

SMITHFIELD CITY COUNCIL

MAY 13, 2015

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, May 13, 2015. The meeting began at 6:00 P.M. and Mayor Darrell G. Simmons was in the chair.

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

City Manager Craig Giles and City Recorder Justin Lewis were also in attendance.

The opening remarks were made by Mayor Simmons.

VISITORS: Kelly Cannon (The Herald Journal), Alanna Molina, Corrin Adams, Rylee Skeem, Tara Gregory, Scott Archibald, Lyle Izatt, Rebekah Hunt, Jacob Hunt, Jacob Archibald, Jaren Pugmire, Jared Hunt, James Gass

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM THE APRIL 16, 2015 CITY COUNCIL MEETING

A motion to approve the city council meeting minutes from the April 16, 2015 city council meeting was made by Dennis, seconded by Kris and the vote was unanimous.

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

No Vote: None

RESIDENT INPUT

There was not any resident input.

DISCUSSION AND UPDATE ON COMCAST DAY OF SERVICE IN THE COMMUNITY

Barbara informed the council the official count for the number of volunteers for the Comcast Cares Day of Service in the community totaled 1,492. The event was well organized with the majority of the preparation done beforehand. The comments received afterwards had been positive and the activities flowed well. Several residents received service at their homes as well. Bear River Head Start helped to make first aid kits and 72-hour kits. Some Eagle Scout projects were worked on and completed. Several projects were completed at Mack Park. Help was received from the local schools and the Lion's Club. There were 4,000 emergency preparedness kits that were made and will be distributed in the future. A message might be included with the kits.

Mayor Simmons asked Barbara to include Jeremy Hunt on the message preparation as Jeremy oversees city emergency preparedness.

Brent asked what the brave hearts program consisted of? Barbara explained tiny stuffed hearts are given to children in stressful situations. When children go through an accident, abuse, or any other stressful situation the police officers can hand out the hearts. The intent is the city wants everyone to feel safe. The city wants children to know someone is watching out for them and someone cares for them.

Barbara mentioned Comcast holds the day of service on the last Saturday of April of each year and it might be good for the city to have a day of service each year even if Comcast does not participate. If the event is put on the calendar a year in advance advertising could be done earlier and planning could be done well in advance with the local faith based groups.

Barbara mentioned it was good to see neighborhoods come together and work on projects. The pizza and doughnuts provided by Comcast were an added bonus. Mayor Simmons mentioned the majority of people are willing to help even if they do not receive a doughnut, pizza or a t-shirt.

Barbara mentioned a lot of people were willing to help knowing that the library was the recipient of the grant funding from Comcast.

Mayor Simmons suggested having a day of service each year in the future and thanked Comcast for their help to the city and the effort involved by the company and their employees as many of their employees were involved. Barbara liked the timing of the event as well. The last Saturday of April is before Health Days and gives the city a chance to cleanup before the annual city celebration.

Mayor Simmons thanked Barbara for her time and effort on the project as she was the council member over the project.

Dennis mentioned that the city received approximately \$89,000 worth of service based on 1,492 people donating 4 hours per person at \$15 per hour.

Barbara felt the cemetery road edging project made a big difference for the community. Normally, the city staff only edges one road per year since it is so labor and time intensive. This year seven or eight roads were edged in just a few hours thanks to the help of dozens of volunteers.

Barbara felt Comcast should be mentioned at the open house on June 1st since their donation to the city will fund some of the new furnishings purchased for the library building.

Mayor Simmons thanked Lyle Izatt and the entire city staff for their willingness to help out as well on the project.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 15-05, A RESOLUTION UPDATING THE PREVAILING FEE SCHEDULE

Justin informed the council in the process of preparing the new budget a quote was obtained for new water meters. There has been an increase in the cost of the water meters and the cost on the prevailing fee schedule needed to be updated to reflect the increased cost of the water meters.

Jeff stated he was aware the city required a permit and a fee if a person wanted to take water from a fire hydrant. Jeff mentioned Jim had told him in the past a person could not take the water taken from a fire hydrant out of the city. Kris stated she did not remember fire hydrant water not being allowed out of the city. Craig mentioned there is not a way to prevent a person from using the water outside of the city. For example, Staker & Parson Company could fill up in Smithfield but may use the water on a project outside of the city.

Jeff mentioned he had reported a person to the police department that is violating the permit by taking the water at night. The permit only allows for water to be taken from the fire hydrants between 8:00 A.M. and 5:00 P.M. on weekdays.

Jeff asked Craig to research if city ordinance or any city rules prevented the water from being used outside of the city limits.

A motion to adopt Resolution 15-05, a Resolution amending the Prevailing Fee Schedule for Smithfield City Corporation was made by Barbara, seconded by Brent and the vote was unanimous.

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

No Vote: None

DISCUSSION ON VOTE BY MAIL ELECTION FOR 2015

Justin informed the council Cache County Corporation, Logan City and Providence City would be holding their election this year in a vote by mail format.

Smithfield City has approximately 5,700 registered voters.

The actual cost of the last election was \$4,513 and a primary and general election were held.

The election previous to the last one had an actual cost of \$2,799 and only a primary election was held that year.

Carr Printing who handles most of the election printing for the municipalities in the state had estimated the cost at \$1.40 for the documents. An envelope to mail the documents would be required, a return envelope, the ballot, and an explanation sheet would be included. The \$1.40 per document does not include the cost of postage.

The cost of the ballot documents alone would be \$7,980 based on 5,700 ballots mailed at \$1.40 per ballot. Postage not included.

Costs for supplies, judges and other miscellaneous items will be added onto the cost of \$7,980 as well as postage costs.

The election budget would have to increase anywhere from 200% to 400% for a vote by mail election in the city depending on if a primary election will need to be held. This year there are three city council member seats up for election and if seven or more residents apply a primary election will be required.

Justin stated he did not feel good in asking for such a substantial increase to the election budget when the funds could be used elsewhere more effectively.

Voting by mail will increase voter turnout as established in other counties and municipalities but at this time the cost is too much for the city to pay based on historical costs for an election according to Justin.

Barbara asked if Cache County Corporation would help to subsidize the cost of the election? Justin stated they would not.

Dennis stated the minimum cost of two-way postage is \$0.90 per ballot. There can be a discount on the mailing of the documents but full price would be paid on the return of the ballot.

Barbara asked how the election would be held in the city this year? Justin stated like in years past. Early voting will be done at the city office building and on Election Day voting will be done at the Civic Center.

RECEIVE THE CERTIFICATION OF ANNEXATION PETITION FROM THE CITY RECORDER FOR THE ANNEXATION REQUEST FROM RIGO CHAPARRO FOR PARCEL NUMBERS 08-044-0006 AND 08-044-0007 AND DIRECT THE PUBLICATION OF SUCH PETITION IN THE HERALD JOURNAL ON MAY 17, MAY 24 AND MAY 31, 2015

Justin informed the council the next step in the annexation process for the request by Rigo Chaparro to annex Parcel Numbers 08-044-0006 and 08-044-0007 owned currently by Gary Hansen is for the city to receive the Certification of Annexation. Cache County Corporation and the Cache County School District had been sent copies of the proposed annexation over a month ago. Both entities had 30 days to respond with questions or concerns. Neither entity had informed the city of any questions or concerns. After the Certification of Annexation is approved by the council the annexation request would then be published in *The Herald Journal* for three straight Sundays. After the last publication the public would have 30 days to issue a formal protest. After the protest period the city council would then hold a public hearing and have the ability to vote on the annexation request. The soonest the council could vote on the request would be at a council meeting in July.

Justin informed the council the general plan shows the parcels being considered for annexation as being zoned commercial in the future. Even though the zoning of the parcels is not considered as part of the annexation request Rigo should be aware of what the general plan shows for these specific parcels. Rigo had indicated on the application he would like the area to be zoned multi-family. The parcels, if annexed, would be zoned automatically as A-10 or Agricultural 10-acre. Rigo would then make an application to the city requesting the parcels to be rezoned.

A motion to receive the Certification of Annexation for Parcel Numbers 08-044-0006 and 08-044-0007 and direct the publication of the petition in The Herald Journal on May 17, May 24 and May 31, 2015 was made by Jeff, seconded by Barbara and the vote was unanimous.

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

No Vote: None

DISCUSSION AND APPROVAL OF THE TENTATIVE BUDGET FOR THE PERIOD OF JULY 1, 2015 THROUGH JUNE 30, 2016 FOR ALL FUNDS

Craig informed the council of some recent updates to the fiscal year 2016 budget since the last council meeting budget discussion.

The Legislative Budget had been increased \$6,000 as the salaries had been finalized.

The Fire Department budget increased \$4,000 as the bid for sealing the parking lot at the fire station had been received.

The Class "C" Roads Budget had been reduced \$32,000 as it had been determined the gas tax increase would not be implemented until January 1, 2016 rather than July 1, 2015 as previously expected.

The Parks Department budget increased \$4,000 as the bid had been received to seal the Blue Sox ball diamond parking lot. The parking lot will then be restriped and there will be more stalls. The current width of the parking stalls is wider than needed.

Last year at this time, the general fund had a surplus of approximately \$349,000 and at the end of the budget year \$180,000 was transferred to the General Capital Improvement Fund. Currently, the surplus is \$597,000 with the projection of transferring \$250,000 to \$300,000 to the General Capital Improvement Fund at the end of the current budget year.

A transfer from the General Fund to the General Capital Improvement Fund is required on a yearly basis as bond payments and vehicles are purchased through the General Capital Improvement Fund and paid for by the fund.

Justin reminded the council the new budget must be approved by June 22nd per State of Utah law.

Jeff asked for clarification on the Tree City USA requirements as one of the requirements is that \$2.00 per person is spent on trees in the city per year. The expense can involve purchasing and planting new trees as well as maintenance and care. Jim Gass stated there is not a specific line item for this but the expense is tracked through the parks department and golf department. This year the requirement was met when Lyle Izatt and Kevin Ogden pruned all of the trees on the highway (Main Street).

Brent asked why the cemetery equipment line item was decreased \$3,200 from the previous budget year? Jim explained in the current budget year a new lawnmower was purchased and in the new budget year a mini excavator is going to be leased for one year and the cost difference is a savings of \$3,200.

Brent mentioned Jess Daines had suggested installing a gate at the southwest entrance to the cemetery since high school aged kids keep speeding through the cemetery grounds. Jim stated the city public works employees can build and install a gate; if necessary.

Mayor Simmons asked if the gate would be attached to the brick pillar? Jim stated a new post would be installed and the gate hung on it.

Jeff asked for an update on the chinking project for the historic cabin. Jim stated the project would start when the weather is 80 degrees or warmer.

Jeff asked if there is money in the current city budget for the memorial monument where the old city office building used to be located? Jim stated there was \$12,000 in the current budget for the project. Justin mentioned there is \$12,000 in the current budget and the project won't start in the current budget year so \$20,000 had been earmarked for the new budget for the project. Jim stated until a plan is finalized the project cannot start.

Barbara asked for an update on the Senior Citizen budget. Justin stated it was consistent with the past budget for center. Jim stated no major improvements are included in the new budget for the senior center.

Mayor Simmons asked for an update on the police department budget. Jim remarked Chief Allen is scheduled to receive a raise where he has been and is continuing on as the interim chief. The purchase of the Spillman software suite has been included in the new budget as well.

Barbara asked if there was an update on the RAPZ tax application for the new splash pad? Jim stated the notification usually comes at the end of May or in June. The item will be left or removed from the budget based on the approval.

Barbara asked if a dollar cost to the city had been determined for the Comcast Cares Day of Service? Mayor Simmons asked if the staff had determined the wages paid and supplies purchased for the event? Jim stated Craig could gather the information and present to the council if they wanted to know.

A motion to approve the tentative budget for the period of July 1, 2015 through June 30, 2016 was made by Kris, seconded by Dennis and the vote was unanimous.

Yes Vote: Watkins, Kent, Monson, Barnes, Buttars
No Vote: None

Dennis mentioned his company, Watkins Printing, had printed some budget materials for Hyrum City and he had visited with a member of the Logan City council and Smithfield City starts and goes through the budget well in advance of other local communities. Dennis appreciated the amount of time spent on the budget and the explanation involved.

CITY MANAGER REPORT

Craig reminded the council the CMPO (Cache Metropolitan Planning Organization) had previously approved a partial grant for a transportation study for North Logan, Hyde Park and Smithfield. The study would monitor traffic flow north, south, east and west in the three communities. J-U-B Engineers would oversee the study. The purpose of the study is to find the best ways to connect the three cities. The highway is not the only option to connect the three communities as there are other options. J-U-B Engineers will present the findings of the study at a future city council meeting. The results of the study will be adopted as part of the transportation master plan for the city in the future. The study shows existing roads and new roads that will need to be built in the future. There will be vast improvements going north and south. The study also classifies the roads such as minor collectors and major collectors.

Jim explained there is a problem at 400 West 200 South as the road makes a jog as it comes through the city. On 100 West there is a house in the way. The only clear shot through the city is 300 West. For the future, 300 West would allow traffic to drive straight through the city and continue on going north. The road on 400 West will not work as it is too narrow being by next to the railroad track.

Brent asked if there will be a problem going north of 300 West 400 North? Jim stated some property would have to be acquired in that area to continue north.

Barbara asked where the road on 300 West 400 North would lead too? Jim explained no planning had been done for north of 300 West 100 North in Smithfield. All of the past planning had been from 100 North going south towards Airport Road in Logan.

Mayor Simmons asked how the study was being paid for? Jim stated the CMPO was paying around \$19,000 to \$20,000 of the total cost of the study. Each of the three cities would have a small match portion of the total project cost. The estimate was around \$1,000 for each of the cities. The approval for the study by the CMPO was granted years ago but the study had not been completed. The study is now being worked on. J-U-B will work on the study in conjunction with the three cities. Craig and Clay Bodily will represent the city in the early part of the study and then the planning commission and city council will review and approve in the future.

Jim reminded the council the open house for the library will be held on Monday, June 1st. The library staff would like to acquire some furniture for the study area on the second floor. The intent was to use some of the Comcast Cares Days of Service grant money to pay for the furniture.

Jim asked the council if it would be possible to order the furniture now even though the money had not yet been received from Comcast? The library staff would like to purchase the furniture and have it installed before the open house. Mayor Simmons stated he would contact a representative of Comcast and see when they would be paying the city.

Jim mentioned that Comcast had stated in the past they paid between \$12 and \$16 per person that participated in the day of service. The furniture cost would be around \$7,000 which is quite a bit less than what is anticipated to be paid by Comcast. Right now this area of the library is just an open area with no furnishings.

Brent asked if the west windows were going to be covered? Jim stated some of the windows have had shades installed and the long term goal is to install shades on all of the west windows.

COUNCIL MEMBER REPORTS

HEALTH DAYS

Kris informed the council 70 people attended the mountain bike ride in the rain. Only six people showed up for the mountain bike challenge in the rain.

The theatre was about $\frac{3}{4}$ filled for the Saturday night performance of the Children's Theatre.

The race only had about 300 participants. The Health Days race used to be exclusive to Cache Valley but there are many more local races and people can pick and choose where and when they want to run. Only eight of the race packets were not picked up. It rained during the race but the race still went on.

Different arrangements will be made in the future for the old classic cars for the parade. None of the cars showed up for the parade this year and it created a minor problem. Several floats did not show up due to the rain during the parade as well.

Mayor Simmons felt bad none of the former mayors got to ride in the parade as the classic cars that were going to drive them during the parade did not show up. In the future; cars will be specifically assigned for certain people being driven in the parade.

Mayor Simmons asked if there would be a thank you night for those helping out on Health Days? Kris remarked there would not be as only about eight to ten people attended last year.

Kris remarked the race packet pickup at Al's Sporting Goods was a success and the race participants got an extra 20% discount at the store. About 75% of the packets were picked up before race day. Al's Sporting Goods is very supportive of the city and the Health Days race.

Mayor Simmons informed the council he had received a couple of emails asking for the date of Health Days to be moved later in the year so the chance of rain would be less. Kris remarked there has been rain the last two years. Barbara stated changing the date could be considered. Mayor Simmons remarked the event needs to be held before the start of June. Kris mentioned that Richmond holds their annual event, Black & White Days, the week after Health Days. Mayor Simmons stated there is a chance of rain every day in May. Jim Gass stated back in the 1980's the event was moved into June and got rained out a couple of times. The traditional weekend has worked the vast majority of the time in the past.

Kris mentioned the parade was well attended even though it was raining.

Barbara mentioned it was good to cancel the booths early and announce the closure as soon as possible.

Mayor Simmons asked if it would be possible to move the booths inside the recreation center? Kris commented there is not enough electrical plugs in the building for the vendors. Mayor Simmons stated food would not be allowed in the building either and many of the vendors sell food products.

Barbara mentioned maybe the booths could be moved back up to the location of the old city office building. Kris stated there is not enough electrical plugs in that area as well.

Jeff stated the Arbor Day celebration still happened even though it was raining. Four of the six contest winners showed up in the rain. Jess Daines was a great help for the project. A black walnut tree was planted and the Arbor Day proclamation was read. The second grade winner also won on a regional level.

Barbara asked if the "Citizen of the Year" is always chosen by the Lion's Club? Should the "Citizen of the Year" be recognized at the Children's Theatre presentation each year as well? Brent stated the Lion's Club has always chosen a citizen in the past. Jim Gass stated the only participation the city has had in the past in the "Citizen of the Year" process is displaying the plaque with the names in the city office building. Brent remarked suggestions for "Citizen of the Year" are always welcome.

Kris stated the Health Day golf tournament went well and the weather was good for the event. Kris thanked Stacey Dority and Nicole Zollinger for their help with the golf tournament. Lee's Marketplace donated the food and Alpine Cleaning and Restoration prepared the food during the golf tournament.

Kris stated a helicopter was going to be part of the celebration this year but the weather did not cooperate and the helicopter could not attend.

Mayor Simmons suggested coming up with new ideas for Health Days to keep it going and building on the tradition of the past.

Brent asked when the fireworks show was being rescheduled too? Kris remarked on Saturday, May 30th. Justin commented the fireworks show would still be held in conjunction with the Blue Sox baseball team doubleheader.

Brent thanked the city staff for making the cemetery grounds look good.

Brent asked if the city dump was going to be open on Saturday, May 16th? Lyle Izatt stated that was correct.

Mayor Simmons asked if the new flag had been hung at the cemetery? Justin explained new flags were being hung at the library, Blue Sox baseball diamond and the cemetery. A solar light was being installed on the flagpole at the cemetery as well.

Jeff informed the council the Smithfield City Tree Committee had purchased three trees they were going to give away during Health Days at their booth but since the booth event had been cancelled the committee was still determining how to give away the trees.

Barbara thanked the youth council for their participation in Comcast Cares day. The youth council closing social will be held on Thursday, May 14th. Interviews are being held for the new youth council which will take office in the fall as the youth council shuts down for the summer when school is out of session.

Dennis stated the library open house and celebration will be held on Monday, June 1st. Mike Neilsen was overseeing the program. Invitations were being mailed and assignments had been made for those that will speak at the celebration and sing.

Kris reported that Mike works on the float on a yearly basis and had done a great job with the float this year. The float was damaged because of the rainstorm during the Health Days parade and Mike was going to repair it before the next parade.

Jeff informed the council the historical society had purchased three bronze plaques for three historic buildings in the city. The rock building south of the city office, the old tithing office and the Carnegie library. Jeff asked for Craig to make arrangements for the plaque to be hung on the exterior of the old library building before the open house celebration.

MAYOR'S REPORT

Mayor Simmons stated it was time to proceed with naming a permanent police chief and the council needed to decide how and when to proceed.

Mayor Simmons explained he is in constant communication with Chief Travis Allen and Chief Allen has been doing a great job since being appointed interim chief.

The annual police department report will look different this year than in the past as it would be the first report presented by Chief Allen.

The morale of the department is good but a decision should be finalized in regards to the chief and direction of the department.

Barbara asked if the issue would be discussed during an executive session? Mayor Simmons stated that was one possibility the council could consider.

Kris felt like it was time for a decision to be made. Chief Allen was not being paid the salary a Chief of Police should be paid but has been acting as chief for several months. A permanent decision needs to be made for the department and implemented by the start of the new budget year; July 1st.

****Kris made a motion to adjourn at 7:35 P.M.****

SMITHFIELD CITY CORPORATION

Darrell G. Simmons, Mayor

ATTEST:

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 13, 2015**. The meeting will begin at 6:00 P.M.

Welcome and Opening Ceremonies by Mayor Simmons.

1. 6:03 P.M. Approval of the city council meeting minutes from April 16, 2015
2. 6:05 P.M. Resident Input
3. 6:15 P.M. Discussion and update on Comcast Day of Service in the community.
4. 6:25 P.M. Discussion and possible approval of Resolution 15-05, a Resolution updating the prevailing fee schedule.
5. 6:30 P.M. Discussion on vote by mail election for 2015.
6. 6:40 P.M. Receive the Certification of Annexation Petition from the City Recorder for the Annexation Request from Rigo Chaparro for Parcel Numbers 08-044-0006 and 08-044-0007 and direct the Publication of Such Petition in The Herald Journal on May 17, May 24 and May 31, 2015.
7. 6:50 P.M. Discussion and approval of the tentative budget for the period of July 1, 2015 through June 30, 2016 for all funds.
8. 7:00 P.M. City Manager Report
9. 7:10 P.M. Council Member Reports
Health Days Report
10. 7:25 P.M. Mayor's Report

Adjournment

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

In accordance with the Americans with Disabilities Act, individuals 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 05/11/15, and the Utah Public Meeting Notice website.