

**SMITHFIELD CITY COUNCIL**

**MAY 11, 2016**

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, May 11, 2016. The meeting began at 5:35 P.M. and Mayor Darrell G. Simmons was in the chair.

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

Deon Hunsaker arrived during the meeting.

Curtis Wall was excused.

City Manager Craig Giles, City Engineer Clay Bodily, Police Chief Travis Allen, and City Recorder Justin Lewis were also in attendance.

The opening remarks were made by Kris Monson.

**VISITORS:** Kelly Winn, Gordon Younker, Kim Datwyler, Jess Daines, Brett Knight, Kevin Ogden, Eric Kleven, Chad Daniels, Jay Downs, Brett Daniels, Doug Petersen, Jack Greene, Randy Martin, Logan Christian, Piper Christian, Xavier Hay, Daniel Anderson, Wesley Carter, Elizabeth Hansen, Megan Hollingsworth

**APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM APRIL 13, 2016.**

\*\*\*A motion to approve the city council meeting minutes from the April 13, 2016 city council meeting was made by Barbara, seconded by Kris and the vote was unanimous.\*\*\*

Yes Vote: Kent, Monson, Barnes

No Vote: None

Absent: Hunsaker, Wall

**RESIDENT INPUT**

There was not any resident input.

**OVERVIEW PRESENTATION, EXPLANATION, DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 16-07, A RESOLUTION TO ALLOW THE CITIZENS OF SMITHFIELD CITY TO VOTE ON THE CREATION OF THE CACHE WATER DISTRICT IN THE UPCOMING GENERAL ELECTION IN NOVEMBER 2016.**

Justin informed the council County Executive Craig Buttars had called and asked to delay the vote on the resolution until the June 8<sup>th</sup> council meeting. The delay was requested because of the cost of the advertising. The state has set very specific advertising requirements and the advertisement in *The Herald Journal* costs over \$1,000 each time it is run and it is required to

run four times. The county will pay for the cost of the advertising if the cities vote on the resolution the first week of June and then have the public hearing within 45 days of the vote on the resolution. The regular Smithfield City council meeting dates of June 8<sup>th</sup> and July 13<sup>th</sup> fall within the timeline of the advertising so no additional meetings will be required for the council.

The intent is to have the council vote on the resolution on June 8<sup>th</sup> and then have the public hearing on the proposed district on July 13<sup>th</sup>.

The county will responsible for the cost of the advertising.

**RECEIVE THE CERTIFICATION OF ANNEXATION PETITION FROM THE CITY RECORDER FOR THE ANNEXATION REQUEST FROM NEIGHBORHOOD NON-PROFIT HOUSING CORPORATION FOR PARCEL NUMBERS 08-044-0035 AND 08-044-0036 AND DIRECT THE PUBLICATION OF SUCH PETITION IN THE HERALD JOURNAL ON MAY 15, MAY 22 AND MAY 29, 2016.**

Justin informed the council the next step in the annexation process is to have the council accept the Certification of Annexation. The county had been notified of the annexation request and had not sent any comments back to the city. The planning commission reviewed the request at their April planning commission meeting and did not have any concerns.

The next step in the process is for the council to accept the Certification of Annexation and start the advertising process. The advertisement would be placed in *The Herald Journal* on Sunday, May 15<sup>th</sup>, May 22<sup>nd</sup> and May 29<sup>th</sup>. The protest period would start after the advertisement is placed on Sunday, May 15<sup>th</sup>.

Depending on if there are any protests; the council could have the public hearing and possible vote on the annexation request at the July 13<sup>th</sup> council meeting.

The request to the council is not to approve the annexation request but to accept the Certification of Annexation and direct the advertising of the request.

The two parcels in question are located on the north end of Crow Mountain Road on the west side of the road and north of the Ridgeview Subdivision. There are two parcels being considered for annexation.

\*\*\*A motion to accept the Certification of Annexation Petition for Parcels 08-044-0035 and 08-044-0036 was made by Barbara, seconded by Jeff and the vote was unanimous.\*\*\*

Yes Vote: Kent, Monson, Barnes

No Vote: None

Absent: Hunsaker, Wall

**RECEIVE THE CERTIFICATE OF ANNEXATION PETITION FROM THE CITY RECORDER FOR THE ANNEXATION REQUEST FROM NEIGHBORHOOD NON-PROFIT HOUSING CORPORATION FOR PARCEL NUMBERS 08-044-0030 AND 08-044-0031 AND DIRECT THE PUBLICATION OF SUCH PETITION IN THE HERALD JOURNAL ON MAY 15, MAY 22, AND MAY 29, 2016.**

Justin informed the council this is the exact same process as the Certification of Annexation that was just approved but this is for two different parcels. This request is for two parcels located east of the Hunter Meadows Subdivision and owned by Marc Peterson and Dennis Peterson. Marc owns the north parcel and Dennis owns the south parcel. All but 2.89 acres of Dennis's parcel is already located in the city limit.

Dennis did not ask for his parcel to be included in the annexation request but Neighborhood Non-Profit Housing Corporation did in behalf of Marc. Dennis's parcel is being considered for annexation because if it is not included an island would be created and this is not allowed.

Dennis has the right to protest the request during the protest period if he chooses to do so.

Jeff asked if the only access to this property is from the north end of Marc's property? Clay stated that is correct. The access to this property is from 680 North and at this time there is not any proposed access from the south or the east.

Jeff mentioned there are some irrigation water problems at the south end of the parcel that will need to be dealt with. Clay agreed and stated if the property is developed the developer will have to deal with and resolve the irrigation water concerns as well as the ground water concerns.

\*\*\*A motion to accept the Certification of Annexation for Parcels 08-044-0030 and 08-044-0031 was made by Barbara, seconded by Jeff and the motion passed by a vote of 2-1.\*\*\*

Yes Vote: Kent, Barnes  
No Vote: Monson  
Absent: Hunsaker, Wall

**DISCUSSION AND POSSIBLE VOTE ON CHANGES TO THE EMPLOYEE PERSONNEL MANUAL.**

Craig informed the council there are a couple of new proposals for the personnel manual. One is removing permanent part-time employees from the benefit section as the city will no longer hire any benefited permanent part-time employees in the future. Right now there is only one employee that falls under this section but she will be covered until she retires. The second proposed change is the council and mayor would be eligible for health insurance. The current provider did not allow for this but the new provider, Regence Blue Cross and Blue Shield of Utah, does allow this. The health insurance would be available but would not be available if a wage is taken. The council and mayor could take a salary or health insurance but not both. The added cost to the city would be zero as the council member and mayor would have one choice or

the other. If the coverage selected by the council member or mayor is higher than the current earnings of the council or mayor the difference would be owed to the city. Council members and the mayor would not be eligible for the dental insurance benefit. The Utah Retirement system does not require participation for the city council or mayor by the city unless that person makes more than \$1,004 per month.

Mayor Simmons thanked Craig for providing the council with some options to consider as health insurance is challenging for everyone. Having health insurance as an option might encourage people to run for office in the future.

Barbara asked if the health insurance benefit would only be available while the person was serving? Craig stated that is correct.

Jeff asked for an explanation of how it would work from a financial perspective. Craig stated, for example, if a council member is paid \$500 per month and the health insurance benefit costs \$400 per month and the council member wanted health insurance, the city would pay \$400 for the health insurance and then pay the council member a wage of \$100 a month so the same total of \$500 per month is paid.

\*\*\*A motion to adopt the proposed changes to the Employee Personnel Manual was made by Kris, seconded by Jeff and the vote was unanimous.\*\*\*

Yes Vote: Kent, Monson, Barnes

No Vote: None

Absent: Hunsaker, Wall

## **COUNCIL MEMBER REPORTS**

Kris informed the council the Health Days family bicycle ride had been held on Monday, May 9<sup>th</sup>, and around 110 people had participated. Jana Jenson and her husband had been in charge of the bicycle ride since the beginning and this would be their last year and someone new will be taking over next year.

The young musician's competition is on Thursday, May 12<sup>th</sup> and lasts one hour. The event is held in the Sky View High School Auditorium. Heather Overly took over this year. Richard Kline had been in charge for many years.

Kris asked if any of the council members would be riding in a car during the parade? Mayor Simmons said he would be riding a bicycle. Kris said she would not be in a car either.

Kris mentioned she had ordered five cases of candy for the council to distribute during the parade. Barbara asked the approximate cost of the candy as the youth council needs to get some as well to distribute. Kris stated the candy costs \$40 to \$60 a case depending on the type of candy purchased.

Mayor Simmons asked if the council members wanted to wear shirts with the city logo on them during the parade?

*\*\*\*Deon arrived at the council meeting.\*\*\**

Jeff stated he has a shirt with the logo on it. Mayor Simmons mentioned he would get shirts with the logo on them for each council member for future events.

Kris mentioned the Children's Theatre production would be held on Friday, May 13<sup>th</sup> and Saturday, May 14<sup>th</sup>. Kris would be attending on the 14<sup>th</sup>.

Barbara asked who could attend on Friday night, May 13<sup>th</sup>, as the Lion's Club would like to have the Citizen of the Year presented that evening. The hope was that Jeff could present the award that evening. Jeff stated he would present the award in behalf of the council.

Barbara asked where the Creamie ice cream would be handed out? Mayor Simmons stated at the end of the parade route. Chief Allen mentioned the parade ends at 300 North Main. Traffic will be diverted to 100 East and the Creamies could be handed out at 300 North at around 50 East. Only a handful of parade participants will go west.

Mayor Simmons mentioned the Smithfield Chamber of Commerce Health Days golf tournament went well and a lot of money was raised for the local schools.

#### **PRESENTATION BY THE LOGAN ENVIRONMENTAL ACTION FORCE (LEAF).**

Kris introduced the students from LEAF that would be making a presentation to the council as the long term goal of the club is to clear the pollution from the air in Cache Valley. Right now a green powered car is being built and the long term goal is to create a lane in the valley where the car can be charged while it is driving down the road from one end of the valley to the other end of the valley.

Logan Christian informed the council he is a student at Utah State University and wants to help promote earth science through education. Right now Logan is working on the action plan being developed by President Stan Albrecht of Utah State University (USU). USU signed a climate commitment to be carbon neutral by 2050. Right now the goal is to raise awareness.

Logan mentioned LEAF is a high school club that was created 26 years ago at Logan High School. A clean air poster contest is done on a yearly basis.

Piper Christian stated she is the president of the club at Logan High School and wanted to introduce a proposed resolution to the council for review and consideration. The goal is to keep the city vibrant and healthy.

Xavier Hay thanked Jeff for his involvement with Utah Envirothon over the last 15 years.

Megan Hollingsworth thanked Kris for help in establishing the dark sky ordinance for the city.

Daniel Anderson thanked the city trails committee for their preservation and expansion of trails in the city.

Wes Carter thanked the city tree committee for their commitment to urban forestry and being a Tree City USA year after year.

Elizabeth Hansen thanked the city for its commitment to wildlife preservation.

Piper stated the goal of their club is to work with the city to come up with new goals and build on the work done in the past.

Piper presented the council with a draft resolution that would help to establish long term and short term goals for the city. The city can add, change, delete or modify any of the resolution. The idea is to modify the proposed resolution to fit the community and then have the council pass the resolution at a future council meeting.

Kris mentioned the majority of the members of the club are 15 and 16 years old and they want to have a good place to live in the future.

Kris felt every item listed in the resolution was achievable over time.

Kris asked the council to consider the items listed in the resolution as the master plan is reviewed and changed. The long term goal of the city needs to be to reduce the carbon footprint that is left behind. A direct effort can be made to make this happen by incorporating these ideas into the master plan.

Jack Greene introduced Maryann Christian and Randy Martin.

Mayor Simmons asked if the goal of the club was to make this happen in Cache Valley or state wide? Logan responded right now the goal is just for Cache Valley.

Randy Martin mentioned he has lived in the city for 15 years and would be glad to make a presentation at a future time about air quality.

Randy has been studying air quality in Cache Valley for the last 15 years. Much more is known about the air quality in Cache Valley than along the Wasatch Front. Last year a study was started along the Wasatch Front and it is raising awareness of the problems in that area.

Randy felt the key to helping reduce air pollution is education and outreach to the residents of the valley.

Randy mentioned studies show the air quality in Cache Valley cannot be attributed to one industry but is a combination of many factors in the valley. Everyone must change to make the air quality better. Vehicle idling time is a big factor that everyone can work on and change.

Barbara asked how many air monitoring stations are in Cache Valley? Randy stated there are two and one is in Smithfield City. Originally, the monitoring station was in Logan City but it has been determined the air quality is the same from Hyrum City to Smithfield City so the station was relocated to Smithfield City and is in a fenced off area at Birch Creek Elementary. The other station is located in Franklin, Idaho.

Randy informed the council local dairy farms contribute ammonia to the atmosphere but not particulate matter from the ammonia.

Barbara asked how many red air days there were in the last couple of years? Randy responded in 2015 there were zero but in 2016 so far there have been nine.

Barbara asked what the limit is before the air is considered unsafe? Randy remarked the number is determined on a three year average.

Randy mentioned Cache Valley was ranked number seven by the American Lung Association as having the worst air in the short term in the nation. The previous year Cache Valley was ranked number eight.

Barbara asked how the ranking is determined? Randy stated there are two standards that are considered. Measurements are taken over a 24 hour period which the valley is okay with. Where the valley has issues is over a short period of time in the winter months when the inversion sets in.

Mayor Simmons asked what a rural community contributes to bad air quality? Randy stated ammonium nitrate is an issue and it comes from agricultural producers. The valley is very ammonia rich and in order to make a change the ammonia level would need to be reduced by 50% or more. The key is not to change the agricultural producers as that won't work but to get cars and small businesses to change what they are doing. Long term there might be a way to reduce ammonia produced by livestock but right now there is not a viable option.

Mayor Simmons thanked those in attendance for a great presentation and mentioned he loves seeing young people that are involved and passionate.

Jack mentioned the reason the local monitoring station came to the valley was because of the students in the club at Logan High School. In the early 1990's the students kept making a request to the state for a monitoring station as the valley did not have one. The state had two that were available but one had been committed to another area of the state. The students persisted in making the request and eventually the state approved the request and the valley received its first monitoring station.

Kris mentioned she will be supplying information for future newsletters about how residents can help change the local air quality. Idling cars is a big issue.

Mayor Simmons stated the council will review and consider the resolution and invite the members of LEAF to attend a future meeting when the resolution is considered for adoption.

**PUBLIC HEARING, NO SOONER THAN 6:15 P.M., TO DISCUSS THE PROJECT DETERMINED TO BE APPLIED FOR IN THE 2016 CDBG SMALL CITIES PROGRAM AS FOLLOWS: A BUILDING CONSTRUCTION AND RENOVATION PROJECT TO BE COMPLETED BY “THE FAMILY PLACE” LOCATED AT 502 SOUTH MAIN #2.**

Gordon Younker informed the council an Eagle Scout project had been completed in the building where the old x-ray room had been located. The room was remodeled. The lead had been removed from the room and new shelving, paint, trim, and flooring had been installed.

Gordon stated “The Family Place” had been awarded \$138,107 for the renovation of the building in Smithfield City through the CDBG small cities program.

Gordon presented the council with the proposed building layout and budget for the project. A Davis Bacon contract in the amount of \$87,109 will be the first step in the building project. The goal is to replace some air conditioning units, install new windows and remodel the majority of the building. The nursery area will be significantly expanded. A kitchen area will be added and some offices for the staff will be made. The restrooms will be reviewed to see if they can be made ADA compliant by just changing the fixtures.

The total amount of the CDBG grant is \$138,107 and “The Family Place” will contribute \$10,605 as well to the project. The original request to the CDBG was for \$200,000 so the project has been scaled back to match the funds received.

*\*\*\*The public hearing opened at 6:35 P.M.\*\*\**

There was not any input or questions from the public.

*\*\*\*The public hearing closed at 6:36 P.M.\*\*\**

Jeff asked for clarification on the budget documents. Gordon stated the construction portion of the project must meet Davis Bacon federal guidelines. One contractor will be awarded this part of the project which will include air conditioning repairs, new windows, and remodeling the interior of the building. The contract will be publically advertised and formal bids will be accepted. The Davis Bacon contract does not allow for several different contractors for certain items on the project. Some parts of the project are not included in the Davis Bacon contract and will be bid separately; they include a fire alarm system, security and surveillance systems and a new phone system.

“The Family Place” is responsible for the costs owed to the architect.

Jeff asked for a timeframe on the project? Gordon stated right now an environmental assessment is being completed and then the Davis Bacon contract will be the next step in the process. The project cannot start until the contract is completed. The goal is to bid the project in the fall and have the contractor do the work in the winter months.

Barbara asked if the nursery is only available during the day? Gordon replied the Smithfield City and Hyrum City facility only offer daytime childcare but the Logan City facility has facilities for children to stay overnight. Right now therapy classes are done every Monday in the Smithfield City building and the schedule is full on a weekly basis.

**PUBLIC HEARING, NO SOONER THAN 6:30 P.M., ON ORDINANCE 15-23, AN ORDINANCE AMENDING THE SMITHFIELD CITY ZONING REGULATIONS, TITLE 17, IN PARTICULAR CHAPTER 17.36.030 “DEFINITIONS”; 17.36.070 “PROHIBITED SIGNS”; 17.36.125 “TEMPORARY SIGNS”; AND 17.36.140 “WIND SIGN”.**

Clay informed the council the planning commission had drafted a proposed ordinance on signs which included temporary signs and sign definitions. The ordinance had been discussed over several months and the planning commission was sending the ordinance to the council for review and adoption or for suggestions.

*\*\*\*The public hearing was opened at 6:40 P.M.\*\*\**

There was not any public input.

*\*\*\*The public hearing was closed at 6:42 P.M.\*\*\**

**DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 15-23, AN ORDINANCE AMENDING THE SMITHFIELD CITY ZONING REGULATIONS, TITLE 17, IN PARTICULAR CHAPTER 17.36.030 “DEFINITION”; 17.36.070 “PROHIBITED SIGNS”; 17.36.125 “TEMPORARY SIGNS”; AND 17.36.140 “WIND SIGN”.**

Kris asked Craig what other local communities are doing in this regard? Craig stated signs are an interesting topic and a new supreme court ruling this year stated most city sign ordinances are not enforceable.

Craig mentioned he had reviewed Nibley City and Logan City sign ordinances and Nibley’s is very short and well done.

Craig called Logan City and they do not regulate wrapped vehicles in any capacity.

Craig expressed concern with Section “F” in the proposed ordinance as it would limit all types of business vehicle parking on city streets and would make it a violation for business vehicles to park on the city streets. Kris agreed and stated she would prefer to see a logo or wrap on a vehicle to identify who is coming to knock on her door or who is working in the neighborhood.

Craig mentioned a car wrap is not defined in the proposed ordinance. None of the local communities address vehicle wraps. The only item addressed is if the vehicle is parking legally or illegally. Logan City will not allow banners to be stretched across trailers or vehicles.

Kris asked Chief Allen if the ordinance could be enforced? Chief Allen stated as written the ordinance is not enforceable in regards to Section "F".

Clay mentioned the planning commission was concerned about how Josh Barnett had done a wrap on his vehicle and parked it on the street in Logan City. Mayor Simmons mentioned the concern with Josh was the period of time the vehicle was parked not the vehicle being covered in a wrap.

Clay responded the planning commission was concerned about vehicle wraps and that is what started the creation of this ordinance. Mayor Simmons responded he felt this ordinance need to be reviewed and changed as some of the items were not realistic.

Barbara mentioned she could not support an ordinance that would hurt businesses and this ordinance would deter businesses from wanting to be in the city.

Kris mentioned she liked sign board like Callaway's Bistro uses that advertises the special of the day.

Kris suggested, at a minimum, Section "F" be stricken from the ordinance.

Jeff mentioned the wording in Section "F" was very strong and he was concerned of how it was written.

Mayor Simmons suggested the council review the ordinance line by line and make notes of what they like or dislike about the ordinance.

Barbara stated Section "F" had to be removed before the ordinance could be considered. Craig concurred.

Mayor Simmons mentioned he appreciated the time spent by the planning commission in reviewing and creating the ordinance but some work needs to be done on it.

\*\*\*A motion to table Ordinance 15-23, an Ordinance amending the Smithfield City Zoning Regulations, Title 17, in particular Chapter 17.36.030 "Definition"; 17.36.070 "Prohibited Signs"; 17.36.125 "Temporary Signs"; and 17.36.140 "Wind Sign" was made by Kris, seconded by Deon and the vote was unanimous.\*\*\*

Yes Vote: Hunsaker, Kent, Monson, Barnes

No Vote: None

Absent: Wall

## **CITY MANAGER REPORT VETERAN'S MEMORIAL UPDATE**

Craig informed the council Jon Cheatham is currently raising funds to pay for the Veteran's Memorial at the library and has over \$1,500 collected so far. Jon will be in the Health Days

parade and then have a booth at Forrester Acres to raise additional funds and let people know about his project.

## **COUNCIL MEMBER REPORTS**

Jeff mentioned the tree committee will have a booth at Forrester Acres on Saturday, May 14<sup>th</sup>, during the Health Days celebration. They will give away three trees that day. The bid date on the tree inventory request for proposal had been changed to two weeks further out. The bid is to determine the cost to inventory trees in the city. The city will hold its annual Arbor Day tree planting on Saturday, May 14<sup>th</sup> at noon at Forrester Acres. Mayor Simmons will be there and read the Arbor Day proclamation. The poster contest winners will also be in attendance.

Barbara mentioned the youth council will be making beanies and handing them out free of charge at Forrester Acres during Health Days. There will not be a bungee activity this year. The application period for new youth council members for this fall has come and gone and there were around 40 youth that signed up. Mayor Simmons and John Flann spoke to youth council members from Richmond City, North Logan City and Smithfield City during their annual retreat. Comcast Cares Day of Service was held on Saturday, April 30<sup>th</sup> and the final volunteer participation count has not yet been finalized.

Kris thanked Barbara for the countless hours she put in to make Comcast Cares a great day. Mayor Simmons thanked the entire community for coming together for the day of service.

Barbara thanked the public works department and recreation center for their help with Comcast Cares. Representatives of Comcast said the recreation center was the premier facility they have ever used for this type of event.

Barbara informed the council the Bear River Health Department is offering Radon kits to the community for \$8. Representatives of the health department are willing to have a town hall meeting in December or January to discuss Radon and why it should be tested for. January is Radon awareness month. Information will be presented in a future newsletter about Radon as well.

Barbara asked Jeff how many Eagle Scout projects had been completed during Comcast Cares? Jeff stated 10.

Deon informed the council new officers had been elected to serve on the historical society and he would bring the names to the council for consideration at the June 8<sup>th</sup> council meeting.

Deon mentioned he had toured the recreation center during Comcast Cares and saw the problem with the gym floor and wanted an update on what is being done to correct the problem. Craig stated the city attorney had sent the supplier of the flooring a letter regarding the issue but a response had not yet been received by the city or school district. Unfortunately, legal counsel is having to get involved to resolve the issue.

## **MAYOR'S REPORT**

Mayor Simmons mentioned he had received an anonymous letter regarding old cars and junk vehicles in the yards of homes in the city.

Mayor Simmons asked Chief Allen for an update on the status of this complaint? Chief Allen stated based on past history City Engineer Clay Bodily will write the owner of the property a letter stating what the issue is and how the issue can be resolved. The homeowner can choose to comply or do nothing or if they feel nothing is wrong they can appeal the letter to the city staff. Typically the homeowner has 20 days to comply. If the person does not comply the police department will either issue a citation or a summons to appear before the judge. The city staff always tries to resolve the issue civilly first.

Mayor Simmons asked if there are any other issues the council should be aware of? It appears the council drafts and implements ordinances that are not enforced. Kris mentioned there is a home on main street by the trailer court that is always in disrepair.

Mayor Simmons asked for suggestions on how to make residents comply and clean up the city? Craig said the best way is to enforce the ordinances by issuing a ticket or making the person come to court but the council needs to be prepared for the backlash they will get from the residents.

Mayor Simmons asked how this process could be started? Clay stated there is a process that is followed and the reminder letter is the first step along with setting an amount of time that is allowed to correct the issue.

Mayor Simmons asked if the locations mentioned in the anonymous letter had been mailed a letter yet telling them what to correct? Clay stated the letters would be mailing on Thursday, May 12<sup>th</sup>.

Mayor Simmons asked how homes or blighted areas are determined? Craig stated the city staff is complaint driven meaning an issue is not dealt with until a complaint is received. The only way to not be complaint driven is to hire a full-time code enforcement officer. Kris mentioned this has been discussed many times but nobody wants to be the code enforcement officer. Chief Allen mentioned there are many people violating city code but the department only focuses on issues that have complaints filed against them.

Mayor Simmons liked the idea of sending out a friendly reminder letter at first as most people don't know what the city ordinance is and most are not aware they are not complying with city code. Barbara mentioned there are compliance issues all over the city but there is not an easy way to get people to listen or comply.

Kris mentioned Mike Neilson had received a donation of 1,200 books which would be distributed during the Health Days parade.

**\*\*\*TEMPORARY ADJOURNMENT BEFORE BUDGET DISCUSSION\*\*\***

The council meeting was temporarily adjourned at 7:05 P.M.

The council meeting reconvened at 7:18 P.M.

**FISCAL YEAR BUDGET 2017 DISCUSSION AND DEPARTMENT HEAD UPDATE.**

Mayor Simmons thanked Craig, Justin and all of the department heads for the fresh new look of the budget. There is only so much revenue to be worked with but the department heads find a way to work within the budget they are provided.

Craig informed the council the intent is to have each department head take five minutes to give a yearly review and then ten to fifteen minutes to review their proposed budget.

Craig informed the council of the following:

The Debt Service Fund has gone away as all of the building principal and interest payments are now included in each department rather than a separate fund.

General Liability Insurance for the city is increasing from two million to five million in coverage at an additional yearly cost of \$7,615. The cost for three million in coverage is the same as the cost of five million in coverage.

Average claims settled by the Trust are for 2.4 million dollars and the average police department claim that is settled is for 3.5 million dollars.

Currently, if the city had a claim of three million dollars the insurance company would pay two million dollars of the claim but the city would have to pay the other one million dollars from its cash account but the city does not have the funds to do that if it happened.

The CIB grant will bring in revenue of \$64,400 for the general plan and the budget expense will be \$101,400 for the completion of the general plan.

Short term disability coverage will now be offered to city employees and the city will pay the premium at a cost of \$1,933 per fiscal year. Bank hours previously offered by the city have been stopped.

The health insurance renewal with Select Health showed an increase of 11.7% over the current year's premium. The city is switching to Regence Blue Cross Blue Shield of Utah and offering an HSA plan and a traditional health plan. The cost to the city will be less than the current premium amount due to Select Health monthly.

Dental insurance coverage is being switched from PEHP to Town & Country at an annual savings of \$5,012.

Employees are being given a cost of living adjustment of 3.00%.

Wages overall are being reduced by \$76,256 as the city no longer has a building inspector, one less public works employee and salary differential between past employee wages and new employee wages.

## **GENERAL FUND REVENUE**

Justin reviewed the following information with the council:

Property Tax Revenue: \$464,000

Property tax collected is a set amount per year. The city requests the total amount collected and the rate is based on that amount. If new homes come in this is not additional revenue to the city as people would pay less to the city as the total amount collected is the same.

The intent of the staff is to hold the property tax rate in future fiscal years so people will pay the same amount to the city but new homes will add additional property tax revenue to the city.

Truth in taxation hearings will be required and the process will start in March of each year.

Recreation Center Dedicated Property Tax: \$194,130

This is a dedicated tax that stays in place until the recreation center loan is paid-in-full.

Sales Tax: \$1,300,000

Conservative estimate based on current trends.

Building Permits: \$28,000

A decrease of \$82,000 from the previous fiscal year. Jon Wells retired and the city contracted with the county. The city receives 20% of the total building permit revenue paid to the county. The building inspector department has been removed from the budget as there is no longer a city building inspector.

Cache County Emergency Service Contract (CCEMS): \$359,164

Cache County Corporation pays to the city 70% of the cost of full-time employee wages at the fire department and 100% of the cost of the part-time employee wages. The city pays the remaining balance and costs associated with the building.

Class "C" Road Funds: \$420,000

An increase of \$34,374 due to the increase in the gas tax of \$0.05 per gallon.

CIB Planning Grant: \$64,400

Approved by the CIB to pay for 50% of the cost of the general plan.

Central Dispatch Fees of \$126,000 and Garbage Collection Fees in the amount of \$810,000 are pass through fees paid to Logan City for services provided. The city does not profit from these services.

New line item "Rental House" has been included at a revenue of \$7,200 per year.

This is the home purchase by the city from the Pitcher Family. The property is located by Forrester Acres and generates \$600 a month in rental income.

Library Donations: \$1,200

Several residents have elected to have anywhere from \$1 to \$10 per month added to their utility bill as a continuing donation to the library. Currently, there is about \$100 per month collected in this manner.

RDA Proceeds: \$26,000

This funding source will go away when the RDA expires and will need to be replaced with an additional revenue source in the future.

Water Enterprise fund revenue totals \$944,600 of which \$755,000 is from the monthly utility fee.

A rate study is being completed on water rates as part of the general plan process.

Sewer Enterprise fund revenues total \$1,163,350 of which \$1,110,000 is from the monthly utility fee.

Logan City and the outlying communities are having a rate study completed as part of the new sewer facility that is going to be constructed in Logan.

Storm Water Enterprise fund revenues total \$208,700 of which \$200,000 is from the monthly utility fee.

A rate study is being completed on the monthly storm water fee as part of the general plan process.

Craig informed the council the state recommends property tax be about 20-25% of the general fund revenue total collected and in Smithfield it is only 9%.

The state also recommends enterprise fund base fees be around 75% of the total revenue collected and currently in the water fund they are around 42%.

Mayor Simmons stated it is time for the council to review all of the revenue sources of the city and make adjustments where needed such as holding the property tax rate on a yearly basis.

Kris mentioned she would like fee schedules to be reviewed as hard decisions will need to be made.

Barbara stated she felt small incremental increases are much easier on the residents than one-time large increases.

### **GENERAL FUND EXPENSES**

Administration:	\$371,356
Election:	\$0
Justice Court:	\$188,394
Historical Society:	\$3,850
Planning Commission:	\$110,900
Youth Council:	\$5,575
Library:	\$243,874
Transfers:	\$495,856

### **RECREATION CENTER REPORT**

Brett Daniels presented the following information on the recreation center.

Year to date revenue is up \$10,000 over the same period of time last year.

This is the 16<sup>th</sup> year in a row revenue has increased over the previous year.

Two full-time employees were hired during the year: Brok Nelson and Richard Varela. Richard speaks Spanish which is a great addition to the department.

Two full-time employees were lost during the year: Cody Law and Dani Lundberg. Dani now works part-time for the department. Cody transferred to the city public works department.

Dance, tumbling, martial arts, and the group fitness programs are all growing.

The Blue Sox baseball diamond lighting project was completed in 2015. The lights have a 25 year warranty and have the ability to be controlled with a cell phone.

Slow pitch softball leagues were declining so they were reduced by one night a week and a high school girls fast pitch league was added.

RAPZ tax funding was used to purchase new equipment for about \$30,000.

The school district paid for new bleachers to be installed in the old gym. Two new scoreboards were installed and paid for with sponsorship funds.

Soil conditioner was added to the fields at Forrester Acres for a cost of around \$9,000. The conditioner raised the level of the playing fields but the main benefit is the fields dry faster and no games were cancelled because of the recent bad weather.

A new air conditioning unit was installed and the school district and the city split the cost 50/50.

Security cameras were installed at the Civic Center. The long term goal is to have security cameras on all of the city owned buildings.

A new key fob lock system has been installed at the Senior Center. Keys will no longer be needed as the electronic fob will work in place of a key.

Mayor Simmons asked if there was an app for smart phones that would work like the key fob? Brett stated the software package for the system would need to be upgraded to allow for that but he would get a price.

A monument for Nyals Bodine has been installed at the Blue Sox diamond and will be unveiled during Health Days. The monument was paid for with donations mainly from Jay Pitcher and Edge Excavation as well as Jay Dee Barr Construction.

Building rental income is down compared to previous years mainly because the church that was renting one of the rooms year round relocated from the Civic Center to another place as their attendance had dwindled.

There is concern with the new Green Canyon High School coming online and North Logan City expanding their recreation program that it will affect the city recreation center.

Mayor Simmons asked if North Logan City is building a recreation center? Brett stated there is a rumor a large indoor soccer facility is being constructed and North Logan City wants to incorporate a recreation center into it.

Jeff asked if the new high school would have a lot of outdoor fields as well? Brett stated between North Logan City and the new high school there will be several new outdoor fields for recreational purposes.

## **RECREATION CENTER BUDGET HIGHLIGHTS**

Equipment replacement: \$15,000

Cache County School District Contract: \$94,942, an increase of \$3,558 from the previous year

Health Days parade relocation to Main Street: \$2,500

Total Budget: \$961,878

City Celebrations, Senior Center, Youth Center and Civic Center budgets have been moved under the direction of the Recreation Center budget.

Deon asked where the revenues from Health Days and other celebrations are on the budget? Craig stated the money is deposited into the general fund and then moved to the recreation center fund as part of the yearly transfer.

Brett mentioned the center is thinking of doing its own janitorial services as right now the contract is through the school district for this service but the center needs more control of when and how things are done.

Mayor Simmons asked Brett how the council can help the center? Brett thanked the council for their yearly support and mentioned he is concerned about the new programs in North Logan City and how it could affect his department.

Deon asked why bank fees are \$10,000 in the budget? Brett stated bank fees include debit and credit card fee charges and about 75% of all payments and registration fees are paid with credit or debit cards. Craig mentioned the county and state charge a convenience fee of 3% when credit and debit cards are used and the city might have to consider charging this fee as well.

Mayor Simmons asked if recreation center passes purchased are up from previous years? Brett stated some line items are up over the previous year.

Mayor Simmons asked Brett how the recreation center promotes its programs? Brett stated the center is doing more with social media and radio advertising. This will most likely be the last year Health Days flyers are sent in *The Herald Journal* as newspaper advertising is not as effective as in the past and it is expensive.

Mayor Simmons asked where people reside that utilize the center? Brett replied about 65-70% of the users are from Smithfield City, around 20% from Hyde Park City and North Logan City and the remaining 10% from north of Smithfield City.

Mayor Simmons asked if RAPZ tax allocations had been approved for the year? Brett stated he had been verbally informed the city would be receiving funding to put towards a new splash pad or skate park but the final amount had not yet been approved.

## **PUBLIC WORKS DEPARTMENT UPDATE**

Doug Petersen thanked his staff for their help with Comcast Cares. There are hours of service that are done to make the project possible. Projects must be planned for, supplies purchased and a plan made of how to accomplish each task. Most of the projects were completed between 10:30 A.M. and 11:30 A.M.

Mayor Simmons asked how many hours were put in by the public works department? Doug stated there were 10 employees that worked 5 hours on the day of service. There were several meetings held in advance of the day of service and the time spent by the staff was well over 100 hours.

Doug mentioned there was a large cost for supplies and materials this year as well. Over \$3,000 was spent on paint alone. Hand tools and other items were purchased as well. The cost to the city would be over \$5,000.

The new four inch irrigation pipe line has been run to Forrester Acres. The remaining part of the project is the filter system. A bid was obtained for a filter system for \$4,000 but after talking with other communities the filter that is needed for the system will cost around \$10,000. The project will be completed in this budget year or the new budget year depending on the amount of funds available.

The pony league field and little league field will be the first fields watered with the new irrigation line.

The city has 56 back flow preventers that are installed in the spring and removed in the fall so they don't freeze.

There are approximately 100 sprinkler system clocks in the city watering system that get new batteries in the spring of each year.

Kris mentioned she noticed Mack Park is being watered even after it rains. Doug mentioned most of the clocks have a sprinkler delay feature. Jess Daines informed the council there are 12 clocks at Mack Park and it is easier to just turn the water service off to the park than to turn the clocks on and off.

The city mows 100 acres of grass. All of the areas are mowed once a week and the playing fields are mowed twice a week.

The staff plowed the entire city eight times this last winter with a full crew. The city takes 10 trucks, 8 hours each, to plow the entire city if the snowstorm is four inches of snow or more.

When there was just a skiff of snow over the winter the staff went out ten times with the sander and sanded/salted certain areas of town.

The department maintains 107 pieces of equipment. The staff considers an item a piece of equipment if it has a spark plug.

The ten wheel dump truck that got in a wreck in the winter has been repaired. The wreck was not the fault of the city employee but damage was done to the plow truck.

Heith Parker accepted employment with Cache County Corporation this spring and has left employment with the city.

Ryan Gleason has been moved back down to the public works building as previously he had an office at the city office building. It is more efficient to have him based out of the public works building.

## **PUBLIC WORKS DEPARTMENT BUDGETARY HIGHLIGHTS**

New parks mower: \$9,000

Mini Excavator Lease: \$8,000

Overtime wages budget for snow removal: \$5,000

Increase to salt and sand budget: \$2,000

Main Street LED light change out project: \$26,000

The LED lights cost \$400 each and have a 70,000 hour life span.

There are 123 lights located throughout the city that can be converted to LED lights at a cost of \$70 each. The city staff could replace those bulbs.

Water meters purchased: \$10,000 increase.

There are 580 meters left to be replaced to convert all of the meters to radio read.

Training: \$3,000 increase to get more employees certified with culinary water certifications.

Sewer line cleaning: \$10,000 increase

New sewer department service truck: \$55,000; \$48,000 for the truck and \$7,000 for the bed.

A 1996 Ford truck will be surplus when the new truck is purchased.

Class "C" Road Fund chip sealing, overlay and line painting budget: \$180,000

New Mack Dump Truck with salter and snow plow: \$180,000

Barbara asked if there was any funding in the budget to expand the trail from 800 West going east now the Pitcher property has been purchased? Craig stated there is not any funding included in the new budget for this project. There is the possibility of using some of the funding from this year's budget but there is nothing in the new budget in this regard.

Mayor Simmons asked how the council can help Doug and his department? Doug stated he feels raises for the employees need to be considered. The department keeps cutting costs year after year and is no longer in a position to do so without reducing services to the community. Heith Parker left and went to the county as he was offered quite a bit more money than he was making

with the city and he has not been replaced to try and save money. Part-time summer help has been reduced by two employees. The cemetery and parks are the best in the valley but will start to slip in quality unless funding is addressed. The benefits the city offers are good but the wages and budgetary allocation within each department cannot be cut any lower without reducing services.

Mayor Simmons asked if there are any safety issues with the old equipment? Doug replied the equipment is safe but getting worn out. Some of the trucks are old and cannot be driven out of the city as they are in disrepair. Equipment needs to be purchased but cannot without an increase in revenue.

Public Works Budget: \$109,436

Parks Budget: \$188,444

Cemetery Budget: \$72,055

Streets Budget: \$470,412

Class "C" Road Fund Budget: \$420,000

Water Enterprise Fund Revenue & Expense: \$944,600

Sewer Enterprise Fund Revenue & Expense: \$1,163,350

Storm Water Enterprise Fund Revenue & Expense: \$208,700

## **POLICE DEPARTMENT REPORT**

Chief Allen informed the council of the following:

There were 3,785 calls of service in 2015 which was down 3.6% compared to 2014. The numbers are very accurate and only include calls of service not miscellaneous items such as dog license inquiries.

Citations issued in 2015 totaled 855 which was an increase of 287% over 2014.

Warnings issued in 2015 totaled 539 which was an increase of 48% over 2014.

The increase in citations and warnings was mainly attributed to the new Spillman computer software that had been installed in July 2015. The officers are more proactive, have better access to information and can look up and share information with all other departments in the valley except for the Utah State University Police Department.

Cooperation between all local agencies has improved. The example was given that during the homicide from two weeks ago one call to dispatch was placed and 34 officers and advocates from six different agencies showed up to help and assist.

Two officers are no longer with the department. Nick Hidalgo accepted employment with the State of Utah and Sal Toscano is no longer with the department.

Amy Jones moved to Michigan as her husband accepted employment there. Aubrey Murdoch was hired to replace Amy.

Two new officers were hired: Adam Roper and Corey Maxfield.

### **POLICE DEPARTMENT BUDGETARY HIGHLIGHTS**

Spillman software yearly cost: \$5,000

Lexipol policy updates: \$2,950

As part of this training package each officer must answer one question per day and the question is a training tool to show where officers are strong and where there is room for improvement.

Dodge Charger Vehicle Lease: \$10,900

The lease on the two Dodge Chargers expires in 2018 and at that time the city will need to acquire two new police department vehicles.

Officer uniform stipend: \$9,480

The uniform line item includes \$65 per month per officer which also includes any equipment the officer may need as well as an allowance for any new officer that is hired.

New legislation went into effect on May 10<sup>th</sup> in regards to body worn cameras. The department must abide by the new criteria or not use the body worn cameras at this time. If the cameras are used the department must have software that can blur out faces and other sensitive material if a GRAMA request is made. The department does not have this software and so at this time the body worn cameras are not being utilized.

Mayor Simmons asked if there are grants available to help with the purchase of items for the department? Chief Allen stated there are some matching grants available.

There is one option to contract with a company that provides the cameras and unlimited video storage on a yearly basis. A cost estimate is being received and evaluated.

Police Department Budget: \$883,014

## **BIRCH CREEK GOLF COURSE DEPARTMENT REPORT**

Eric Kleven informed the council of the following:

The course opened for the year on March 10<sup>th</sup>. Since opening 21 days of play have been lost due to the weather. Basically, one out of every three days has been lost to weather since the course opened.

Compared to the same point last year green fee revenue is down \$24,000 since January but the year to date budget amount is up over the previous year.

Justin Hamilton of Off Premise Catering is renting and operating the café.

The banquet room is utilized for weddings, the Utah State University football team dinners/lunches, missionary departure dinners and homecomings, Christmas parties, and baby blessings. So far banquet room rental revenue is \$22,000 for the fiscal year.

Adult and senior golf fees were raised \$1.00 per round this spring and junior fees were raised \$2.00 per round.

Mayor Simmons asked if the Logan River Golf Course raised their fees as well? Chad Daniels stated they had discussed raising fees but a new fee schedule had not been implemented.

Andy Downs was hired as full-time benefited employee on July 1, 2015.

The men's association has 304 members in 2016. Last year the men's association had 277 members. The men's association is one of only three in the state with over 300 members.

The senior citizen program starts on May 24<sup>th</sup> and continues for 12 weeks.

Chad Daniels informed the council of the following:

No new equipment has been purchased in the current budget year.

The biggest challenge at the course is the agronomics as well as old golf carts.

Wages for the new budget year are down \$39,000 of which \$7,000 is a reduction in the seasonal staff and \$5,500 is from the clubhouse staff.

Chad explained he appreciates the support of the council and understands the financial situation of the golf fund and is working to get the course to a breakeven.

When the clubhouse was built in 2004 the entire fund balance was used to help with the cost of the new clubhouse.

Since the economy collapsed in 2008 golf course use has decreased. The last couple of years has seen a modest increase in usage.

The goal of the department is to meet budget and at the same time offer a quality product.

Competition is tight with other local courses; the Logan Golf and Country Club as well as the Logan River Golf Course.

Advertising costs are being decreased. The majority of the advertising will be done during the season with very little done out of season other than specific sales.

Fuel costs have decreased but it is an unknown of which way the cost of gasoline and diesel is going to go.

When the greens at the course are aerified 60 tons of specialty sand is required. Currently, the sand comes from Emmett, Idaho and costs \$82 a ton. Staker Parson has a sand that might work since they are now screening it more and it would be at a cost reduction.

Fertilizer is being changed from the current mixture to a nitrogen based product that is cheaper.

Craig expressed concern for the water pumps at the golf course as they have been rebuilt in the past and the next time they break they will have to be replaced and they are very expensive.

Deon asked if the golf course uses irrigation water? Chad stated all of the water for the course is from the well or irrigation system. No culinary water is used on the course.

Deon asked how many acres are maintained at the course? Chad stated around 150 acres. The rough area is mowed once a week.

Chad stated the irrigation water comes from the upper canal and culinary water from the city system has not been utilized at the course since 1992. The only culinary water used at the course is for the clubhouse restrooms and cafe.

The course has 76 golf carts and on average five of the carts have a major repair each week. Some of the carts are over 20 years old.

The rollers used for the greens are 1989 models.

The fairway mowers have over 7,000 hours of use on them which is very high.

Dustin Luthi was hired full-time with the intent he will replace Larry Hatch when he retires. Larry has worked for the city for over 40 years.

Mayor Simmons stated he understood the course is a seasonal business but the weather cannot be accounted or planned for. The course could have a boom year or a bust year depending on the weather.

Mayor Simmons mentioned he would like to see the course closed on Sunday. Chad remarked the course makes money on Sunday and that Thanksgiving Point in Lehi had closed on Sunday for three years but had to reopen on Sunday as the participants wanted it open and it was profitable to do so.

Jeff asked where the \$10,000 loan payment is in the budget? Craig stated the general fund pays the water fund \$5,000 per year and the sewer fund \$5,000 per year.

Mayor Simmons asked about the Verizon cell tower lease. Justin stated the revenue increases 3% per year.

Barbara mentioned the clubhouse is a nice facility that is used more and more each year.

Mayor Simmons asked how the café is doing where it is rented out? Eric stated the café is doing well and the renter likes the agreement that is in place.

Mayor Simmons asked how the council can help the golf course? Eric stated he had been told by a resident of the city that uses the golf course that the course is for sale. Eric stated the course is a benefit to the city as the local chamber of commerce golf tournament had just raised thousands of dollars for the local schools.

Eric felt the course is the gem of the city and is ranked the fourth best public course in the country.

Eric informed the council closing the course on Sunday would be a mistake as revenue is more than expenses on Sunday.

Craig mentioned the auditors had mentioned converting the golf course from an enterprise fund to a special revenue fund would be possible but at this time based on current legislation it would not be feasible based on some budget criteria that would have to be met.

#### **BIRCH CREEK GOLF COURSE BUDGETARY HIGHLIGHTS:**

Total Expense Budget: \$1,049,955

Wage Reduction: \$39,304

Advertising Expense Reduction: \$4,000

Training Expense Reduction: \$800

Course Maintenance Expense Reduction: \$10,000

#### **FIRE AND EMS DEPARTMENT REPORT**

Fire Chief Jay Downs provided the council with the following information:

In 2015, there were 168 fire related calls.

EMS calls totaled 418 in 2015.

Ambulance service calls totaled 618 in 2015.

The department has five full-time employees, 23 part-time employees and 31 volunteers.

The new ambulance station being built in Hyrum City is about 50% complete.

Funding provided by the Safer Grant paid for two employees to go through paramedic school which is very expensive.

The department is being given a donation of \$16,000, the department will use \$16,000 from the wildland fire account and \$24,000 of funding from the Safer Grant will be used to buy new turnouts for the entire department.

The city contracts with Amalga Town and Hyde Park City for fire department coverage. The city also does fire code enforcement for Hyde Park City as part of the contract.

The contract with Cache County Corporation pays for 70% of the cost of the full-time employees and 100% of the cost of the part-time employees.

A new truck is being purchased to replace the 1997 truck that has a bad engine.

Jay oversees the Smithfield City fire department budget as well as the Cache County emergency medical services budget.

Jeff asked if the fire department building is paid for? Craig stated that is correct.

Mayor Simmons asked how the council can help the fire and EMS departments? Jay stated the biggest issue the department has, as well as other local and national departments, is day time coverage. The full-time employees will always be on scene but sometimes there might be zero to 10 volunteers that show up to a call. The majority of the local workforce works from 8:00 A.M. to 5:00 P.M. and cannot help during that period of time.

Mayor Simmons asked if volunteers joining the department are decreasing? Jay said that is correct as the average age of a volunteer firefighter is 42. The younger generation wants to be paid or they won't help in most cases. Plus, training requirements are mandatory and it takes 250 to 300 hours of training to become a full-fledged fire fighter.

## **FIRE AND EMS DEPARTMENT BUDGETARY HIGHLIGHTS**

Total Budget: \$652,277

Safer Grant: \$24,000 of revenue

New truck: \$40,000

Training: \$10,000

CCEMS Contract Revenue: \$359,164

## **DEBT SERVICE**

Craig mentioned the city staff is going to look at some ways to restructure the city debt over the next few months by utilizing the fund balance in some of the city accounts. The council will be presented with some options after the information is gathered and prepared and can determine if they consider the options viable.

State of Utah law requires the new budget be adopted on or before June 22<sup>nd</sup>. A public hearing will be held at the June 8<sup>th</sup> council meeting to discuss adjustments to the current budget and the new budget. The council will then vote on the adjustments and proposed budget that evening.

*\*\*\*Kris made a motion to adjourn at 9:17 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, Utah 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, **May 11, 2016**. The meeting will begin at 5:30 P.M.

Welcome and Opening Ceremonies by Kris Monson.

1. Approval of the city council meeting minutes from April 13, 2016
2. Resident Input

Smithfield City Council Meeting Minutes, May 11, 2016

3. Overview presentation, explanation, discussion and possible vote on Resolution 16-07, a Resolution to allow the citizens of Smithfield City to vote on the creation of the Cache Water District in the upcoming General Election in November 2016.
4. Presentation by the Logan Environmental Action Force (LEAF).
5. Receive the Certification of Annexation Petition from the City Recorder for the Annexation Request from Neighborhood Non-Profit Housing Corporation for Parcel Numbers 08-044-0035 and 08-044-0036 and direct the Publication of Such Petition in *The Herald Journal* on May 15, May 22 and May 29, 2016.
6. Receive the Certification of Annexation Petition from the City Recorder for the Annexation Request from Neighborhood Non-Profit Housing Corporation for Parcel Numbers 08-044-0030 and 08-044-0031 and direct the Publication of Such Petition in *The Herald Journal* on May 15, May 22 and May 29, 2016.
7. Public hearing, no sooner than 6:15 P.M., to discuss the project determined to be applied for in the 2016 CDBG Small Cities Program as follows: a building construction and renovation project to be completed by "The Family Place" located at 502 South Main #2.
8. Public Hearing, no sooner than 6:30 P.M., on Ordinance 15-23, an Ordinance amending the Smithfield City Zoning Regulations, Title 17, in particular Chapter 17.36.030 "Definitions"; 17.36.070 "Prohibited Signs"; 17.36.125 "Temporary Signs"; and 17.36.140 "Wind Sign".
9. Discussion and possible vote on Ordinance 15-23, an Ordinance amending the Smithfield City Zoning Regulations, Title 17, in particular Chapter 17.36.030 "Definitions"; 17.36.070 "Prohibited Signs"; 17.36.125 "Temporary Signs"; and 17.36.140 "Wind Sign".
10. Discussion and possible vote on changes to the Employee Personnel Manual.
11. City Manager Report  
    Veteran's Memorial Update
12. Council Member Reports
13. Mayor's Report  
  
\*\*\*Temporary Adjournment before budget discussion.\*\*\*
14. Fiscal Year Budget 2017 discussion and department head update.

Adjournment

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

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

Prepared, posted in the City Office and library, emailed to each Council Member, emailed to the Herald Journal, Smithfield Sun, and forwarded to be posted on the City Web Site on 05/09/16, and the Utah Public Meeting Notice website.