

SMITHFIELD CITY COUNCIL

OCTOBER 14, 2015

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, October 14, 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 Brent Buttars.

VISITORS: Natalie Hansen, Drew Shakespear, Cindy Shakespear, Devin Shakespear, Kelly Cannon (The Herald Journal), Russell Elwood, Pam Allen, Ken Allen, Barbara Undljem, Brent Undljem, Glen Jay Thornley, Paula Thornley, Brett Daniels, Makenzi Strate, Shelby Steiner, Lynda A. Gittins, Jeffry R. Gittins, Jay Downs, Michelle Downs, Ralph Erickson, Ruth Swaner, Michael Harris, Diane Esplin, Anna Hullinger, Darin Fristrup, Jeff Saxton, Char Izatt, Lyle Izatt, Billie Buttars, Paul Buttars, Susan West, Joe Phillips, Dave Taylor, Barbara Gutke, Michael Neilson, Donna Lou Pitcher, Brandon Muir, Brett Stirland, Trent Currie, Curtis Shumway, John Bedingfield, Rigo Chaparro,

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM THE SEPTEMBER 9, 2015 CITY COUNCIL MEETING

A motion to approve the city council meeting minutes from the September 9, 2015 city council meeting was made by Dennis, seconded by Brent and the vote was unanimous.

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

No Vote: None

RESIDENT INPUT

There was not any resident input.

APPROVAL OF TRAVIS ALLEN AS CHIEF OF POLICE FOR THE SMITHFIELD CITY POLICE DEPARTMENT.

Mayor Simmons presented Travis Allen as the new Chief of Police of the Smithfield City Police Department. Travis has been serving as the interim chief for over a year. Travis is well schooled and trained and is continuing to work on education and training. Travis has done an excellent job in a hard profession. Travis has been offered the job and accepted at an annual wage of \$65,505.46. Travis has goals and vision for the force. Travis will continue to work on offering a full service department that focuses on community policing and making Smithfield a wonderful place to live.

A motion to approve Travis Allen as the Chief of Police of the Smithfield City Police Department at a yearly wage of \$65,505.46 was made by Kris, seconded by Jeff and the vote was unanimous.

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

No Vote: None

UPDATE BY POLICE CHIEF ALLEN ON RECENT PERSONNEL CHANGES IN THE POLICE DEPARTMENT.

Chief Allen introduced Officers Stirland, Currie, Bedingfield, Muir and Shumway. Officer Trevor Larson was excused as his son recently had heart surgery and Trevor was spending time with him at the hospital.

Officer Nick Hidalgo had recently resigned his position with the department as he had accepted employment with Adult Probation and Parole Services.

The position was advertised and internal and external applications were accepted.

A board consisting of a member of the North Park Police Department, Logan City Police Department, Cache County Sherriff's Office and City Manager Craig Giles was formed to interview the candidates. Four interviews were held. Two internal candidates were interviewed and two external candidates were interviewed.

Trevor Larson was selected and promoted to Patrol Sergeant.

Curtis Shumway was selected and promoted to Corporal.

Currently there is a vacant patrol position that is open and being advertised. Ideally, within two weeks the department will be fully staffed.

**DISCUSSION AND POSSIBLE APPROVAL OF SURPLUS SALE ITEMS:
WOOD PICNIC TABLES 8 FEET LONG – QUANTITY 10**

Justin informed the council the city has some excess wood picnic tables as new tables have been installed at the some of the pavilions. The new tables are powder coated and look very nice. There have been requests to purchase the old wooden tables and since there is value the council needs to approve the sale of the tables. The sale price would be \$20 and the tables would be offered on a first come first serve basis.

Mayor Simmons asked if the tables could be used elsewhere in the city? Justin stated there is not a need at this time as all of the pavilions have the necessary amount of tables. All of the old wood tables are being replaced with new powdered coated tables.

A motion to approve the sale of ten (10) wood picnic tables at a sale price of \$20.00 each was made by Jeff, seconded by Kris and the vote was unanimous.

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

No Vote: None

DISCUSSION WITH FIRE CHIEF ON EMPLOYEE CLASSIFICATION RESTRUCTURING.

Fire Chief Jay Downs informed the council of some changes in the structure of the positions in the fire department. The plan had been formulated over two years and is now ready to be implemented.

The department has five full-time, 23 part-time and over 40 volunteer employees.

As the department expands it has become harder to monitor schedules, supplies and the tasks of the department.

Right now there is one full-time employee position in the department that needs to be filled. The wage for the position will be paid with some of the profit from the wildland fire season as well as by the county ambulance service agreement.

This year the wildland fire team profited around \$50,000 to \$55,000 for the summer.

Three new captain positions are being created which will result in about a \$4,000 per year pay increase. Each captain will be project oriented with specific assignments. Each captain will oversee a battalion of ten members.

There will be no extra cost to the city by creating the wildland fire position.

Dennis asked for clarification on the profit this year and last year from the wildfires? Jay stated the profit last year was over \$40,000 and the profit this year is over \$50,000. By having a full-time wildland fire employee the department can be on the job board constantly and participate in more fires and generate more revenue. The employees make good money when they go on these fires. Logan City has been part of this program for around five years. Five thousand dollars per year will be set aside to help pay future wages for the wildland fire employee in case there is a wet year and not as many wildland fires are responded too. The employee will oversee training, scheduling and billing for wildland related fires as well as help in other areas of the department.

Barbara liked the concept and felt it had been well thought out.

Jay stated it had been worked on for a very long time but until the final amount of profit was determined this year the project could not start.

Jeff asked how the city responds to a wildland fire? Jay stated a three man crew is sent out as well as city equipment. With the profit from the 2014 wildland fire season the fire department

was able to purchase a new Ford F550 and the necessary equipment to make the truck wildland ready. The employees go out and stay with the truck. Normally they work 15 to 16 hours per day. Normally wages average in the \$4,000 to \$5,000 range for the two weeks of service. One employee made enough last year to pay for his college tuition for an entire year.

Mayor Simmons commented the city is profiting at the expense of other communities but it is necessary as someone will respond if the city does not.

Mayor Simmons asked if the fire count is up or down this year? Jay stated fires have been fought in California since February and the forecast is calling for a hard winter so hopefully all of the fires can be put out on the west coast. Oregon, Washington, Idaho and California all had major wildfires this year.

Mayor Simmons asked if there is ever response in the winter time? Jay stated the truck could be in California right now but none of the employees could schedule the time to go. It is a big commitment to leave for two weeks at a time. Last year the firefighters were gone for three weeks at a time.

PUBLIC HEARING, NOT SOONER THAN 6:30 P.M., FOR THE PURPOSE OF DISCUSSING RELOCATING THE HEALTH DAYS CELEBRATION PARADE ROUTE FROM 100 EAST TO MAIN STREET (HIGHWAY 91).

Mayor Simmons stated one of the main requests he had received over the last six years was to get the Health Days Parade moved from 100 East back to the highway.

Mayor Simmons asked Chief Allen to facilitate a plan to make this happen. The highway is not owned by the city but by the Utah Department of Transportation (UDOT).

Darin Fristrup from UDOT was in attendance to answer questions and provide information about the request.

Chief Allen explained traffic diversion and the parade traffic would be as follows:

The highway would be blocked off from 400 South Main to 400 North Main.

Northbound traffic would go to 100 East at 400 South and then back onto the highway at 400 North.

Southbound traffic would go to 100 West at 400 North and then back onto the highway at 400 South.

One disadvantage of having the parade on 100 East is access to the east side of town was blocked unless going north of 400 North or south of 4400 North in the county.

The parade route will be from 300 South Main to 300 North Main.

Kris asked when the highway would be shut down? Travis stated around 9:00 A.M. and the parade would start at 10:00 A.M.

****The public hearing opened at 6:31 P.M.****

Bruce Jones. I work for Farm Bureau and pull the big dinosaur on a trailer in the parade. I always get a positive response. It is difficult to pull the dinosaur on the current route. We have to drop it down over 40 times to get under the power lines. I don't want to hit a power line. We can go through the intersection diagonal on Main Street and won't hit the street lights. I think it will be safer on the highway. The police department does a great job but there is always children running into the road. I want it to be better for the kids. I support moving the parade back onto Main Street.

Jeffry Gittins. I have lived here all my life. I love Health Days. I was delighted to hear it could be back on the highway. Since the parade was moved off of the highway it has not been as grand. I am glad there is an effort being made to go back to the historical route. I applaud and appreciate the proposal. I would be willing to help. I am willing to be a volunteer. I can get others to help. I support the staff in council in making this change. I want to keep the old traditions going. I want to see memories made. Let's work together so the youth will have fond memories of Health Days. I think this is very positive and I support the change.

John Kemp. I live on 400 North just off of Main Street. I am concerned about the traffic being diverted down 400 North. It would be a nightmare if traffic is diverted the same place the floats are lining up. I would just ask you don't line up the floats on the same streets traffic is being diverted too. I see that as a safety hazard.

Mike Harris. I would say to try this for two or three years and evaluate. I think a committee needs to be formed to get more people involved. I would suggest getting volunteers to help. I would like to see the displays around the youth center not at Forrester Acres. I would suggest since the event is named Health Days we have a mini soccer tournament with 30 minutes games and the mayor could crown the champion at the end. There are lots of opportunities. I would like to see more health in Health Days.

Ruth Swaner. This is so exciting and I am glad to hear of the change. Over 20 years ago my mom was in charge of the parade. She even got two airplanes from Hill Air Force Base to fly over one year. This will reinvigorate Health Days. This will help businesses. There is not a more beautiful byway than in Smithfield. I am the Vice President of the historical society and we will do what it takes to make this happen. I am glad to help. This is a great thing.

Rigo Chaparro. I am a business owner on Main Street. I want it in front of the local businesses. I do stuff for our clients during Health Days and this is good for business. There are many factors in this decision but I support moving the parade back to Main Street.

Diane Esplin. At the Founder's Day program on October 10th I talked to over 15 people who supported this change. I discussed this with my husband and he wants the parade to stay on 100 East but I want it back on the highway. The safety of the kids on 100 East is not good. Maybe

the city needs to place restrictions on throwing candy. I know that young children on the floats cannot throw the candy very far. I love the idea of the parade on Main Street and think this is a great idea.

Mike Neilson. I was in charge of the parade in 2005 when the change was made to go to 100 East. The highway was being widened and we had to move the parade for what we were told would be one year. There were two options at that time; 100 East and 100 West. Young families crossing the highway with children to get to 100 East is a safety concern. I applaud this change and think it is a great idea. The road is wider and I think there will be more participation.

Mayor Simmons informed those in attendance that Mike oversees the float and updating it yearly. Mayor Simmons thanked Mike for his continued help with the float.

Ralph Erickson. This is a major event for the city. I think it is important to the community to have the parade on Main Street. When the parade was moved to 100 East I think the status of the parade diminished. I think the status will be restored if moved back to Main Street. Those of us that grew up here remember the good times when the parade was on Main Street. I think the golden age of people in Smithfield is 40 to 70 years old and they recall the days of the Main Street parade. The younger generation has not had this same experience. I am encouraged this is being considered. I think the school children need to be more involved in the celebration. When I was young and in school this was a major yearly event we looked forward too. I hope you would consider this change. I would like to see the past tradition of being on Main Street happen again.

Billie Buttars. I think the parade would be good on Main Street. I am hoping it can happen again. I want to see the parade on Main Street.

****The public hearing closed at 6:50 P.M.****

DISCUSSION AND POSSIBLE VOTE ON RELOCATING THE PARADE ROUTE TO MAIN STREET (HIGHWAY 91).

Darin Fristrup, Traffic Operations Engineer for the Utah Department of Transportation (UDOT), came before the council to express the concerns of UDOT and advise the council of some items they may not have thought of in regards to having the parade on the highway.

Darin informed the council UDOT is not against the parade being on Main Street but the council needs to be informed of the risks and requirements of UDOT.

Residents on 100 West and 100 East need to be notified of the significant amount of traffic in front of their homes for the hour before the parade until at least a half hour after the parade.

The council will need to submit a letter stating they recognize the concerns of UDOT and the city will have to apply for a special event permit for the highway.

The city will have to indemnify UDOT of any safety concerns during the parade.

The city will be required to deal with all traffic diversion and associated costs.

Highway 91 is a heavily travelled road and two weeks ago a traffic count was completed at 800 South Main. The count was done on a Tuesday about mid-morning. There were 1,700 to 2,200 vehicles on that section of road in one hour. If the highway is shut down for two hours there would be approximately 3,400 to 4,400 vehicles travelling on 100 East and 100 West. On average 10 to 15percent of those vehicles will be trucks with trailers or semi-trucks.

The highway needs to be closed for the minimal amount of time possible.

Yield signs are located on 100 East and 100 West and will slow down traffic and could cause major traffic jams.

Where people will park off of Main Street needs to be addressed.

Power line height and locations needs to be reviewed on 100 East and 100 West.

A section of road on 100 West from 100 North to 200 North does not have curb and gutter or sidewalk and people need to be kept from walking on the road.

UDOT has a special event permit process. A public hearing is part of the process to make people aware of what is happening.

The staging area of the floats needs to be determined. The staging area cannot be where the traffic is diverted.

Mayor Simmons thanked Darin for his insight and comments as safety is always the first factor. Health Days is continuing to grow as the population grows. The police department will be instrumental in putting together a plan that complies and keeps the residents safe.

Kris suggested maybe extending the diversion from 400 South to 600 South as that is an area that is less busy. Chief Allen stated there are many options and areas to divert traffic and they will all be reviewed and considered.

Darin stated all special events must have a designated detour route. Appropriate signage will be required.

Kris thought 400 West might be an option. Brent did not agree as he stated that was many more blocks being driven through town for those that are diverted around the parade.

Mayor Simmons asked Darin if there was any reason the parade could not happen on Main Street if it is well thought out and traffic and safety issues addressed? Darin stated it can happen and be successful. Logan City has their parade on Main Street on a yearly basis. One plus for Logan City is they have several alternate routes such as 600 West and 1000 West. Smithfield does not have any alternatives like Logan does.

Mayor Simmons asked if the process is to submit an application if the council wants to move forward? Justin stated a waiver would be acquired from the insurance provider of the city for the special event but would not be a problem.

Darin stated UDOT does not have a problem with the parade. The flow of traffic is the concern of UDOT. The city just needs to be aware of the potential risks.

Mayor Simmons asked if there is a checklist of requirements that needs to be reviewed? Darin stated there is not as each community is different.

Brent wondered if having the parade flow south and end at 600 South and then go east for people to get off the floats would be a viable option.

Chief Allen stated the intent is to have the parade go from 300 North to 300 South. There will be no cross traffic in that area.

Mayor Simmons asked Darin if he knew the traffic count from 2005 to compare to the difference in traffic flow since the last time the parade was on Main Street? Darin stated he did not have that information with him but could look it up if needed. Mayor Simmons stated traffic flow will have increased but he was not sure how much. Darin stated, on average, traffic flow will increase 3% per year.

Darin advised the council they will need to work with the Cache Valley Transit District as well since they will have buses operating during that period of time.

Jeff was in favor of trying the parade on Main Street for a year and getting as many volunteers as needed to help out.

Kris supported the idea of moving back to Main Street but felt safety is the number one concern and the route needs to be reviewed to make sure it is the best option.

Mayor Simmons asked if the request would only be for Health Days or for the Sky View Homecoming parade as well? Darin stated they are separate from each other and this request would be for Health Days only.

Kris mentioned Logan City puts up flashing signs to notify people days in advance. Mayor Simmons asked Darin if UDOT owned those signs? Darin stated appropriate signage will be required several days in advance and the city will be responsible for the cost. The signs will need to be placed at least seven days in advance of the parade.

Recreation Center Director Brett Daniels thanked Darin for the opportunity to relocate the parade. The recreation department has wanted to move the parade back to Main Street for many years. The recreation department understands there are liability issues but every single program ran by the recreation center has a higher level of liability than most programs. Brett thanked Darin for the information he has provided and stated the appropriate signage being put up days in advance is a great idea. Moving the parade back to Main Street will help to revitalize the Health

Days celebration. If the council does not feel like the change is good then the parade can easily be moved back to 100 East or elsewhere for future years.

Kris mentioned residents are willing to help out and could help with traffic control. Darin informed the council traffic control cannot be done by residents it must be done by a police officer or certified flagger.

Barbara asked if becoming a certified flagger is hard? Darin stated a class is required.

Lyle Izatt informed the council several of the public works employees are becoming flagger certified and could help out.

Barbara stated the risks can be reviewed and the police department can come up with the best possible plan and she wanted to try the parade on Main Street again.

Dennis mentioned he was on the city council when the parade was switched to 100 East and at that time everyone felt there would be less safety issues on 100 East. Either way there will be safety concerns that need to be addressed. Having the parade on 100 East allowed the participants to be closer to the attendees and would give the parade a more personal touch. The view has changed since that time based on the comments during the council meeting.

Barbara mentioned the Sky View High School parking lot has been a great staging area and will need to be compensated for since it won't be utilized any longer.

Chief Allen stated the intent is to use all five lanes of traffic when the parade is lined up. The side streets will only be utilized if the Main Street area is full. The Sky View/100 East route has been hard because of the two big turns in the route.

Brent stated the 100 East route offers a tighter feel and the ability for participants to talk to attendees where on Main Street the roadway is much large and that is not possible. Brent stated he felt trying it on Main Street for a year and then evaluating would be a good idea.

Mayor Simmons thanked Darin and everyone that spoke at the public hearing for attending. The information presented to the council has been very positive and good information has been gathered for consideration.

A motion to approve continuing the process of moving the Health Days parade from 100 East to Main Street (Highway 91) was made by Barbara, seconded by Kris and the vote was unanimous.

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

No Vote: None

PUBLIC HEARING, NOT SOONER THAN 6:45 P.M., FOR THE PURPOSE OF DISCUSSING AN INTER-FUND LOAN FROM THE SEWER ENTERPRISE FUND TO THE PARK IMPACT FEE FUND FOR THE PURPOSE OF PURCHASING PROPERTY LOCATED AT 606 WEST 100 NORTH, SMITHFIELD.

Craig stated the council is considering purchasing a parcel that is 3.24 acres in size that adjoins Forrester Acres on the west side. The price of the property is \$280,000 plus closing costs. Legal counsel and the city's accounting firm both suggested the transaction be completed through an inter-fund loan. On average the park impact fee account collected \$80,000 per fiscal year for the last five years. The interest charged on the loan would be 1.20% which is double what the State of Utah is paying on the investment accounts of 0.60%. Private financing would result in an interest rate of three to six percent. The loan would be for up to \$290,000 as the exact closing fees have not yet been calculated. The loan agreement will be finalized once the final number is received. Justin explained the loan is drafted so all accrued interest will be paid in June of each year at the close of the fiscal year. The loan can be paid off at any point without penalty or fees.

****The public hearing was opened at 7:27 P.M.****

Mike Harris stated he had lived in the city for 57 years and used to live by this parcel of ground. Mike felt this would be a great addition to the city and hoped the council would approve the purchase.

****The public hearing was closed at 7:29 P.M.****

DISCUSSION AND POSSIBLE VOTE ON THE INTER-FUND LOAN. THE LOAN WOULD BE FOR AN AMOUNT UP TO \$290,000 AND FOR A TERM OF FOUR (4) YEARS AT AN INTEREST RATE OF 1.20%. PAYMENTS WOULD BE MADE NO LATER THAN JUNE 2016, JUNE 2017, JUNE 2018, JUNE 2019 AND OCTOBER 2019.

Brent stated he felt this was a great opportunity for the city. The area would help accommodate for future growth. Additional space will be needed in the future for city parks. The impact fees that are paid as part of the city growing will pay for the purchase of the property over time. The property purchase is a great idea.

Barbara stated the trail on the south end of the parcel could now be extended. A safer route to school could be offered. Paying ourselves interest made sense and the entire concept had been well thought out and done. This is a once in a lifetime purchase opportunity and a great addition to Forrester Acres. Forrester Acres is always occupied with people utilizing the various fields.

Kris stated the trailer court may go away in the future and by purchasing this property the city might be able to purchase more property to the west in the future.

Dennis stated this is a good move on the part of the city and he is excited to get the purchase completed.

Jeff felt the purchase was a great idea and fits perfectly with the rest of Forrester Acres.

Jeff complimented the recreation and parks departments as he had recently heard from some out of town referees this was the nicest facility they had ever been too. Mayor Simmons concurred.

Barbara mentioned even Utah State University is utilizing the fields for their baseball team because the grounds are so nice.

Jeff felt the purchase was a no-brainer and should be completed.

Barbara asked if the irrigation water shares came with the purchase? Craig stated that was correct.

Brent mentioned the grounds are always superb and nobody has a nicer facility and teams from out of town love to come here and play at the facility.

Dennis mentioned the purchase price is under the appraised value so he felt comfortable with the price being paid.

Barbara thanked the Pitcher family for offering the parcel to the city for purchase.

Mayor Simmons mentioned there will be a future plaque or monument in the area thanking the Pitcher family.

A motion to approve the inter-fund loan between the Sewer Enterprise Fund and the Park Impact Fee Fund in an amount up to \$290,000 for a period of four (4) years with payments being made no later than June 2016, June 2017, June 2018, June 2019 and a final payment in October 2019 at an interest rate of 1.20% was made by Barbara, seconded by Brent and the vote was unanimous.

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

No Vote: None

DISCUSSION AND APPROVAL OF THE PURCHASE AGREEMENT BETWEEN THE CITY AND THE LEWIS DENNIS PITCHER TRUST FOR LAND AND A HOME LOCATED AT 606 WEST 100 NORTH, PARCEL# 08-083-0005.

Jeff asked if a purchase agreement had been drafted? Justin stated one had been and was just waiting to be signed if the council approved the purchase.

A motion to approve the purchase of Parcel No. 08-083-0005, a parcel owned by the Lewis Dennis Pitcher Trust, including 5.25 Class "A" and 3.0 Class "C" shares in the Smithfield City Irrigation Company for a purchase price of \$280,000.00 was made by Brent, seconded by Jeff and the vote was unanimous.

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

No Vote: None

DISCUSSION AND VOTE ON RESOLUTION 15-09, A RESOLUTION REQUESTING THE RECERTIFICATION OF THE JUSTICE COURT FOR SMITHFIELD CITY.

Justin informed the council that every four years the State of Utah requires the justice court in the city to be recertified. The Smithfield City Justice Court needs to be recertified by October 31, 2015. A packet of information is required to be filled out, a letter from the city attorney and a resolution by the city council stating they want to keep the justice court are required as part of the recertification process.

Justin explained the court is more for convenience for people to come in and resolve their issues. The court does generate revenue but is not a big money maker for the city like most people think.

Barbara asked what would happen if the local court was closed? Justin stated the citations and other issues would be resolved in Logan through the Cache County justice court system. Smithfield City has a full-time, Monday through Friday from 9:00 A.M. to 5:00 P.M. court clerk to resolve issues, accept payments and make arrangements for the court. Court is held every Tuesday night starting at 5:00 P.M. in the city office building.

Barbara asked if this had anything to do with the judge or court clerk? Justin explained the judge is appointed by the state and the clerk is an employee of the city but the recertification process is not about either of them specifically. The recertification is stating the city wants to keep its justice court and not shut it down.

***A motion to adopt Resolution 15-09, a Resolution requesting the recertification of the Justice Court of Smithfield City was made by Barbara, seconded by Dennis and the vote was unanimous. ***

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

No Vote: None

CITY MANAGER REPORT

PERSONNEL MANUAL UPDATE

DISCUSSION ON WORKSHOP/COUNCIL MEETING ON NOVEMBER 11TH

Craig asked the council if they had any questions on Sections 7 through 14 of the Personnel Manual? Many of the changes were rewording or clerical changes in these sections. Barbara stated she reviewed the entire manual and liked the changes.

Craig explained the intent is to have city attorney, Bruce Jorgensen, review the entire document. After his review, the council will be provided the entire edited version to review. The intent is to review and pass the revisions at the November 11th council meeting. Mayor Simmons thanked Craig for reviewing the entire manual and requesting appropriate changes. Craig explained the manual had been reviewed and critiqued by himself, Justin and Jane Price as well as Bruce Jorgensen. The long term goal is to review and update the manual periodically to keep it current.

Brent asked if the changes were determined by the city staff or by looking at what other cities are doing? Craig explained several other communities' policies had been reviewed and what is incorporated is what the staff feels is the best for the city staff.

Craig asked the council if they would like to consider a workshop before the November 11th council meeting? Mayor Simmons suggested trying it. Barbara and Kris both stated they would like to try it once. Brent suggested starting the workshop at 6:00 P.M. not 5:30 P.M. Mayor Simmons expressed concern that the items discussed in the workshop would be the same items discussed during the council meeting and he did not want duplication of discussion. Craig stated he felt an hour would be ample time to try and see if this is something that would work for the council. Barbara stated the planning commission used to hold their meetings this way. Kris mentioned there might be more participation from the public.

Barbara mentioned she was in favor of only having one council meeting per month as well. Kris concurred.

Jeff and Brent expressed concern that all items discussed should be in a council meeting format not a workshop format. Justin stated based on Brent's and Jeff's comments he would not recommend having a workshop session as part of the regular council meeting.

Kris suggested the council, including herself, need to be more informed before a council meeting about the items on the agenda so that so much time is not required on certain items. Jeff stated he communicates with Craig anytime he needs information and does not think this is a problem.

Jeff asked if the October 28th council meeting was being cancelled? Barbara stated that was correct. Brent expressed concern for poor attendance by council members if there is only one meeting per month. Craig disagreed and stated if there is only one meeting per month a council member is more inclined to plan their schedule around that one specific day each month. Barbara agreed with Craig's comments.

Craig informed the council early voting will take place at the city office on October 20th through the 23rd and October 26th through October 30th from 9:00 A.M. to 5:00 P.M. The general election will be held on Tuesday, November 3rd at the Civic Center. There is confusion on the election as some residents have called or come into the city office stating they have not received their ballot yet. Smithfield is doing a traditional election while Cache County, Logan City and Providence City are all doing vote by mail elections. Barbara stated she understood the concern and asked for as much information to be provided by the staff as possible to the residents.

Craig mentioned the need to adjust the price in the prevailing fee schedule for the memorial benches. The fee schedule shows a fee of \$600. The benches currently cost \$940 and with the concrete and memorial post the total cost is around \$1,100.

COUNCIL MEMBER REPORTS

Dennis did not have any additional items.

Barbara informed the council the Senior Ball had been moved to Saturday, November 14th. Jeff thanked Barbara for the help of the youth council at the Founder's Day event.

Kris informed the council 25 applicants had applied for the job that Dani Lundberg is currently doing. Over the last two days several interviews had been conducted. The job will pay in the \$31,000 to \$34,000 range. The focus of the job will be celebrations. The sentiment of all of the candidates was they love the city and want to live here. Dani will continue to work at the center on a part-time basis.

Kris mentioned the passing of a local youth, one of the Woodruff children, in a hunting accident. The boy's mom, Janette, is a teacher at the recreation center. Kris asked if possibly the city could do something to honor the young man that passed away. Kris expressed concern for the precedent that would be set if the city did do something.

Barbara mentioned maybe a tree could be named in behalf of the family. Jeff stated trees are planted and then a rock is engraved in behalf of the family.

Barbara expressed concern for the precedent that would be set as well. Mayor Simmons stated death is very hard and hard to explain when it happens at a young age but the situation should be carefully reviewed. Justin expressed concern about the precedent that would be set as sadly young children do pass away and none of had anything done in the city before by the city staff. Justin expressed concern for the family and those involved but asked the council to think the situation through to determine the best course of action.

Kris mentioned she is proud of the community and how they have come together for the two families that are involved in such a tragedy. Mayor Simmons stated something in the future may come about to honor the two families.

Jeff mentioned there could be a conflict with the Senior Ball and the youth mega dance as the dance is the same night as the Senior Ball. Barbara asked where the dance is being held at? Jeff stated at Utah State University. Barbara stated the Senior Ball will be done before 8:00 P.M. so the kids should have plenty of time to attend both events.

Jeff mentioned the Founder's Day celebration and program had been held on Saturday, October 10th. The program was about veterans. Three veterans spoke of their service to the country. One gave a very good oversight of the Vietnam conflict. There was not a big turnout but the program was good. Justin mentioned that Diane Esplin stated just over 40 people were in attendance.

Jeff stated the tree committee is looking for new members.

Barbara mentioned maybe an essay contest could be done to get more interest in the Founder's Day event. Jeff asked if Barbara was referring to a program like the Utah League of Cities and Towns does yearly? Barbara stated something similar. Jeff liked the idea and would discuss with the historical society.

Brent stated the city looks beautiful right now with the leaves changing and the city staff and residents busy cleaning up areas before winter.

MAYOR'S REPORT

Mayor Simmons informed the council Primary Children's Hospital is doing a campaign right now in regards to people paying special attention when they back up in their vehicles. Window stickers and other literature is being disbursed to communities and other places. The main focus is to get high school aged young adults to pay more attention when they back up. Mayor Simmons mentioned he would be working closely with the police department to spread the word about this campaign and program.

Mayor Simmons thanked the council for the manner in which they handle themselves during council meetings. Disagreements are part of the meeting but they are always polite and cordial where other cities have a significant amount of bickering and infighting amongst council members. Mayor Simmons stated he was honored to serve with the city council and represent the city.

****Kris made a motion to adjourn at 8:13 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, **October 14, 2015**. The meeting will begin at 6:00 P.M.

Welcome and Opening Ceremonies by Brent Buttar.

1. Approval of the city council meeting minutes from September 9, 2015
2. Resident Input
3. Approval of Travis Allen as Chief of Police for the Smithfield City Police Department.
4. Update by Police Chief Allen on recent personnel changes in the police department.
5. Public Hearing, not sooner than 6:30 P.M., for the purpose of discussing relocating the Health Days Celebration parade route from 100 East to Main Street (Highway 91).
6. Discussion and possible vote on relocating the parade route to Main Street (Highway 91).
7. Public Hearing, not sooner than 6:45 P.M., for the purpose of discussing an inter-fund loan from the Sewer Enterprise Fund to the Park Impact Fee Fund for the purpose of purchasing property located at 606 West 100 North, Smithfield.
8. Discussion and possible vote on the inter-fund loan. The loan would be for an amount up to \$290,000 and for a term of four (4) years at an interest rate of 1.20%. Payments would be made no later than June 2016, June 2017, June 2018, June 2019 and October 2019.
9. Discussion with Fire Chief on employee classification restructuring.
10. Discussion and approval of the purchase agreement between the city and the Lewis Dennis Pitcher Trust for land and a home located at 606 West 100 North, Parcel# 08-083-0005.
11. Discussion and vote on Resolution 15-09, a Resolution requesting the recertification of the Justice Court for Smithfield City.
12. Discussion and possible approval of Surplus sale items:
Wood Picnic Tables 8 feet long – Quantity 10
13. City Manager Report
Personnel Manual Update

Discussion on work shop/council meeting on November 11th

14. Council Member Reports

15. 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 10/12/15, and the Utah Public Meeting Notice website.