig replied some townhomes will qualify as they are quite a bit cheaper than single family homes.

Curtis mentioned there is a proposed development on about 400 North which would have around 29 units at a cost of \$225,000 to \$250,000. They would be around \$100,000 less than a new home. Would they qualify? Jamie replied the report states the maximum loan amount allowed is \$175,000 or about \$1,300 per month.

Craig mentioned he talked with several local builders and there are fewer requests right now for single family homes than in the past. The strongest building segment right now is multi-family units. The market is driving what is being built in the valley and throughout the state.

Bart asked if the planning commission would be involved in this process down the road? Craig replied they would not; this would be a decision of the council of what to do or not do.

Curtis mentioned a concern for multi-family units will always be the location.

Craig mentioned the city is projected to double in size in the next couple of decades. The council has to decide whether to grow up and in or out and flat.

Craig mentioned the local mindset is people grew up on large lots such as one or two acre and now the mentality is more towards something small such as 8,000 square feet. People struggle to feel those sized lots are appropriate.

Jamie asked if this plan is on the website? Craig replied it will be after the council approves it.

Jamie mentioned anyone complaining about the number of multi-family units in the city needs to review this document.

Curtis mentioned he learned people working in Provo are now commuting from Price as there is not any affordable housing in the Provo area.

Jamie state he did not feel the only option was small lots with smaller homes because they are still expensive and will still cost over \$1,000 per month. Craig mentioned small building lots would be just one factor in the overall picture of what is offered.

Craig mentioned he recently attended a conference where a representative from Ivory Homes spoke. The representative stated the market will always dictate the type of units built. A developer will always make a profit or they won't do a project.

Craig stated to meet the 30% A.M.I. of \$390 per month it will require the rent to be subsidized by the city, state, federal government or locally. Mayor Barnes mentioned homes built by Neighborhood Housing Solutions are part of a federal program.

Justin mentioned if a city charges approximately \$10,000 for permits and fees that equates, with interest included, over a period of 30 years to around \$30 to \$40 per month. The fees the city charges are not the difference between making a home or apartment affordable. Craig concurred.

Mayor Barnes stated building lots costing \$80,000 or more are a big factor. Craig replied labor and material costs are also very high right now. A downside to a booming economy is a higher price will always be charged.

Deon mentioned the projected population of the city in 2020 is 11,564 and it has already been surpassed. Craig concurred.

\*\*\*A motion to adopt Resolution 18-12, a Resolution amending the Smithfield City General Plan, 2017, by adopting moderate income housing element, 2018, as part of the Smithfield City General Plan was made by Jamie, seconded by Wade and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Anderson, Caley, Campbell, Wall  
No Vote: None

**REVIEW OF THE EDWARD BYRNE JUSTICE ASSISTANCE GRANT PROGRAM WITH POLICE CHIEF TRAVIS ALLEN.**

This item was cancelled and not discussed.

**CITY MANAGER REPORT**

Craig mentioned the Cache Summit is being held on Thursday, November 15<sup>th</sup> from 9:00 A.M. to 4:00 P.M. in Logan.

**COUNCIL MEMBER REPORTS**

Bart mentioned the fire department had another really busy year fighting wildfires. An engine boss has been hired. The engine boss will go out on all wildland fire calls.

An RFI (Request for Information) had been received and the two local realtors who help the city when these requests come along looked and there was not any property available in the city to meet the needs of the requestor.

Jamie asked who owns the property where the livestock auction used to be located? Justin replied the Parker family still owns the property. They sold a portion to Metal Vision to allow for expansion of their business but kept the majority of the parcel.

Mayor Barnes asked if there will be any value to the parcel where the Ye Olde Winn Mill building is located once the building is razed? Bart replied there will be and it will be considered on future requests.

Bart mentioned the chamber is looking for donations for the Annual Night of Giving. Jamie, Mayor Barnes, Curtis and Bart mentioned they would be attending.

Wade mentioned the youth council is working with CAPSA regarding attending an upcoming training session which will be held at Utah State University.

Mayor Barnes mentioned he attended the Senior Ball and it was an excellent evening. The youth council and the Lion's Club did a superb job.

Curtis mentioned the rec center is busy as basketball season has begun. All of the leagues are full. The Top of Utah tournament will be soon. There will be around 70 teams for kids from 5<sup>th</sup> through 8<sup>th</sup> grade. All gyms are utilized for this event.

Curtis mentioned the terms of Planning Commission Members Stephen Teuscher and Jackie Hancock expire on January 31, 2019. Both commissioners will be asked if they would like to serve an additional term as allowed in city code.

Curtis asked about distributing the \$175 stipend to the commissioners at their December meeting. Justin replied the budget includes a \$150 stipend for each commissioner.

Curtis mentioned this year he would be cooking a Dutch oven dinner for the commissioners before their December meeting. In the past it has been a pizza party.

Curtis informed the council he was working with the state and several local businesses to finalize the recycling application. The application will need to be approved by the council before the end of the year so these businesses can receive a \$2,000 tax break.

Bart asked if he could advertise this program to other businesses during the next chamber meeting? Curtis replied he thought that would be fine as the businesses do not have to be specifically listed in the application.

Deon mentioned people were disappointed in how the Senior Ball was advertised as most older people do not have access to email and it was not advertised in the most recent newsletter. Justin replied it was advertised in multiple ways. The entire city was notified through email. The youth council sent personal invites in the mail to those who attended in the past. The youth council leaders also got information from some of the local faith based groups of who to contact. Phone calls and emails were made as well. The item was not included in the newsletter as the information had not been provided to the city staff asking for it to be included. There was a concerted effort by the youth council to contact as many people as possible.

Deon mentioned the meal was good and there were about 30 people less in attendance this year than last year.

Deon stated he was asked by some people why more members of the city council did not attend the event.

Deon mentioned he was talking to a local water expert. A bill was proposed in the 2018 legislative session regarding the metering of secondary water. The bill was not approved. A new bill will be submitted in 2019 for consideration. The new bill, if approved, would require all secondary water to be metered no later than 2030. The proposal will require 50% of the cost to be paid for by the supplier of the irrigation water. The city will have to consider this during future budget proposals if the bill is approved.

Craig mentioned if this bill is approved the city will in turn have to charge more to those who utilize the city owned portion of the irrigation system.

Wade asked the approximate cost of a water meter? Craig replied a dirty water meter will cost around \$400 to \$500. Right now the city only bills \$5.00 per month to those who utilize the city owned system. In the future the monthly rate will have to be increased to pay for the required meter and a usage fee will have to be implemented as well. With the water meter barrel, meter and other items the estimated cost is \$1,200 to \$1,300 per connection. More items are required than just a meter for each connection.

Deon mentioned the Cache Highline Water Association already meters their water. The Smithfield Irrigation Company does not currently meter their water.

Jamie mentioned he would be meeting with Marilyn to review the library budget as well as to discuss purchasing some shelving with the donation that was received for this purchase.

Some new library board members have been proposed but not yet approved by the library board. Once approved by the board the names will be brought to the council for consideration.

The golf course is wrapping up the year. Frost keeps people from playing the majority of the day right now. The fee schedule for the golf course was recently updated. Purchasing new golf carts will be reviewed at a future date to see if it is financially feasible to purchase new carts.

Mayor Barnes reminded Jamie the library staff needs to purchase the new shelving no later than June 30<sup>th</sup> so the purchase is in the current budget year.

Mayor Barnes asked if there are people willing to serve on the library board or if it needs to be advertised requesting new board members? Jamie replied some recommendations have been made and there is not a reason to do any advertising at this point.

## **MAYOR'S REPORT**

Mayor Barnes asked if there was any interest in taking the flagpole located at the old Wellsville Elementary School building? Craig replied he went and looked at it. Curtis mentioned if the city wants it that it will have to be removed by December 15<sup>th</sup>.

Craig asked if the city really wanted it? It is old and rusty and does not look nice. Curtis replied he did not care either way but if the city does want it; it needs to be removed soon.

Mayor Barnes asked the council if they reviewed the letter sent by Wade Lindley regarding a berm that was removed from his driveway? Curtis replied he received the letter/email.

Mayor Barnes asked the thoughts of the council on the email? Curtis mentioned the letter had only been sent to himself, the mayor and Wade. Curtis stated he goes to the green waste bins all the time and does not cross Wade's property when entering the city owned parcel.

Mayor Barnes mentioned Wade claimed a berm had been removed on his property. Craig replied he could not comment on the letter or heard about the complaint so he could not offer any input at this time.

Curtis mentioned Wade told him that Doug Petersen removed a portion of the berm for snow plowing purposes. Wade mentioned he installed the berm to keep people from crossing his property when entering and exiting the green waste bin area. When they cross his property they create potholes in his driveway.

Craig asked the approximate size of the berm? Curtis replied he had not measured it but he would estimate it is six to seven feet long and only a portion of it had been removed.

Craig mentioned the city has more problems at the recycling bins than anywhere else in the city.

Wade mentioned he felt trucks and cars are most likely not driving across Wade Lindley's property and it is most likely horse trailers or other types of trailers that come across the property when people enter and exit the area.

Craig asked what Wade's concern is? Curtis replied potholes are being created in Wade's driveway by those entering and exiting the green waste bin area.

Craig asked what Wade Lindley wants the city to do? Bart replied he knows Wade and would contact him to discuss.

Bart asked if who uses the green waste bins is regulated? Craig replied it is not patrolled but there is a sign stating what is allowed and by whom. Curtis mentioned many people do not obey the rules but the service is a good service provided by the city.

Curtis asked if there is a cost to the city for the green waste bins? Craig replied the city pays a significant amount of money for the service.

Mayor Barnes thanked Wade for a good council member report in the last newsletter.

*\*\*\*Jamie made a motion to adjourn at 8:29 P.M.\*\*\**

## **SMITHFIELD CITY CORPORATION**

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Jeffrey H. Barnes, 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, November 14, 2018**. The meeting will begin at 6:30 P.M.

Welcome and Opening Ceremonies by Jamie Anderson

1. Approval of the city council meeting minutes from October 24, 2018
2. Resident Input
3. Discussion and possible vote on appointing members to the Smithfield Historical Preservation Commission.
4. Audit presentation for Fiscal Year 2018 by representatives of Allred Jackson.
5. Public Hearing, no sooner than 6:45 P.M., for the purpose of discussing Ordinance 18-18, an Ordinance annexing Cache County Parcel Numbers 08-044-0033, 08-044-0034, 08-044-0037, 08-044-0039, 08-044-0040 and 08-044-0084. The parcels total approximately 68.50 acres. The parcels are located east of the Hunter Meadows Subdivision (680 North 300 East), south of 800 North 400 East and west of the Ridgeview Estates Subdivision (540 East 620 North), Smithfield.
6. Discussion and possible vote on Ordinance 18-18.
7. Discussion and possible vote on Resolution 18-11, a Resolution updating the Prevailing Fee Schedule of the city.
8. Public Hearing, no sooner than 7:15 P.M., for the purpose of discussing Ordinance 18-19, an Ordinance amending the Smithfield City Municipal Code Title 2 “Administration and Personnel”: amending Chapter 2.16 “City Officers Generally” in particular; Section 2.16.040 “Bonds Required of Certain Officials; Amount”.
9. Discussion and possible vote on Ordinance 18-19.
10. Discussion and possible vote on Ordinance 18-12, an Ordinance amending the Smithfield City Municipal Code Title 6, “Animals” in particular Sections: 6.04.10 “Definitions”; 6.12.020 “For Animal Establishments”; Title 9, “Public Peace and Welfare”; Sections 9.24.030 “Applicability”; 9.24.050 “Outdoor Lighting Standards”; Title 10 “Vehicles & Traffic”, Sections: 10.08.110 “Parking for Certain Purposes Prohibited”; Title 12 “Streets, Sidewalks and Public Places”; Section: 12.16.120 “Inspection and Acceptance”;

Title 13 “Public Services”, Section: 13.04.400 “Petition for Service”; Title 16 “Subdivision Regulations”, Section 16.12.010 “Purpose”; Title 17 “Zoning Regulations”; and 17.94.030 “Conditions”.

11. Public Hearing, no sooner than 7:30 P.M., for the purpose of discussing Resolution 18-12, a Resolution amending the Smithfield City General Plan, 2017 by adopting moderate income housing element, 2018 as part of the Smithfield City General Plan.
12. Discussion and possible vote on Resolution 18-12.
13. Review of the Edward Byrne Justice Assistance Grant Program with Police Chief Travis Allen.
14. City Manager Report
15. Council Member Reports
16. 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.