

SMITHFIELD CITY COUNCIL

APRIL 23, 2014

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, April 23, 2014. The meeting began at 6:00 P.M. and Mayor Darrell Simmons was in the chair.

The following council members were in attendance: Dennis Watkins, Barbara Kent, Kris Monson and Brent Buttars.

Jeff Barnes arrived after the meeting started due to a work commitment.

City Manager James Gass and City Recorder Justin Lewis were also in attendance.

The opening remarks were made by Mayor Simmons.

VISITORS: Kelly Cannon (Herald Journal), Steve Baltzer, Rick Meyer, Brandon Muir, James Reid

CONSIDERATION OF CONSENT AGENDA

APPROVAL OF THE MINUTES OF THE MARCH 26, 2014 CITY COUNCIL MEETING

After consideration by the council, the Mayor declared the consent agenda for the March 26, 2014 city council meeting minutes as approved.

RESIDENT INPUT

There was not any resident input.

RICK MEYER OF MILLREY DEVELOPMENT, AGENT FOR ERIK MILLIGAN, HAS REQUESTED APPROVAL OF A TWO (2) LOT MINOR SUBDIVISION LOCATED AT 314 WEST 100 NORTH. ZONED R-1-10.

Rick Meyer requested that one lot be split into two lots. There is an existing home on 100 North with a second access from 300 West. Rick requested a new building lot be created on 300 West.

Brent asked if the request was for a new building lot facing Depot Street? Rick stated that was correct.

Jim stated the proposed lot would be 57 feet wide. The new proposed lot would be in a "T" shape. The majority of the lot would face 300 West.

Jim mentioned that Mr. Meyer had to get a variance to make the request before the planning commission and city council. The new appeal authority, Paul Larsen, reviewed the variance request and approved the request. This was the first case heard by the new city appeal authority.

The new lot is a fairly large lot and the old shed and barn will be removed if the lot approval is granted.

Kris asked how big the new lot would be? Rick stated the property was around 0.72 acres and the new lot would be approximately 0.50 acre and the lot with the existing home would be around 9,200 square feet.

Barbara asked if the house was located south of the fire station? Rick stated that was correct.

Barbara asked if the new lot and house would be facing 300 West? Rick stated that was correct and that right now it just looks like an empty lot.

Brent asked if there would be adequate parking for both lots? Jim stated that right now the people in the house are parking on 100 North. There is room to park in the front yard but there is not any room to park along the side of the existing home. The parking situation with the old home would not change.

Brent asked if the existing home could access the back of the house from 300 West? Jim stated that was correct.

Brent asked if there would still be adequate parking for both lots if the request was granted? Rick stated that the proposed house for the new lot is not very big and only around 1,400 square feet. There would not be a big need for parking for that size of house; maybe one or two cars. The current renter has never accessed the residence or parked behind the house in the past according to Rick. Jim mentioned that a parking pad could be added in front of the existing house.

Barbara asked if the house was being rented? Rick stated that was correct and currently the house is occupied.

Brent said the request would not change the look of the area but that there needs to be off street parking.

Barbara asked if the new house had the required frontage or if the lot would result in an inner block house? Jim stated there was enough frontage and the required setbacks could be met. Also, there was enough room to allow for two parking spots to be established; if needed. Brent commented that he would request that two parking spots be installed. Jim said the request could not be made in regards to parking at the existing home. Brent stated he thought it could be required as part of the lot split. Jim stated he would have to check on that as he was not sure.

Brent asked if there would be curb and gutter installed? Jim stated it could be part of the motion of approval.

Jim informed the council that the parking spot could be located within three feet of the property line and it appeared there would be 12 feet or so between the property line and the house.

Barbara mentioned that the approval would get rid of a lot that is most likely not being maintained.

Barbara asked Rick if he was going to build on the lot? Rick stated the plan was to sell the lot so that someone could build on it.

A motion to approve the two (2) lot minor subdivision at approximately 314 West 100 North, requested by Rick Meyer of Millrey Development with the condition that off street parking be required for both lots was made by Brent, seconded by Dennis and the vote was unanimous.

Yes Vote: Watkins, Kent, Monson, Buttars

No Vote: None

Absent: Barnes

REVIEW AND APPROVAL OF CITY INVESTMENT POLICY

Jim informed the council that city treasurer, Jane Price, had attended some meetings and it was suggested that the city have an investment policy in place. The policy would outline, in writing, what is expected of the city treasurer. State law already mandates how the city's funds are controlled and invested. The city's investments cannot be at risk. This policy would put that in very easy to understand terms. Many other cities have recently put this in place and the majority of the proposed policy comes from one created by Clearfield. It is very brief but does have some specific points. There are also legal restraints due to the Utah Money Management Act. State code is used in the policy as well. The proposed policy states the city treasurer is under the management of the city manager and city finance manager. This has always been the case in Smithfield in the past but never put in writing. Most of the time the city's funds are held in the state PTIF fund but at times when interest rates are very low and drawing only around 0.5% the city has used some local banks like Lewiston State Bank, Cache Valley Bank, Zions Bank and Wells Fargo Bank to hold some of the cities funds as they were offering a higher interest rate. All of those institutions are state approved. Recently the city went out and shopped for rates as one of the accounts reached maturity. All of the city's investment funds are setup so that the money can be accessed at any time without penalty. The city treasurer will review the status of each account on a regular basis. There has always been a dialogue in the past as well with the city manager and mayor when funds are moved from one account to another.

Mayor Simmons commented that the Utah Money Management Act is the guideline that is followed for the proposed policy with a couple of additions.

Jim informed the council that other cities outside of the state had loose financial controls and invested in property and some lost a lot of money on those transactions. The State of Utah is looking out for the cities in making guidelines to make sure this does not happen. Utah is considered one of the best managed states.

Mayor Simmons gave the example that the city, a few years back, had considered loaning some money to the local canal company for a piping project. Private institutions were at around a 5%

interest rate and the city was only earning around 0.5% interest and the thought was to loan the money to the canal company at a rate of 3%. The Utah Money Management Act would not allow that to happen.

Jim mentioned that the State of Utah takes the approach that cities are not banks and should not be lending out money and a policy has been written in this regard.

Mayor Simmons commented that having the policy puts the right people in the right places at the right time in regards to the finances of the city. Jim stated that the policy defines the roles of employees as well in this regard.

Barbara asked if the state changes their rules would this policy automatically be updated? Jim stated that was correct since State of Utah code is referenced in the policy. When the Utah Money Management Act changes the city policy would also change at the same time.

Dennis asked who in the city would be defined as the city financial advisor? Jim stated the city does not have a financial advisor but calls upon the local audit company when questions arise and help is needed. Mayor Simmons commented that city attorney, Bruce Jorgensen, is used in certain financial matters as well. Jim stated this was a generic policy and could easily be changed. Mayor Simmons stated that city accountant and city attorney could easily be added to the policy but he also suggested leaving out specific names and just using titles as people change over time.

Dennis asked who is defined as the city money management council? Jim informed the council that the State of Utah is the money management council.

Jim informed the council that Jane is required on a yearly basis to inform the money management council of where the cities funds are located and the amounts in each fund.

Jim asked the council if they wanted to modify the proposed policy to add the mentioned titles? Mayor Simmons stated that was correct.

Jim stated the purpose of the policy was to make how financial transactions are handled clear to understand and the policy can be modified or changed at any time.

Dennis suggested that the council be included in the review of the finances as well when it comes to this matter and transactions of this type. Barbara mentioned that she assumed the council would be considered a city financial advisor.

Jim commented that it is important for the council to understand where the funds are and that is why they are individual line items on the balance sheet that the council reviews.

Dennis asked for the council to be included in the policy since that if something fails the council will take the blame. Mayor Simmons stated that the council will have say on where the funds are held and approve of those transactions.

Jim stated he would modify the agreement and bring back for review at the next council meeting for further discussion.

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION NO. 14-04, A RESOLUTION UPDATING RULES IN THE CEMETERY.

Brent brought a tape measure to show how tall the proposed height limit of 42 inches would be.

Brent also informed the council that it is best if people do not use sandstone for their headstones as the lettering is very hard to do and over time the lettering can wash away. Jim mentioned that sandstone wears very quickly in the elements.

Barbara asked if there would be any problems with sprinkler coverage with the proposed height restriction? Jim stated that for sprinkling the ideal headstone is flush with the ground and any height can restrict water flow in some way. The taller and wider the headstone the more restricted getting water around the headstone will be.

Jim reminded the council that one of the main reasons that trees are placed on the edges of the cemetery is to help with watering process.

Dennis mentioned that one of the bigger trees was lost in the cemetery the previous evening during the big windstorm. Jim stated it was an old cedar tree that was lost. Dennis said that he looked at it in the afternoon and it is right in the middle of the cemetery. Jim mentioned that a few years ago several trees had been lost in a big windstorm as well; thankfully only one was lost this time.

Brent asked why on the one section of the cemetery that has trees running down the middle there are not any burials in that area? Jim stated the area was kept vacant because of the trees and tree roots. If the roots were cut to allow for burials the trees would be weakened.

Brent asked if the area could eventually be used if space became an issue? Jim stated it should be possible. Brent mentioned that area was a possibility for the baby cemetery.

Mayor Simmons asked if there was a certain area in the cemetery that had to be set aside for people that nobody knows where they belong? Jim mentioned there is supposed to be an area for indigents. Mayor Simmons asked where that area was located? Jim stated that it was in the center area but he was not aware of anyone that had been buried there in a case like this.

Brent reminded the council that not allowing flagpoles had been discussed and he suggested making this a policy as they can be distracting and there are all types of flags that could be displayed. Mayor Simmons asked Brent if he was meaning permanent flagpoles are even those used for a few days for decoration purposes? Brent stated he did not think any flagpole should be allowed and that all items need to be confined within the cement base of the plot.

Brent mentioned to the council that he stopped at several cemeteries on the way home from St. George after the league meetings and Smithfield's cemetery is very nice compared to others he had seen.

Brent stated that the 42 inch height restriction would not apply to the current headstones as some of the older pioneer headstones were narrow but over 42 inches tall.

Dennis asked if the issue of covering the entire plot with a base was going to be addressed? Brent mentioned it would be covered by the dimensions of the cement base. Jim read that the rules did not define the size of the cement base other than it had to be located within the confines of the plot. Jim suggested that the cement base could not extend beyond six inches in the front or back of the headstone and the width would be dictated by the width of the plot which is 48 inches.

Brent mentioned that another rule that needed to be considered was not allowing for planter holes in the front or back of the cement base. The local monument company suggested this as when the lawnmowers come along the mower tire can slide into the hole and damage the mower, cement base and in some cases the headstone. Jim stated that allowing planter holes on the sides would be fine as the mowers don't go between the headstones but it is a good idea not allowing them on the front or back.

Brent asked what the width of a plot is? Justin stated the width is 48 inches for a single plot and 96 inches for a double plot.

Mayor Simmons asked if the council is ready to make a decision or wanted more time to consider the proposed changes? Kris suggested getting the rules in place since Memorial Day is not too far away.

Jim mentioned that if the new rules are approved that new brochures would be printed since several new rules were being added.

Barbara asked if there was any mention about how the headstones are attached to the base? Dennis stated it is not specifically listed as some of the headstones are just sitting on the base.

***A motion to adopt Resolution 14-04, a Resolution amending the rules and policies of the Smithfield City Cemetery of Smithfield, Utah with the following additional rules:

1. Headstones, statues, sign cutouts, and all other types of markers shall not extend to a height greater than 42 inches above the ground level concrete base. Shepherd hooks are exempt from this height restriction.
2. Headstones, statues, sign cutouts, and all other types of markers with the exception of shepherd hooks, shall fit within the confines of the ground level concrete base.
3. No flagpoles will be allowed within the cemetery grounds with the exception of one flagpole that is owned and maintained by Smithfield City for the purpose of displaying the United States of America Flag.

4. Planter holes will not be allowed on the front or back of the concrete base but will be allowed on the sides of the concrete base.
5. The width of the concrete base can be up to 48 inches per plot but cannot extend beyond six inches in the front or the back of the headstone.

the motion was made by Dennis, seconded by Brent and the vote was unanimous.***

Yes Vote: Watkins, Kent, Monson, Buttars

No Vote: None

Absent: Barnes

Dennis commented that he appreciated the letters from the city workers in regards to the cemetery and the issues and concerns that they had about the cemetery.

Mayor Simmons thanked Justin and Brent for their work in gathering information for the council to consider and review.

DISCUSSION AND APPROVAL OF SURPLUS SALE OF BIRCH CREEK WELL PUMP, MOTOR AND COLUMN.

Jim reminded the council that previously it had been discussed to keep the old pump and motor from the Birch Creek well renovation project in case there were problems with the new pump and motor. The problem is that the old motor is 200 horsepower and the new motor is 350 horsepower so the old pump and motor will no longer work on that well. A new pump can be received within three days from Nevada or California if needed.

Brent asked if the new motor could be repaired if needed? Jim stated that it possibly could but that the timeline to get it fixed would be much longer than getting a new one but if there is a problem all options will be considered. Brent stated there were a limited amount of businesses that can make these types of repairs.

Jim informed the council that a different sized column is now being used. The new column is oil lubricated and the old column was water lubricated. The oil lubrication columns run in 20 feet sections and the water lubrication columns ran in 10 feet sections. The part manufacturers recommend that oil lubrication be done for wells over 300 feet in depth and this well is deeper than that.

Justin provided the council with some revenue estimates that Clay Bodily had researched and thought were a fair starting price to ask for the used equipment. Justin stated that the column will be sold as one item as the department does not want to deal with selling a section here or there and then have some leftover at the end to deal with.

Dennis asked if there is a market for people wanting to purchase equipment like this? Jim stated that according to information he obtained from Glenn's Electric there are always companies looking to purchase motors that are 200 horsepower or less. The current motor is around 13 years old but only runs approximately four months per year and is still in very good shape.

Barbara liked the idea of surplusing the items. If nothing is done the equipment will just sit around and age and lose value.

Dennis stated that based on a rough calculation that he just done that the motor has probably only run approximately one full year of service based on the limited use in the past. Jim commented that when the motor was originally installed it ran around six hours per day in the summer but during dry years it would run around 20 hours per day. The equipment is good equipment but can no longer be utilized by the city due to the recent upgrades.

Jim stated that he would like the approval of the council to sell these items.

A motion to approve of the surplus sale of the used motor, well column, shaft, head/motor mount and pump from the Birch Creek well was made by Kris, seconded by Barbara and the vote was unanimous.

Yes Vote: Watkins, Kent, Monson, Buttars

No Vote: None

Absent: Barnes

DISCUSSION ON THE LIBRARY BID OPENING FOR THE LIBRARY EXPANSION AND RENOVATION PROJECT.

Jim informed the council that the bids on the library expansion and renovation project had been opened on Tuesday. There were some good bids and the three lowest bids were clustered together. The budget for this project is 1.405 million dollars and there will not be any funds leftover after the project is completed. There will be costs on top of the bid amounts from the contractors. There will be a construction management fee from Skyline A/E/S as they will help to oversee the project and monitor the progress of the project. The concrete has to be tested and the welds on the steel will have to be tested as well. There will be some costs associated with the bonds that are being issued and there will be a charge from Zions Bank as well. All of those costs will be on top of the contractor cost.

Jim stated that it would be foolish to think there will not be any change orders as well since there are many unknowns about opening up a 90 year old building for a part of the project. If the project is over budget then capital improvement funds will be utilized to pay the difference.

The bids were as follows:

Landmark Companies	\$1,343,869
Lundahl Building	\$1,345,392
Ironwood Construction	\$1,347,000
Raymond Construction	\$1,385,923
Spindler Construction	\$1,399,000
Ascent Construction	\$1,408,300
Interwest Construction	\$1,437,000

Landmark Companies is the low bid and has done two projects for the city at the Civic Center. They do good work but will have to keep on task and on schedule for this project. Landmark has stated it will take 240 days to complete the project. The contractors had days of completion anywhere from 187 to 300 days. Jim stated he thought that 180 days was rather quick for this project as some homes are not even built in that period of time.

Jim recommended to the council to accept the bid from Landmark Companies and once that is done Landmark Companies will be required to get there bonding taken care of as well as the required submittals turned in. If Landmark Companies can fulfill all of these requests then they would be awarded the contract. If Landmark Companies fails to comply on the additional information that is needed then the bid would go to Lundahl Building and they would be requested to supply the same information.

****Jeff Barnes arrived to the meeting.****

Dennis asked if the 240 days included holidays, weekends, and Sundays? Jim stated that it would be 240 calendar days but delays due to weather could be added onto the completion date. Jim explained that the landscaping would not be done in the winter or any cement flat work that was needed outside of the building. The city would allow the contractor to finish those projects in the spring or summer if the city deemed it to be appropriate.

Mayor Simmons commented that it was great to see progress and continue the project moving forward.

Jeff stated he was concerned about the low bidder as that company had recently worked on a project near where he works and the project was not very big and took a very long time to complete. Jim stated his biggest concern was keeping the contractor on schedule. Justin stated that there is a \$500 per day penalty if the contract is not fulfilled within the allotted amount of days. Jim stated on the Civic Center project, for the city, there was not a timeframe included in the project and the bid was \$60,000 less than the other bids so the city was willing to work on an extended timeline for that project.

Barbara asked if the low bid had to be accepted? Jim stated that the city is bound by state law since the contractors were prequalified and the contractors cannot be disqualified at this point.

Barbara asked where Landmark Companies was based out of? Jim stated they are from Logan and that Mark Reeder is the President of the company. Jim had visited with Kelly of Skyline A/E/S about Landmark Companies and Kelly had worked with them in the past and they had done good work on those projects. Jim stated the work they did on the Civic Center project was good work.

****A motion to accept the bid from Landmark Companies in the amount of \$1,343,869 for the library expansion and renovation project was made by Dennis, seconded by Kris and the vote was unanimous.****

Yes Vote: Watkins, Kent, Monson, Barnes, Buttars

No Vote: None

Mayor Simmons asked when the company would break ground to start the project? Jim stated he hoped within two weeks. Jeff asked if there was going to be a ground breaking ceremony? Dennis thought that would be a great idea. Mayor Simmons suggested that some pictures be taken as well.

REAPPROVAL OF PHASE 3 OF THE ELK RIDGE SUBDIVISION

Jim informed the council that Phase 3 of the Elk Ridge subdivision had been approved in September 2013 and had to be recorded by last month and it was not. Jared Nielson was working with Ryan Petersen on the required turnaround at the end of Phase 2 and 3 that were required in the September approval. The main reason for the turnarounds is so that garbage trucks and fire vehicles can turn around and don't have to back down the streets. Jim also said that many people don't realize the roads are dead ends and need a place to turn around as well. Jim had informed Jared that a condition of the approval would be the signed document from both Ryan and Jared regarding the turnaround for Phase 2 and 3.

A motion to approve Phase 3 of the final plat for the Elk Ridge Subdivision on the condition that a gravel vehicle turnaround be completed on 1150 East (Phase 2) and 1200 East (Phase 3) before the final plat is signed off on by the city was made by Dennis, seconded by Barbara and the vote was unanimous.

Yes Vote: Watkins, Kent, Monson, Barnes, Buttars

No Vote: None

CITY MANAGER REPORT WITH DISCUSSION AND MINOR DECISIONS AS NECESSARY

Jim stated that there is still an ongoing discussion with Logan City and the other communities that dump waste into the Logan City system. A conclusion has still not been reached and Jim did not think it would be anytime soon. There were still concerns by all the communities about how it should be governed now and in the future. Forming a district, contracting with Logan or having a new system for the city were all still being considered. All of the smaller communities want to have greater involvement in the current lagoon system and with the new proposed system as well if they stay on the Logan system.

One suggestion was to create a regional technical committee that would include a member of each community on the system as well as Logan City environmental director Issa Hamud, public works director Mark Nielsen and a representative of the commercial users in Logan. Utah State would also have a member on the committee. The committee would meet on a monthly basis.

Jim had a copy of a proposed resolution for the council to consider in creating this committee. Logan had provided a resolution for everyone to consider but Jim suggested changing the

resolution to meet the needs of Smithfield City. The committee would just be a working group and offer no other influence other than to try and unite all of the cities to work together.

Jim informed the council that Lyle Izatt would not be retiring this year but would wait for one more year.

Jim asked the council to review the two dozen or so proposals on the memorial that will be located at the location of the old city office building. Jim informed the council that he, Jeff, Justin and Glen Jay Thornley had attended the presentation by the USU students that did the proposals. Jim suggested that the council review all of the plans and then come back with their thoughts on what parts they would like to incorporate into one plan.

Mayor Simmons asked everyone to review the plans and come back with two or three ideas of what they would like to see or combine into one workable plan.

Jim stated that one young man that was in the class resides in the valley and could help take the suggestions of the council and make one plan for the memorial. The student would work on the project over the summer and be paid a small amount for his time on the project by the city.

Jim informed the council that he had been working with Clay Bodily to come up with some options to help with the parking concerns and issues at Forrester Acres. Jim and Clay had come up with some options to add 20 to 60 additional parking stalls.

Brent asked to see and hear about the proposals.

Jim showed one option to add approximately 15 to 20 parking stalls by adding onto the parking lot by the football field. The area north of the existing parking lot and the area where the tower is located would become parking. The tower would need to be removed as part of this project.

Jeff asked what the tower was used for? Jim stated it was the old tower that was used at the finish line when the cutter racing track was in that area. The tower had a concession stand located in the bottom of it.

Jeff asked if it was possible to extend the proposed parking lot farther north? Jim stated it could go a little further north but would then run into the baseball field.

Barbara asked if the trail would be impacted by the proposals? Jim stated it would not.

Jim showed another option of extending the parking lot north and to the east as well. This option would add another 35 stalls or so. Brett Daniels and Jim had reviewed the area and none of the space for this option is currently being utilized.

Jim provided another option that would provide an even greater amount of stalls and leave the tower in place. It would require a couple of trees to be removed and the sprinkler controller box to be relocated. Dennis stated this proposal would add 37 new stalls.

Barbara mentioned that any of the projects could be added onto at a later time as well. Jim agreed and said the biggest factor in the project will be the cost and what amount can be budgeted for the project.

Brent asked if there was room in the tower or the restroom building to store the youth football equipment? Jim stated that neither of those buildings was big enough to hold the football equipment.

Jim showed another option that would allow for more parking and the addition of an extra soccer field. The key would be to convince the Pitcher family to sell the needed property for the project. The addition of a parking lot in this area would help for football, soccer and baseball field parking. This project would cost more than the other proposed projects as more stalls would be added and a new soccer field would be added as well. Park impact fees could be used for this project.

Jim expressed concern about the parking issues and that people don't want to park in the big gravel parking lot to the west. It is close to the football field and has a large amount of parking but people don't want to park there based on past experience.

Barbara asked if the Heritage Trail could be expanded if the parking lot/soccer field concept was completed? Jim thought it was a great idea and the trail could extend up and around the pump house. Barbara liked the idea of extending the trail so that the children in that area would have an area to walk on from 800 West going east.

Barbara asked if any there would be much property left for the Pitcher family if the city was able to buy the land they needed for this project? Jim stated the property was around 1.75 acres and there would still be ample area for the family to develop or sell off if they chose to do so.

Barbara informed the council that she had heard a recent request asking for more soccer fields to be added. Jim agreed that soccer participation was increasing and baseball participation was decreasing in a recent trend.

Barbara liked the idea of adding additional fields and not removing any fields. Jim stated the plan was to try and maximize the existing area and add more fields if the property could be acquired.

Mayor Simmons suggested that the first step would be to see if the Pitcher family was willing to sell any property.

Jeff informed the council that the area between the three baseball fields is where the tree committee would plant the new tree for Arbor Day. Kris stated that was a great spot and she liked it. Jim agreed and mentioned there were a lot of nice trees in that area.

Barbara mentioned that another advantage of extending the trail would help to eliminate the need for a sidewalk on 100 North as the people that reside in the trailer park and the apartments could access the trail but those located further west would have to find another way to access the trail.

COUNCIL MEMBER REPORTS WITH DISCUSSION AND MINOR DECISIONS AS NECESSARY

Brent asked Jim for an update on the sewer lift station that is being built by Logan City. Jim stated it is coming along pretty well and should be up and running by July 1st.

Jim mentioned in regards to the Birch Creek well project; the motor has arrived and the pump should arrive within a week or two. The rain has helped in regards to watering and right now the city should be in good shape until the pump and motor can be installed and up and running.

Brent mentioned that he had talked to representatives from Hyrum City about a splash pad they had installed. They use city water so that the water does not have to be chlorinated at the splash pad area. There is a push button system that turns on the splash pad in five minute increments. The one in Hyrum is located in the downtown area and doing well enough that in the next year or two they will be installing another one up by the high school. Kris mentioned that some communities have the lights tied into the water for cleaning purposes. Jim stated that ultraviolet light is used rather than chlorine. Kris liked the idea of Smithfield eventually having one.

Brent informed the council that he had talked to a local sod farm and they were willing to put some information in the newsletter or help to develop a pamphlet that can be handed out in regards to water conservation. Jim stated the pamphlet could be handed out at Health Days as well.

Brent mentioned that the sod farm is trying to patent a product that would shut off sprinkling systems when the device detects there is enough moisture in the ground. It is something to consider down the road if the device works.

Jim mentioned that he had talked to this sod farm as well and they were willing to come to the city and put on a presentation to the community about how to water lawns properly and improve the health of people's yards. The presentation could be put on at the Civic Center or high school.

Jeff informed the council that the tree committee would hold the Arbor Day tree planting on the Saturday of Health days. The planting would occur after the parade and be around noon or 1:00 P.M. The location would be in the open area between the three baseball diamonds at Forrester Acres. Jim stated that it had been done at noon in the past. Kris mentioned it was hard to get the entire council together for the planting so just to schedule a time and see what everyone could do to attend. Mayor Simmons suggested having the time be the same as in the past.

Jeff stated that the historical society had a list of bylaws that listed several committees. Glen Jay Thornley had a list of proposed committees and the proposed ones do not work with the existing bylaws. Jeff suggested reviewing the bylaws and revising them as needed and asked the council to review them as well.

Jim asked Jeff if he had a copy of the bylaws as he had not been able to locate a copy? Jeff stated he had a copy and would provide a copy to all of the council for review.

Mayor Simmons asked if meeting minutes were taken from the past meetings and posted? Jim said he did not think so but stated the tree committee has provided their meeting minutes in the past.

Jim thought the historical commission bylaws had been written during Mayor Webb or Mayor Ward's term and that was quite a while ago. Jeff suggested that everyone review the bylaws and think of ways to improve them and bring them up to date.

Kris informed the council that the Health Days Pageant will be held this Saturday at 7:00 P.M. at the LDS church located at 600 East 120 South. There are eight girls involved this year. Kris asked all of the council members that could attend to please attend.

Kris thanked Mike Nielsen for his hard work on the city parade float. The float has been updated and fixed for the current year. Mike has done this on a volunteer basis for years and his service has not gone unnoticed.

Kris mentioned that a vehicle is being lined up for the council to ride in during the parade.

Kris commented that four to six local businesses had signed up for the Unplugged Challenge.

Kris asked Jim to please have the parks department spray the goat head weeds at Forrester Acres. Jim stated he would pass the request to the appropriate department head.

Kris asked everyone to please support the children's theatre on Friday and Saturday. Jeff commented that the presentation this year is the Princess and the Pea. Mayor Simmons commented that it is a great production and everyone that can attend should attend.

Barbara commented that the youth council is very excited to help out with Health Days.

Barbara informed the council that Clair and Diane Haslam would be retiring from helping at the senior citizen center. Diane had informed Barbara that they had never been officially asked by the city to help out but had volunteered for many years.

Justin mentioned there were 51 in attendance at the luncheon last week and around the same amount again today.

Barbara asked if the Lion's Club or Lady Lions could help on a period basis?

Kris asked if it was a paid position? Barbara mentioned that Clair and Diane are given a \$250 a month stipend. Jim commented that the amount could be increased but it would have to be deducted from another line item in the senior center budget. Barbara mentioned that the stipend is very small and they are really doing it on a volunteer basis. Jim mentioned that if you figured the amount of hours they both spend it would equate to less than minimum wage they are being paid.

Mayor Simmons asked if any of the current attendees had been asked to volunteer to help? Justin mentioned that when he attended to check on the dinner that the people are all in the older age bracket and that due to health or physical reasons he did not think many of them would be able to help on a regular basis.

Kris suggested asking for volunteers in the newsletter. Barbara asked when the next newsletter was being printed? Dennis stated that it was just printed and the next one would not be for two months.

Barbara mentioned that the person in charge would be required to have a food manager permit which is different than a food handler's permit.

Jim commented that it would be very hard to replace Clair and Diane and will be tough to find anyone to do what they have done all these years.

Barbara asked if anyone knew of anyone that would be willing to help? Justin suggested putting out a message on the city communication email system as well as on Facebook.

Barbara informed the council that she had asked Clair and Diane to come before the council at the May 14th meeting so the council could thank them for all of their years of service.

Dennis stated that at the last library board meeting that they discussed creating a pamphlet or something to hand out during the parade at Health Days seeking donations for the new library building. Dennis passed out the proposed pamphlet for the council to review.

Dennis mentioned that there were two options of donating. One would be on a monthly basis through the city utility bill. The other way is through making a donation to the friends of the library. Kris mentioned that she has a few dollars added to her utility bill each month and really liked that option.

Mayor Simmons asked how much more it cost to print the pamphlet in color rather than black and white as the color pamphlet looked really nice. Dennis stated it would be around \$100 more for color pamphlets.

Dennis stated the library staff would be marching during the parade and handing out the pamphlets. The leftover pamphlets can be distributed in many ways. They can be included with books that are checked out was one idea that was suggested.

Dennis mentioned that the library board was thinking about asking the contractor of the library project if they would be willing to supply a vehicle for the library board to ride in during the parade. It would be free advertising for the contractor.

Dennis informed the council he would be out of town during Health Days as his son is graduating from college in Iowa.

Mayor Simmons mentioned that on a yearly basis Jenny Christensen asks the mayor or a member of the council to come on her show and talk about Health Days. The show is during the week and usually the day before Health Days starts. Mayor Simmons commented that he would like all of the council members to have a chance. Mayor Simmons asked Jeff if his schedule allowed if he would be willing to do it and if not then Kris would fill in if needed.

MAYOR'S REPORT WITH DISCUSSION AND MINOR DECISIONS AS NECESSARY

The Mayor thanked Jim for how the monthly department head staff meeting is held. The department heads meet once a month to discuss problems, concerns and issues and ways to resolve them.

Mayor Simmons mentioned how impressed he is with the department heads and how they always come prepared and are willing to work together to fix issues and problems that might not even be in their department.

Mayor Simmons suggested to the council that if their schedules permitted they should attend once in a while and see how things are handled and resolved in the day to day items that the department heads deal with. The meeting usually lasts around two hours and is done at the Birch Creek café when it is open or at a local eatery when the café is closed.

Jim stated he felt the monthly meeting is very beneficial and helps to bring the managers together and keep them on good terms and allow problems to be solved.

****A five minute recess was taken before the start of the budget discussion.****

CONTINUED DISCUSSION ON THE NEW BUDGET FOR THE PERIOD OF JULY 1, 2014 THROUGH JUNE 30, 2015

Jim reminded the council that the general fund had been covered at the last council meeting and all the other funds would be discussed at this meeting.

The proposed park impact fee fund showed a decrease of \$15,200 compared to the previous year. The decrease being from less building of new structures making less impact fees collected.

The main expenditure would be the continued work on Sunset Park. The last wooden tables would be replaced as well.

The impact fee is \$1,000 per new unit and last year there were 131 new units built. The new budget is estimating 60 new units will be built.

In the past, the impact fee fund has always owed the general fund money for projects that were paid for by the general fund but were park impact fee projects. The balance due has been paid back to the general fund and the proposed budget shows a transfer of \$21,900 to the impact fee reserve fund.

The proposed general capital improvement fund showed proposed revenues of \$1,695,197 and proposed expenses of \$1,692,197.

The budget showed a proposed revenue increase of \$558,077 with the majority being the loan from the CIB on the library expansion and renovation project.

The proposed expenses included \$10,000 for recreation equipment but that would only be spent if the school district makes their contribution of 2/3 or \$20,000.

There are no new planned vehicle purchases but there will be lease payments due on the cop cars.

Jim explained that one possibility for the future is purchasing 4x4 pickup trucks rather than cars for the police department. The trucks have a better resale value and allow for the addition of a second battery. The state bid right now on a new Dodge four door half ton 4x4 pickup truck is approximately \$23,000. North Logan has gone this direction with their police vehicles. The lease on the city cop cars does allow for a purchase option at the end of the lease but most likely the city will just return the vehicles to the leasing agency.

Proposed golf course equipment purchases are \$25,000 which will allow for the purchase of additional golf carts. Some of the carts being used are 20 to 25 years old.

The proposed budget for the library expansion and renovation project is \$1,405,000.

The county will also be paying \$150,000 towards the purchase of the new fire engine and it was added to the revenue budget.

Debt service payments of \$48,448 on the police station, \$31,211 on the city office building, \$14,638 on the bond reserve for the city office building and \$2,000 for the city office paying agent fee were included as well.

Jim explained that the bond reserve payment is set up so that the last two payments on the city office building are made by the reserve fund.

Dennis mentioned that he was getting a proposal on the furnishing for the new library so that everyone would know what the benchmark is in regards to the amount of money that will need to be raised to fund the new library building interior.

The debt service fund had a proposed budget of \$327,427.

Jim explained that this fund is a transfer fund. Money is transferred into this fund and then the bond payments are made through this fund. It is just a transfer fund where money goes in and out of.

The proposed recreation fund expense budget is \$553,951 and the proposed revenue budget is \$468,450.

Jim stated that this budget gets better and better each year as the revenues get closer to meeting expenses.

Jim reminded the council about the \$83,000 budget item for school district maintenance as this fund is to cover expenses and help to replenish the reserve fund for the future as it was taken to zero when the floor had to be replaced at a very expensive cost during this budget year.

The proposed recreation center expense budget showed an increase of \$10,400 over the previous year.

Jim thanked Brett for his continued work on keeping the buildings rented as the revenue generated from building rentals has increased each year and is proposed at \$7,000 more than last year.

Mayor Simmons asked when the recreation center bond would be paid off? Jim said that it would be paid off two years after the first library bond payment is made or around 2019. Dennis reminded the council that when the recreation bond is paid off it is a dedicated part of the annual property tax and that amount would go away. Jim suggested to the council that they consider a dedicated tax be implemented at that time to help pay for the support and need at the library. That is how North Logan operates their library.

The proposed water enterprise fund budget is \$989,568.

Revenues showed increases to residential water sales and decreases to irrigation hookups, water tappings, and impact fees.

Expenses showed a proposed overall decrease from the previous year in the amount of \$69,440.

Increases to expenses were for salaries, Blue Review software, utilities, water meters, telemetering system, and payments to the local canal company.

Decreases to expenses were for seasonal employees, benefits, liability insurance, street repairs, service line materials, building improvements, capital improvements, and major equipment.

Jim explained that the Blue Review software program would allow for the electronic input of work orders into Caselle and then the work orders would be sent through the system to smart phones and tablets.

Jim reminded the council that significant projects are split on a cost basis with the sewer department.

Jim explained that new water meters would continue to be installed on a yearly basis as some are 10 years or older and all meters should be replaced within 10 years.

Jim informed the council that the main proposed purchase would be for a telemetering system.

The telemetering system would allow for the system to be controlled via computer and cell phone. Alarms and notifications would be sent to the managers of the system. If one of the tanks the tank got low people would be informed of a problem. All flows and tank depths would be monitored, at all times, electronically. Jim explained that the existing system is no longer supported and parts are not available for purchase. When the system broke down last year used parts had to be purchased from another community that had recently upgraded their system. The sewer fund will be paying a portion of the cost of this project as well as it will help to monitor the sewer system as well.

Jim explained that O'Reilly Auto Parts is moving forward with their new proposed building and that the budget included \$10,000 to extend the water lines to their lot and the proposed subdivision on 800 South.

Proposed sewer enterprise fund revenues are \$1,144,900 and proposed expense are \$1,016,463.

Proposed increases to revenues are from residential and commercial sewer charges as the population increases there are more hookups and more monthly fees collected. There is a proposed decrease in impact fee revenue as new construction is trending downward.

Proposed expense increases were to wages, disposal and treatment, telemetering, sewer line extensions, office supplies and system supplies.

Proposed expense decreases were to benefits, street repairs, building improvements, and major equipment purchases.

Jim explained that the majority of the sewer line extension budget will be for the extension at 800 South Main as O'Reilly Auto Parts builds their new building.

Jim stated that the sewer fund would pay \$26,300 towards the cost of the new telemetering system.

Brent asked if the system could be read throughout the day with the new telemetering system? Jim stated that was correct and that it could be monitored down to the minute if needed.

Mayor Simmons asked if the telemetering costs were a one-time fee or yearly? Jim stated it was a one-time cost other than yearly software and maintenance fees.

Jim informed the council that the preliminary study of the tri-city sewer system had been completed and it showed that with the building of the facility and operation of the system that the monthly utility fee would be \$3.00 less per month than the proposed Logan City fee. Jim mentioned the wrong population numbers were used in the study and the engineering firm was changing those numbers to the correct numbers and that would slightly change the numbers established in the study. The study shows that the flow would be about 3,750,000 gallons per day but Jim thought the actual number would be around 4,000,000 per day. Jim mentioned that as the study is completed and the correct numbers used that the council will then get to see the study and review the proposal.

Dennis said another big factor would be if the state was willing to loan funds for a tri-city system. Jim said that would be a big factor as the study showed a loan with 1% interest rate but that private market interest would be around 3% and most likely closer to 4%.

Mayor Simmons mentioned that a new system would have to be approved by both the state and the EPA as well.

Brent asked how many people would be manning the new proposed plant? Jim stated it called for one full-time person and two part-time employees.

Mayor Simmons asked Justin how many people operate the Richmond City MBR sewer system? Justin replied that there is one full-time person and one part-time person for the Richmond plant. Jim mentioned that the Richmond system is telemetered as well. Brent informed the council that Hyrum has three full-time employees for their sewer treatment facility.

The proposed storm sewer enterprise fund showed revenues and expenses of \$256,500.

Jim explained that the main increase is from UDOT agreeing to pay up to \$50,000 to help replace an existing storm sewer line along the highway in the area of 800 South that is undersized. UDOT will pay 50% of the project cost or a maximum of \$50,000 towards the project.

The main proposed expense increases are to salaries, benefits, unemployment benefits, liability insurance, capital improvements, and a contribution to the reserve fund.

Jim informed the council that the storm sewer fund pays a portion of Clay Bodily, Lyle Izatt, and Ryan Gleason's wage.

Jim stated that the big capital improvement projects would be the 800 South project that UDOT is helping to pay for and the railroad crossing at 600 South 200 West.

The proposed budget shows an increase to the reserve fund in the amount of \$8,040.

The proposed golf course enterprise fund has revenues and expenses of \$1,084,506.

Proposed revenue increases are for green fees, clubhouse rentals, Verizon cell phone tower rent and golf cart rentals.

Proposed revenue decreases are to driving range fees, club repairs, men's association fees, snack bar sales, and sales of surplus materials.

Jim explained that a big difference to the golf course budget will be with Justin Hamilton taking over the day to day operations of the snack bar/cafe. Justin Hamilton will pay a monthly rent and a portion of the profit of the café to the city for being allowed to manage and run the café as part of his business. Snack bar sales and snack bar expenses will both decrease in the budget.

Jim stated that Verizon Wireless will be paying \$1,000 per month to the golf course for the land lease for the new cell phone tower that is being installed this year. The lease has started and monthly rental payments are being collected.

Dennis asked why the men's association fees were zero? Jim explained that the men's association had decided to open their own account and both revenues and expenditures would be taken care of separately by the association so there will not be any revenue or expense in regards to the men's association.

Brent asked how Sunday sales are? Jim responded that most Sunday mornings are busy but that the afternoons are slower when people are at church.

Jeff asked if there would be a RAPZ tax allotment in the new year as there was one in the current budget year? Jim stated that the city receives an annual population based assessment of RAPZ tax funding and that some of it was used for purchasing driving range mats in the current budget year. The population based assessment is spread around the different departments of the city for specific needs.

Jim reminded the council that the interest rate on the clubhouse loan had been significantly decreased and that would be very beneficial to the golf course moving forward.

Proposed decreases to expenses were in wages, snack bar employee wages, pro shop starters, employee benefits, telephone expense, liability insurance, driving range improvements, capital improvements, major equipment, snack bar inventory and interest expense.

Proposed increases to expenses were for employee wages for the greens staff and driving range staff, credit card fee charges, fertilizer, pesticide and pro shop merchandise.

Jim explained that the café employees would be employees of Justin Hamilton and not of the city or golf course so the wages on that line item would go to zero.

Jim stated that almost all charges at the golf course are done by credit or debit card and that as more cards are processed the city pays more fees.

Jim informed the council that the proposed plan in regards to saving on telephone expenses is to replace the current phone system and go to a VOIP system. This would connect the clubhouse and the maintenance shop and reduce the number of CenturyLink lines down to one. The cost of the VOIP system would be paid for in approximately 18 months by the monthly savings of removing all but one phone line.

Jim mentioned that fertilizer and pesticide expenses are up as they are driven by fuel costs and fuel costs are up.

Mayor Simmons asked approximately how many more years there are before the clubhouse is paid for? Jim said it was approximately nine more. Jim mentioned that the interest rate changed from approximately 5% down to 1.2% or 1.3% as part of the loan renewal.

Jim reminded the council that the Shriner's tournament has the same amount of revenue and expense but that the golf course does make money for hosting the tournament and it shows up in other revenue line items.

Jim mentioned that the overall golf course budget was being decreased by \$238,920 and the majority of this was due to no new large equipment purchases needing to be made as they were made in the current budget year.

Jim informed the council that the health insurance renewal numbers had come in and that they were adjusted in the general fund budget. The budget is being tweaked on almost a daily basis as hard numbers come in and right now there is approximately \$7,700 left to allocate on a \$4,700,000 budget. All of the department heads had submitted their wish list of items but only a couple of small ones would be able to be included in the new budget to start the year.

Jim commented that sales tax was up approximately \$4,000 to \$6,000 per month over last year.

Jeff asked if there was money included in the budget to start the memorial project at the location of the old city office building? Jim commented that it was part of the parks department budget and there was \$10,000 being included to start the project in the next budget year.

Jim informed the council that the RAPZ tax allocations had not yet been announced but the city had asked for \$90,000 to help complete Blue Sox lighting project.

Mayor Simmons thanked Jim for all of the time and effort that goes into making the budget.

Jim reminded the council that the tentative budget would be set at the May 14th council meeting and the final budget approved at the June 11th council meeting. Dennis commented that the RDA budget would be discussed at the first council meeting in May as well.

A motion to adjourn at 9:28 P.M. was made by Kris.

SMITHFIELD CITY CORPORATION

Darrell G. Simmons, Mayor

ATTEST:

Justin B. Lewis, 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, **April 23, 2014**. The meeting will begin at 6:00 P.M.

Welcome and Opening Ceremonies by Mayor Simmons.

1. 6:03 P.M. Consideration of the Consent Agenda
Approval of meeting Minutes from the March 26, 2014 City Council Meeting
2. 6:05 P.M. Resident Input
3. 6:15 P.M. Rick Meyer of Millrey Development, agent for Erik Milligan, has requested approval of a two (2) lot minor subdivision located at 314 West 100 North. Zone R-1-10.
4. 6:30 P.M. Review and approval of city investment policy.
5. 6:40 P.M. Discussion and possible vote on Resolution No. 14-04, a Resolution updating rules in the cemetery.
6. 6:55 P.M. Discussion and approval of surplus sale of Birch Creek well pump, motor and column.
7. 7:10 P.M. Discussion on the library bid opening for the library expansion and renovation project.
8. 7:25 P.M. Reapproval of Phase 3 of the Elk Ridge Subdivision.
9. 7:35 P.M. City Manager Report with discussion and minor decisions as necessary.
10. 7:45 P.M. Council Member Reports with discussion and minor decisions as necessary.
11. 8:00 P.M. Mayor's Report with discussion and minor decisions as necessary.
12. 8:10 P.M. Continued discussion on the new budget for the period of July 1, 2014 through June 30, 2015.

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 04/21/14, and the Utah Public Meeting Notice website.