

SMITHFIELD CITY COUNCIL

MAY 22, 2019

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, May 22, 2019. The meeting began at 6:30 P.M. and Mayor Jeffrey H. Barnes was in the chair. The opening remarks were made by Bart Caley.

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

Deon Hunsaker and Wade Campbell were excused.

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

VISITORS: Burke Smith, Andrew Wallentine, Nay Dean Park, Michelle Anderson, David Anderson, Michelle Downs, Hutch Daniels, Clayton Housley, Jeremy Hunt, Lance Kingston, Shane Mitchell, Coltin Larsen

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM MAY 8, 2019.

A motion to approve the city council meeting minutes from May 8, 2019 was made by Bart seconded by Curtis and the vote was unanimous.

Yes Vote: Anderson, Caley, Wall

No Vote: None

Absent: Hunsaker, Campbell

RESIDENT INPUT

There was not any comments or questions.

DISCUSSION AND POSSIBLE VOTE ON APPOINTING HUTCH DANIELS AS A MEMBER OF THE SMITHFIELD CITY PLANNING COMMISSION.

Curtis mentioned an alternate commissioner position became available when Steve Teuscher resigned as a commissioner. Hutch Daniels is willing and wanting to serve.

Hutch attended the last city council meeting and planning commission meeting.

Jamie asked if there are two alternates in place now? Curtis replied that is correct. Greg Gardner and Hutch Daniels are the two alternates.

A motion to appoint Hutch Daniels as a commissioner on the Smithfield City Planning Commission was made by Curtis, seconded by Bart and the vote was unanimous.

Yes Vote: Anderson, Caley, Wall

No Vote: None

Absent: Hunsaker, Campbell

Curtis mentioned he is now looking for residents who are willing to serve on the planning commission in the future as his list of future alternates is in need of more people.

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 19-07, A RESOLUTION UPDATING THE PREVAILING FEE SCHEDULE OF THE CITY.

Mayor Barnes mentioned the council reviewed the fees charged at the cemetery at the last council meeting on May 8th.

The council felt it was appropriate to increase the fees charged to non-residents.

The proposed changes are as follows:

Non-Resident grave plot purchase from \$900 to \$1,200.

Weekday burial fee for non-residents from \$650 to \$850.

Weekend burial fee for non-residents from \$850 to \$1,150.

Cremation fee for non-residents from \$600 to \$800.

Curtis and Jamie both supported the proposed increases.

Jamie asked the council to consider adding one additional item to the proposed changes. Jamie asked the council to consider adding a line item where if a current full-time city employee passes away while working for the city they will only be charged the resident fees no matter where they reside if their family chooses to bury them in the Smithfield Cemetery.

Jamie mentioned recently a city employee passed away. The employee resided in Lewiston but was being buried in Smithfield.

Curtis mentioned the employee who passed away was the caretaker of the cemetery.

Doug Petersen mentioned he worked for the city for about three years.

Mayor Barnes mentioned Jake Andrew was a hard working employee who loved mowing the grass and doing the trimming in the cemetery. Jake took pride in his work and was dedicated to

making the cemetery grounds look good. Jake will be hard to replace and missed by everyone who worked with him.

Jamie and Curtis felt current full-time employees should pay the resident rate if they pass away while working for the city.

Craig mentioned the only other proposed change to the prevailing fees is increasing the fingerprinting cost from \$5 to \$10. Fingerprinting for residents is free.

A motion to adopt Resolution 19-07, a Resolution amending the Smithfield City Prevailing Fee Schedule with the addition of including current full-time employees who pass away while working for the city will pay resident fees no matter where they live at the time of their death was made by Jamie, seconded by Bart and the vote was unanimous.

Yes Vote: Anderson, Caley, Wall

No Vote: None

Absent: Hunsaker, Campbell

CITY MANAGER REPORT

Craig stated he did not have any additional items to report.

Mayor Barnes mentioned this would be Craig's last city council meeting with the city as he accepted employment with another city.

Mayor Barnes stated Craig had done a great job while working for the city. Ordinances were reviewed and changed as needed. The employee personnel manual was updated in its entirety. Craig will be hard to replace as he is well trained and versed in the happenings of the city.

Bart asked when construction of the pickle ball courts would begin? Craig replied the construction drawings are being finalized as the electrical engineer had taken longer than expected to finish that portion of the project. The intent is to bid the project in the next two to three weeks with construction hopefully starting in July.

COUNCIL MEMBER REPORTS

Jamie informed the council the new golf carts had arrived and will be put into service soon.

The revenue and expenses for the golf course for the fiscal year are where they were expected to be as the weather has hampered those playing the course. Some golfers have chosen to go elsewhere because the golf cart fee is no longer included in the yearly pass which can be purchased.

The turnout at the last trails committee meeting was lower than previous meetings.

A resident approached Jamie about the possibility of putting basketball courts or other types of amenities in the retention ponds spread throughout the city. On occasion there will be water in the ponds after a large storm but the vast majority of the time they are empty and can be utilized. One concern is about liability, if amenities are placed in the ponds. One way to possibly pay for these types of projects would be to see if there is any grant funding available.

Bart mentioned the Smithfield Chamber of Commerce met on May 16th at McDonalds for their monthly meeting. The Health Days golf tournament was discussed. There were 33 teams that participated. Each elementary school in the city will be given a check for \$5,000 from the proceeds of the golf tournament.

Three scholarships in the amount of \$400 were presented to Helen Porta, Allison Ramboz and Josh Grunig by the chamber.

The deadline for newsletter submissions for the next two chamber newsletters is September 15th and November 15th.

The Night of Giving will be held on December 7th.

The next chamber meeting will be held on September 5th at the Lion's Lodge as the chamber does not meet during the summer months.

Bart mentioned he participated in the first round of job interviews for the City Planner position and there are several great candidates.

Mayor Barnes asked how the scholarship recipients are selected? Bart replied an application is submitted and a board reviews them and selects the winning applications. Eric Kleven mentioned the application discusses what the applicant has done during their senior year, what service they have offered, what they are involved in and what the funds will be used for.

The selection committee had six members.

The names are removed from the applications so the committee can review the applications independently and the best applicants selected.

Chief Downs mentioned attendance at the Health Days breakfast was down from previous years. The fireworks show did not have any issues. There were three simultaneous calls after the fireworks show but none were related to Health Days.

The fire department helped with Health Days as well as at Black & White Days in Richmond.

The call volume for the department is about the same as the last few months.

The community is growing so the number of calls for service is increasing. The majority of the calls are EMS related.

The wildland fire truck will go on the board in June and most likely be called out at that time. There are currently wildfires in Arizona and New Mexico.

Mayor Barnes asked when the Angelman Foundation golf fundraiser tournament is being held? Eric replied on Friday, June 14th.

Curtis mentioned the weather was perfect for Health Days. The booths, horse pulls, parade and baseball games were well attended. The fireworks show lasted an impressive 13 minutes.

Curtis asked for an update on the skate park event during Health Days as he was not able to attend. Brett mentioned Directive Skate shop hosted a skating contest. The event was well attended. Several people attended just to watch the participants.

Curtis mentioned the RDA participated in a project with Alpine Cleaning & Restoration to replace their electronic sign. Alpine, without being asked, is advertising community events such as the splash pad opening on Saturday, May 25th.

Mayor Barnes asked if the splash pad had been repaired? Brett mentioned some minor repairs need to be completed. The buckets are going to be replaced. One cannon is not working and will be repaired as well. Some sealer will be put down on the cement. The splash pad will open even if these items are not functioning as all of the other items are working fine.

Grindline, skate park vendor, will be doing some warranty repairs to the skate park later this summer.

MAYOR'S REPORT

The tree committee held their annual tree planting at Forrester Acres on the Saturday of Health Days week. Gift bags were presented to the poster contest winners from the local elementary schools.

The tree committee had a booth during Health Days and gave away three trees.

The historical society had a historical picture display at the Youth Center during Health Days.

The youth theatre performance on the Thursday and Friday of Health Days week was fantastic. Elijah Larsen did a fantastic job in the lead role. Many children are involved in the performance as anyone wanting to be involved can be.

The Stratford Loosle young musicians contest was held on the Monday night of Health Days week. Many youth from the city and surrounding area did an amazing job.

In the future, advertising for the youth theatre presentation and young musicians contest needs to be better.

Bart mentioned at the annual police department banquet, John Bedingfield was presented with the Police Officer of the Year Award and Trent Biehn received the Chief's Commendation Award.

PUBLIC HEARING, NO SOONER THAN 7:00 P.M., FOR THE PURPOSE OF DISCUSSING THE FISCAL YEAR 2020 BUDGET WHICH IS THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020.

The public hearing was opened at 7:04 P.M.

Clayton Housley came before the council to ask some questions and offer some comments.

Clayton was not happy about the property tax increase which was adopted in 2018.

Clayton is not in favor of a property tax increase in 2019.

Clayton asked for some insight or clarification of where the funds from the 2018 property tax increase were allocated.

Clayton mentioned he knew salary adjustments were a significant portion of the increase but wanted to know specifically which departments or employees were given raises. Craig replied about 70% of the increase was for salaries and benefits and the remaining 30% was for infrastructure; specifically for sidewalk projects.

Clayton mentioned not all departments received salary increases. Mayor Barnes replied that is correct.

Clayton asked how it was determined which departments received the funds? Bart replied where the entire proposed property tax increase was not implemented a plan had to be made to use what funds were available. The departments losing the most employees were allocated the funds. Mayor Barnes mentioned some departments were taken care of but several still need attention to catch up to other local departments.

Clayton asked if the city is on a level playing field now compared to other cities in regards to wages? Mayor Barnes replied the city is still behind several other local cities in some departments.

Bart mentioned moving forward he would like to see the property tax rate held the same each year. With growth, the rate actually decreases on a yearly basis. Clayton stated he supported holding the rate moving forward.

Jamie mentioned the wages were allocated to the departments with the most turnover. The police department has been having the most turnover. The department had almost 100% turnover in approximately four years. Training is expensive and timely. The city does not want to lose any employees to surrounding agencies. The majority of the salary allocation went to the police department.

The fire department did not receive any wage increases from the property tax increase. The intent is to increase the wages in the fire department so employees will quit leaving and going to other local departments.

Clayton asked how the wages are compared to other cities? Craig replied a market analysis was done on every position in the city. A range was created. Those receiving increases were placed in that pay range based on yours of service.

Jamie stated the intent of the city is to not be the lowest or highest paying in the valley but in the middle and close to what other local entities are paying. The wages paid to full-time employees in the fire department are significantly lower than surrounding departments.

Bart mentioned this has been an issue in the fire department for several years. Several employees have left for higher pay in other local departments.

Jamie mentioned the intent of the council is to get the property tax rate to a suitable level and then maintain the rate moving forward. Curtis concurred.

Curtis mentioned the city just lost a public works employee to Hyde Park City because of a \$10,000 per year wage difference. The employee had several certifications the city will now have to replace.

Clayton replied in his experience pay is only a small factor in why an employee leaves a position. Jamie agreed and stated many factors go into an employee accepting a position elsewhere.

Craig mentioned the intent has been to close the gap between the city and Cache County and Logan City. The city does not have to equal what those departments pay but needs to be close so employees will consider staying based on other factors.

Clayton suggested holding the property tax public hearing in a different venue such as the auditorium at Sky View High School. The city council room was at capacity and several residents were not happy with how the meeting was handled last year because of the size of the venue.

The public hearing closed at 7:13 P.M.

<p>DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 19-08, A RESOLUTION ADOPTING THE FISCAL YEAR 2020 BUDGET WHICH IS THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020.</p>
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Mayor Barnes mentioned the budget is balanced and conservative. A significant amount is spent on wages and benefits which is common in all businesses. Supplies, equipment and infrastructure are also a big part of the budget. The budget process has been lengthy. The budget has been discussed at several council meetings.

Justin mentioned the budget is on the city website for those wanting to review it.

Mayor Barnes mentioned the biggest item under consideration in the budget is a proposed property tax increase in the amount of \$250,000. Last year, the council proposed raising the rate to generate \$1,000,000 in revenue. After the public hearing the amount was reduced to \$750,000. The city is still \$250,000 short of where it needs to be to correct certain problems.

Bart mentioned last year only a portion of the proposed increase was implemented. At the public hearing it was specifically stated the rate would be reviewed again as part of the next new budget process. The council has reviewed the budget and property tax rate. A rate increase is appropriate. The budget is quite conservative. A market study has been done on wages. Not raising taxes or keeping the rate the same over the last several years has required a large increase to be implemented. The council wants the city to keep the employees who are working here already. Wages need to be comparable to other local communities. The property tax rate needs to be held in the future so large increases are not needed.

Curtis mentioned in the next 90 days or so a new City Planner and City Manager will be hired. The City Planner is a new position as the city will no longer have a Deputy City Recorder position.

Curtis asked what amounts had been budgeted for the City Planner and City Manager positions? Craig replied the City Planner position was budgeted at \$65,000 and the City Manager position was budgeted at his current wage.

Craig mentioned the City Planner position was budgeted at the mid-point of the salary range.

Curtis asked if the youth council still purchases t-shirts and sweatshirts each year? Justin replied at the end of each fiscal year the youth council spends the remaining funds in their budget to purchase new shirts and sweatshirts for the upcoming school year. The youth council meets during the same months as the high school is in session.

Curtis asked what is included in the celebrations budget for \$25,000? Justin replied it includes Health Days, the Easter egg hunt, Concerts and movies in the park, Christmas light purchases and decorations, Children's Theatre and Trick or Treat Street.

Curtis asked if Health Days is still approximately \$16,000? Mayor Barnes replied he asked for the Ambassador Program amount of \$2,250 to be put on a separate line item from Health Days. The Health Days line item is \$15,250.

Curtis asked Brett if he was aware of this change? Brett replied he was.

Mayor Barnes mentioned there were only a couple of minor changes to the budget since the last council meeting. The Ambassador program is allocated \$1,000 for dresses and \$250 for each girl. The intent is to try and raise funds so each girl receives \$500.

Jamie mentioned he and the council had reviewed the budget many times and many questions have been answered.

Curtis mentioned the annual police banquet was paid for by local sponsors. City funds were not spent on the banquet.

Jamie stated he felt the department heads are being fiscally responsible. They are trying to do what needs to be done with the funds which are allocated by the council.

Mayor Barnes mentioned infrastructure is expensive to maintain and repair.

A motion to adopt Resolution 19-08, a Resolution establishing the Fiscal Year 2020 Budget was made by Jamie, seconded by Bart and the vote was unanimous.

Yes Vote: Anderson, Caley, Wall

No Vote: None

Absent: Hunsaker, Campbell

Curtis asked what the road tax letter is in their packet? Jamie replied the city is going to receive some additional road funding in the future. Craig replied the county is working with the Cache Valley Transit District on how some road funding will be distributed. The city will receive some additional funding which has not been received in the past.

Jamie asked if the funding is for roads only? Craig replied that is correct. Mayor Barnes stated the funds can be used for the following: road maintenance, construction, bicycle/pedestrian improvements and a wide variety of other transportation related uses found within Utah Code 59-12-2212.2.

****Bart made a motion to adjourn at 7:27 P.M.****

SMITHFIELD CITY CORPORATION

Jeffrey H. Barnes, Mayor

ATTEST:

Justin B. Lewis, City Recorder

SMITHFIELD CITY CORPORATION
96 South Main
Smithfield, UT 84335

AGENDA

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 22, 2019**. The meeting will begin at 6:30 P.M.

Welcome and Opening Ceremonies by Wade Campbell

1. Approval of the city council meeting minutes from May 8, 2019
2. Resident Input
3. Discussion and possible vote on appointing Hutch Daniels as a member of the Smithfield City Planning Commission.
4. Discussion and possible vote on Resolution 19-07, a Resolution updating the prevailing fee schedule of the city.
5. Public Hearing, no sooner than 7:00 P.M., for the purpose of discussing the Fiscal Year 2020 Budget which is the period of July 1, 2019 through June 30, 2020.
6. Discussion and possible approval on Resolution 19-08, a Resolution adopting the Fiscal Year 2020 Budget which is the period of July 1, 2019 through June 30, 2020.
7. City Manager Report
8. Council Member Reports
9. Mayor's Report

Adjournment

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

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