

SMITHFIELD CITY COUNCIL

DECEMBER 9, 2015

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, December 9, 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, City Engineer Clay Bodily, Police Chief Travis Allen, Fire Chief Jay Downs and City Recorder Justin Lewis were also in attendance.

The opening remarks were made Kris Monson.

VISITORS: Kelly Cannon (The Herald Journal), Jack Lyman, Mike Kidman, Patsy Watkins, Gordon Younker, Blake Dursteler, Bret Rigby, Adam Mackelprang, Megan Gil, Sonja Buttars, Adam Roper, Cory Maxfield, Curtis Shumway, Trevor Larson, Jeremy Hunt, Coltin Larsen, Scott Best, Blake Gil, Kathryn Geddes, Gordon Geddes

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM THE NOVEMBER 11, 2015 CITY COUNCIL MEETING

A motion to approve the city council meeting minutes from the November 11, 2015 city council meeting was made by Dennis, seconded by Barbara and the vote was unanimous.

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

RESIDENT INPUT

There was not any resident input.

**INTRODUCTION OF NEW FULL-TIME EMPLOYEES
POLICE DEPARTMENT, FIRE DEPARTMENT, STREETS DEPARTMENT**

Chief Allen introduced new police department employees Adam Roper and Cory Maxfield. Adam and Cory replaced Officers Sal Toscano and Nick Hidalgo.

Adam has served as a reserve officer with the North Park Police Department and worked with the Brigham City and Montpelier Police Departments in the past.

Cory graduated recently from the academy.

Both officers are in the training process right now. Adam is about ready to be able to patrol by himself. Curtis is currently training Officer Maxfield.

Trevor Larson was introduced as the new sergeant replacing Nick Hidalgo.

Curtis Shumway was introduced as the new corporal.

Brent asked Trevor how long he has worked with the city? Trevor stated approximately 14 months.

Chief Downs introduced Blake Gil as a new captain for the fire department. Blake replaced Jared Gyllenskog who accepted employment elsewhere several months ago. Blake has experience from when he worked in San Bernardino County in California. Blake has been a volunteer with the fire department for about one and a half years.

Scott Best and Coltin Larsen were recently appointed as captains. Scott has been with the department for approximately eight years and Coltin four years.

Jeremy Hunt is the emergency response manager.

Blake introduced his family. They reside in Smithfield.

Doug Petersen introduced Kevin Ogden as the new Streets Department Supervisor.

Kevin has worked in the street department for 17 years with the city. Kevin has worked with Lyle Izatt for many years and Lyle recently retired so the position needed to be filled.

The job was posted and applications were accepted from current city employees and non-city employees. An interview process was completed and Kevin was selected as the best person for the job.

Kevin resides in southern Idaho and grew up on the Wasatch front.

Doug thanked Dennis and Brent for their years of service and support.

Doug also thanked the council for selecting Craig as the new city manager as he has been very good to work with.

Doug thanked Jim Gass for his support and being able to work with him for many years.

AUDIT PRESENTATION BY JONES SIMKINS, LLC FOR THE PERIOD OF JULY 1, 2014 THROUGH JUNE 30, 2015.

Justin introduced Mike Kidman of Jones Simkins. Mike oversees the auditing department for the firm.

Justin thanked Mike, Jason Sleight, Scott Swensen and the rest of the Jones Simkins staff. The audit staff is at the city office for about a month and working on the audit for two to three months overall. They are always courteous and good to work with but still accomplish the task at hand.

Mike informed the council the audit is a very big project and the city has a very big financial report that takes a lot of compilation to meet state and federal guidelines.

Mike pointed out the following items in the audit report:

Page 1. Lists how the audit is conducted, what government standards are met, disclosures, an opinion and how the financials are presented.

Page 2. Discusses a change in accounting principle. The biggest change being the inclusion of pension amounts which have not previously been included in previous audit reports.

Page 17. Is an entity wide presentation of the financials for the city. The audit provides three perspectives of the financials, entity wide which is similar to a business presentation and includes depreciation. Then a report of the individual funds and third a report of actual expenditures versus budgeted expenditures. New information on Page 17 consists of the pension line items for net pension asset, deferred charge on refunding pensions, deferred inflow of resources now includes pensions as well.

Some pension plans throughout the country are underfunded such as in the City of Detroit. The new change is to make sure entities now know where they are in regards to their pension liability.

Smithfield City is part of the Utah Retirement System (URS). The fund is currently funded at around 90% but the remaining 10% is a significant amount. The amount shown on the financials for pensions is not owed but is the amount owed if the fund to was be completely funded. Right now the net pension liability to Smithfield City is \$839,186. The intent of URS is not to fund to 100% but to keep rates where they are or maybe higher to not decrease in value.

Page 17. Shows the city has an Unrestricted Net Position of \$1,645,814 which is good for the city as many other municipalities have a negative in this area.

Page 18. Shows the change in net position for the year which totals \$1,787,238.

Depreciation is the cost to replace an item, usually a building or equipment, at the historical cost of the item.

Page 19. Shows the financials from a fund perspective. The total fund balance line item is the most important and is \$3,632,013 of which \$1,548,107 is restricted for a specific purpose. The committed fund balance is \$787,932. Unassigned funds are funds that can be carried over and used in the next budget year.

Page 21. Shows the income statement for each fund. None of the funds are in a deficit. The recreation center is meant to run at a break even so there is not an issue with the ending fund balance being \$267.

Page 23. Shows the net position for the enterprise funds. Enterprise funds are like a business and can make and lose money. Enterprise funds must charge enough to break even. The general fund is different in that it cannot charge enough fees to break even so taxes are collected.

Page 24. Shows the operating income or loss for each enterprise fund. One year is not a good snapshot of what is happening in a specific fund. If the fund is running a deficit over time then there is a problem. The sewer fund and golf fund both showed a negative for the last fiscal year.

Page 63. Shows budgeted amounts versus actual amounts spent. Revenue and expenses are listed.

Page 81. Talks about compliance and no significant compliance findings were found. A comment must be included in this section stating the auditing firm has made some journal entries. The state wants the financials to be perfect before the information is provided to the audit team for review. It is hard if not impossible standard to meet according to Mike.

Page 85. Lists the list of areas that are tested for state compliance. There were not any material findings.

There are some minor findings that are not considered material and they are included in the management letter to the council.

The management letter is a letter from the auditing firm of some best practice items the council could consider implementing or changing. There were five items listed for consideration by the council.

1. An interfund loan did not have all of the appropriate documentation and in the future an actual loan agreement needs to be drafted by the city staff even though the agreement is between city funds.
2. Transfers were not budgeted in all affected accounts. In some cases only one side of the transaction was included in the budget. Both sides must be included so debits and credits equal each other.
3. The Personal Time Off (PTO) policy should be monitored and reviewed as the outstanding amount owed by the city to the employees for time off is substantial.
4. Golf tournaments at the golf course should all be treated the same. One tournament was accounted for differently than all of the other tournaments.
5. The golf course has shown an operating loss for several years and the city could consider making this fund a special revenue fund rather than leaving as an enterprise fund.

Mike mentioned almost all municipality owned golf courses in the northern part of the state do not make a profit. The playing season is too short to generate enough revenue and when depreciation is factored in the fund will show a negative balance on the financials. Several other

municipalities have changed from an enterprise fund to a special revenue fund which does not include depreciation and gives a better picture of the finances of the golf course.

Justin informed the council that Craig and himself had met with Mike and his staff and they are aware of how to fix these items in the management letter and the process that is required. These items will be discussed at a future time with the council on how to resolve them and the way to accomplish the task.

Mayor Simmons thanked Mike for his professional opinion of the financial condition of the city.

Mike wanted to make sure the council knows the city staff is easy to work with and always provides the requested information without issue as this is a big process that takes a lot of time and effort by everyone involved.

Dennis mentioned on Page 27 the reports says the city owns the sewer system but it needs to say the city has part ownership in the sewer system as there is an agreement in place where the sewage from the city goes to Logan City in a joint agreement.

Dennis mentioned he was concerned about the ratio of wages versus supplies for the golf course listed on Page 25. The ratio is backwards of what it should be but there is not an easy solution to fix the concern. Mike remarked the golf course is well managed and is a very tough business. The season is short and when depreciation is included in the financials the fund is negative.

Dennis mentioned the golf course needs to be looked at more than just on a financial document as the golf course brings many intangibles to the city. The value of the golf course to the city cannot be quantified in the financial statements. Mike concurred the financials do not truly represent the value of the golf course to the community.

Dennis mentioned the report is well done and thanked Mike and his staff for the information that has been provided to the council.

Kris and Jeff both mentioned the city is well managed and that is a reason the vast majority of the funds are positive.

Brent mentioned the golf course made money many years ago but the economy has changed and the number of golfers has decreased. The city does not look at Forrester Acres as a profit center and does not break even on recreational programs but the programs bring great value to the city and the golf course does as well. Mike concurred and mentioned recreation centers do not make a profit in most cases.

Mike mentioned he appreciated working with Craig and Justin and having an open dialogue on how to resolve some of the concerns.

Mayor Simmons mentioned the five items in the management letter do not change the financials but are good items to consider changing and reviewing.

Craig informed the council he had learned through this process and has a better understanding of what is involved. The budget process will be improved in the future for the council and the staff.

HIGHLIGHTS AND THOUGHTS WITH COUNCIL MEMBERS WATKINS AND BUTTARS REGARDING THEIR YEARS OF SERVICE ON THE COUNCIL.

Mayor Simmons informed the audience this would be Dennis and Brent's last council meeting.

Mayor Simmons thanked Patsy Watkins and Sonja Buttars for their service to the community as well in supporting their husbands for many years of service on the council. Dennis had served two non-consecutive terms and Brent had served three terms.

Dennis mentioned that he and Patsy had moved to Smithfield in 1971 when they purchased a small printing shop located by Smithfield Implement. They rented a home at that time and eventually moved up just northwest of Sky View High School and then eventually built a home on the east side of the Sky View High School football field.

Lloyd Meyer had invited Dennis to serve on the planning commission many years ago and Dennis served for four to five years. The experience gained on the planning commission was informational and valuable. Ralph Clark was the chairman of the planning commission at that time.

Chad Downs asked Dennis to considering running for city council and Dennis was elected. During that period of time the need for a new city office building was worked on and took a very long time to come together. The project had just started at the end of Dennis's first four year term.

Dennis was sad the library construction and renovation project was not worked on during that period of time he was on the council.

Dennis was off of the city council for two years and then decided to run again for another term to focus on many things but at the top of the list were economic development and the library expansion and renovation project.

Dennis felt a feeling of pride and joy when the library project was completed. Dennis was thankful to be involved in the entire process of the library project including the dedication ceremony.

Dennis thanked all of the city employees for the service they offer to the community. All the cities employees take pride in the city and the city has been well managed in the past and is currently being well managed.

Mayor Simmons mentioned he always appreciated Dennis's leadership skills and was honored to learn from him especially in regards to the RDA.

Mayor Simmons mentioned Brent had served on the city council for 12 years.

Brent mentioned him and Sonja always wanted to live somewhere nice and the city has been a great place to raise five children. The city is unique and has its own personality as it has grown from a little city to the second largest city in the valley.

Brent mentioned he was proud to say in 12 years on the council he had only missed one city council meeting and never missed a budget meeting.

Brent thanked Jim Gass for his dedicated years of service to the community.

Brent was thankful to be part of the council led by Mayor Chad Downs that oversaw the completion of the new city office building.

Brent mentioned he was also involved in the building of the police department, three new city parks and the library renovation and construction project as well as the purchase of the land to expand Forrester Acres at a future time. A new fire truck had also been purchased.

Brent thanked all of the city's employees for their service to the community.

Brent mentioned he had made some enemies along the way based on decisions the council had made but felt the decisions were best for the community as a whole and stood by those decisions.

Mayor Simmons mentioned a council member or mayor can be a caretaker or a difference maker. A mayor or council member has the option to keep everything as-is or to make a difference. Dennis and Brent made a difference. Everyone can make a difference but those two had really made a difference for the community.

Mayor Simmons presented Dennis and Brent with a small clock as a memento of their years of service on the council.

Jeff thanked Dennis and Brent for leading by example. Jeff has served on the council for four years and sat by and been mentored by Brent the entire time. Jeff thanked Dennis for his eloquent way of speaking and Jeff has always been impressed by Dennis and his remarks.

Kris concurred with Jeff's comments. Dennis always has a way of saying a lot in a few words. Brent has an in depth knowledge of the city and has been a good resource for information especially regarding items going before the planning commission.

Barbara thanked Brent and Dennis for never having a contentious or negative discussion during her term in office. There was always open dialogue but it was in an appropriate manner. Dennis has a way of taking a sticky situation and putting it in plain words. Brent has a thorough understanding of roads and sidewalks and can always be turned to for suggestions. Dennis and Brent have both been a benefit to the community and done a wonderful job. The library project turned out amazing and has and will be a special place for the residents to go now and in the future. Both men have been difference makers for the city.

BARBARA GUTKE, AGENT FOR HUNTER MEADOWS DEVELOPMENT, HAS REQUESTED APPROVAL OF THE FINAL PLAT FOR PHASE 15 (11 LOTS) OF HUNTER MEADOWS SUBDIVISION LOCATED AT APPROXIMATELY 680 NORTH 170 EAST. ZONED R-1-10.

Kathryn Geddes, Barbara Gutke's daughter, came before the council to seek final approval of the last phase of the Hunter Meadows Subdivision. Phase 15 consists of 11 building lots.

Clay stated this is the last phase of the project and thanked the developer for always hiring quality contractors to install the infrastructure. The planning commission had reviewed and recommended approval and forwarded to the council for consideration.

Kathryn mentioned this was the last phase of an 18 year project.

Kathryn thanked Jim Gass for his help and insight over the last 18 years.

Kathryn informed the council, if approved, there are purchasers ready to buy some of the lots in Phase 15.

Barbara asked if the road would be completed for this project. Kathryn stated the road and all other infrastructure work would be completed as part of this process.

A motion to approve the final plat for Phase 15, 11 lots, of the Hunter Meadows Development was made by Barbara, seconded by Brent and the vote was unanimous.

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

No Vote: None

DISCUSSION AND POSSIBLE APPROVAL OF DENSITY BONUS AND INCENTIVES REQUESTED BY VEFINA, LLC FOR APPROXIMATELY (95) MULTI-FAMILY UNITS TO BE LOCATED AT APPROXIMATELY 600 SOUTH 100 EAST. ZONED RM.

Blake Dursteler came before the council seeking bonus density and incentives for the VEFINA, LLC project located on the property formerly occupied by Cantwell Lumber Company. The request was based off of the following:

Additional Open Space, up to 10% bonus: 50.60% total common/open space allows for 0.6% density bonus.

Recreation and Site amenities, up to 10% bonus: clubhouse, swimming pool and playground allows for 10% density bonus

Parking, up to 10% bonus: 190 garages allows for 10% density bonus.

Exterior building materials, up to 10% bonus: 10% of the total building surface will be furnished with brick, no density bonus was requested.

Pedestrian and bicycle circulation, up to 5% bonus: pedestrian and bicycle trails included allows for 3% density bonus.

Fencing, up to 5% bonus: solid vinyl fencing will be installed on the southwest edge of the parcel, no density bonus requested.

Total bonus density request: 23.6%

Jeff asked where the open space would be located? Blake stated east of the swimming pool, in the middle of all of the units and by the main road (100 East).

Brent asked where the detention pond would be located? Blake stated by the swimming pool.

Brent asked if the detention pond is adequate in size? Clay stated it is.

Jeff asked how many more units would be allowed if the density bonus is approved? Adam Mackelprang, project engineer, stated the request would allow for 12 units per acre up from 10 units per acre. Brent stated about 15 additional units would be allowed. Adam mentioned there will be 95 total units if the density bonus is approved. The matrix allows for more but they are not making a request for more than 95 total units.

Barbara asked if the Subdivision Technical Review Committee (STRC) had reviewed the proposal? Craig stated the STRC and planning commission both reviewed, approved and forwarded to the council for consideration.

Barbara asked for information on the biking and walking trail. Adam responded there will be a trail that goes around the entire project that will allow for people to walk, bicycle and push strollers.

Barbara asked if the units would be owner occupied? Blake stated they would all be rentals and the size of the units would be 1,280 square feet or 1,480 square feet.

Jeff asked if there would be a sidewalk on 100 East? Blake stated that is correct.

Barbara mentioned she likes the entrance being onto 600 South not the highway.

Jeff asked if the general plan shows 100 East going all the way through from 600 South to 400 South? Clay stated that is correct.

Barbara mentioned there will be a small curve to the road since there is a power pole in the way. Blake mentioned his staff had met with Rocky Mountain Power and there might be an opportunity to relocate the pole in question so the road can be straightened out.

Brent asked where all of the snow will be pushed? Blake mentioned into the open space and common space areas.

Barbara asked if there is secondary water on the property? Blake responded he was not sure. Jim Gass mentioned there are secondary water lines in the area. Clay mentioned when the parcel is developed there will be a water dedication paid to the city per unit and it would be advantageous to the developer to include secondary water in the project to save money.

A motion to approve the bonus density and incentive request by VEFINA, LLC for their project located at approximately 100 East 600 South consisting of 95 units was made by Dennis, seconded by Brent and the motion passed by a vote of 4-1.

Yes Vote: Watkins, Kent, Barnes, Buttars

No Vote: Monson

PUBLIC HEARING, NO SOONER THAN 7:00 P.M., TO CONSIDER PROJECTS FOR WHICH FUNDING MAY BE APPLIED FOR UNDER THE CDBG SMALL CITIES PROGRAM FOR PROGRAM YEAR 2016.

Smithfield City will now open its first Public Hearing for the 2016 Community Development Block Grant Small Cities program. The purpose of this hearing is to gain citizen input regarding community needs and potential CDBG projects.

Approximately \$650,000 is expected to be available in the Bear River Region for CDBG projects, \$400,000 of which will be available through competitive grants for projects that meet U.S. Department of Housing and Urban Development national objectives to benefit low and moderate income individuals. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual in the City Office and interested parties can review it at any time. Projects may include local infrastructure projects such as water system improvements, construction of a fire station, or purchase of playground equipment; or projects that improve the availability and quality of housing for low- and moderate-income individuals and families such as purchasing land for subsidized housing, or rehabilitation of homes and apartments. Smithfield City last applied for these funds in 2000 for emergency and fire response equipment. Smithfield City will list eligible activities in the City Capital Improvement List, which is also available for public review upon request.

We would like to ask that representatives of the public and non-profit organizations that are in attendance specifically for this hearing please sign the attendance roll, including your name, address, and telephone number. If you have questions or comments, we would like to invite you to share them. Please identify yourself by name before you speak. The clerk will include your name in the minutes and we would like to specifically respond to your questions and suggestions during the hearing.

****The public hearing opened at 7:40 P.M.****

Gordon Younker came before the council representing The Family Place. The Family Place owns the building formerly occupied by IHC at approximately 500 South Main Street.

The Family Place is considering applying for CDBG funding to make improvements to the building. Many different projects on the building are being considered.

The air conditioning and furnace units need replaced and one of the units is inoperable at this time. A recommendation has been made to replace all of the other units within five years.

The windows are old and not efficient and need to be replaced.

Security features and fire protection systems need to be added.

The child care area needs to be expanded as well.

The Family Place needs to hire an architect to make recommendations and create a cost estimate so The Family Place can determine if they want to apply for CDBG funding.

The process to receive the funding is competitive and there is no guarantee an application will be approved.

Since The Family Place is a non-profit organization they are allowed to apply for the funding as long as Smithfield City is a sponsor of the application where the building is located in Smithfield City.

Mayor Simmons mentioned the city is not applying for CDBG funding this year.

Mayor Simmons asked what liability there is to the city in sponsoring the project and application? Craig mentioned Hyrum City recently worked with The Family Place on a CDBG project. This year Hyrum City is sponsoring two more CDBG projects for other groups. There is some extensive paperwork that would have to be completed by the city staff. If the project is approved, The Family Place would seek a contractor for the work that is to be completed, pay the contractor when the job is completed and then come to the city to seek reimbursement for the cost of the project. Gordon mentioned the State of Utah works with the city on the project and the city works with The Family Place in regards to seeking the reimbursement request for The Family Place.

Barbara asked if Cache County Corporation should sponsor the project since people outside of the city will utilize the services of the center as well? Gordon responded since the building is located in the Smithfield City boundaries the project must be sponsored by Smithfield City.

Barbara mentioned if she understood correctly a non-profit organization could only apply for capital improvements and major equipment purchases. Gordon stated that is correct and The Family Place would be pursuing those types of projects in their application.

Gordon mentioned The Family Place had used CDBG funding the last three years on a project in Hyrum City. Year one the building was built. Year two equipment was purchased. Year three landscaping and the parking lot were completed.

Gordon informed the council the maximum request amount had been \$100,000 in the past but this year the limit had been increased to \$200,000. The applications are ranked and approved according to ranking and available funding.

Gordon mentioned the application is due by January 29, 2016 but if The Family Place is going to apply for funding they want to work on the application well in advance of the deadline.

There were not another entities that came forward asking to submit an application.

****The public hearing was closed at 7:55 P.M.****

Jeff asked when the city had applied for this funding previously? Mayor Simmons stated back in 2000 and the application was for fire department and EMS department equipment. Chief Downs stated the application submitted by the city did not qualify and was rejected. Jim Gass mentioned the city had applied a couple of times in the past. Jim mentioned CDBG funding had helped on projects at the Youth Center, Senior Center and some culinary water projects back in the 1980's.

Jim informed the council it is hard for the city to qualify as the city is not considered a low income community.

Mayor Simmons asked how Hyrum City qualified as he did not think they were a low income community as well? Gordon stated the application was approved based on the group that is served. The Family Place helps people that are abused and neglected and income is not included in the application in that case.

Jim mentioned Logan City gets funding every year and he assumed it was because all of the Utah State University students are included in Logan City's numbers and drives down the income level. Gordon mentioned the clients of The Family Place tend to come from low and moderate income households.

Mayor Simmons mentioned the council needs time to review and consider if the city wants to sponsor the application. Gordon mentioned a formal decision did not need to be made until the next council meeting in January.

Brent mentioned he did not like projects where money is just passed through as the city is not secure in the project. Mayor Simmons mentioned the process needs to be reviewed and the council needs confidence in the application process before the city would be willing to commit.

Gordon mentioned he would notify the council if The Family Place does in fact want to make an application.

Gordon suggested the council visit with staff members from Hyrum City and Brian Carver of the Bear River Association of Governments about any concerns or issues about the process.

DISCUSSION AND APPROVAL OF ORDINANCE 15-24, AN ORDINANCE ESTABLISHING A TIME AND PLACE FOR HOLDING REGULAR MEETINGS DURING CALENDAR YEAR 2016.

Mayor Simmons informed the council the proposed ordinance is for the city council to meet on the second Wednesday of each month starting at 6:00 P.M. The planning commission will continue to meet on the third Wednesday of each month starting at 7:00 P.M.

Kris mentioned she liked the idea of only having one council meeting per month next year.

A motion to adopt Ordinance 15-24, AN ORDINANCE ESTABLISHING A TIME AND PLACE FOR HOLDING REGULAR COUNCIL MEETINGS DURING CALENDAR YEAR 2016, was made by Barbara, seconded by Kris and the vote was unanimous.

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

No Vote: None

DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO THE PERSONNEL MANUAL FOR ALL CITY EMPLOYEES.

Craig informed the council of a couple of minor changes that had been suggested since the council was presented the final draft approximately two weeks ago.

A policy regarding tobacco chewing and smoking had been added.

Kris asked if electronic cigarettes need to be specifically listed? Craig stated including electronic cigarettes can be easily added.

Craig informed the council the portion of the policy discussing Loudermill hearings does not apply to certain employees such as department heads.

Mayor Simmons thanked the staff for reviewing and updating the entire document.

Jeff asked if there is tobacco in an electronic cigarette? Chief Allen stated there is nicotine and that is what gives a person a high.

Craig stated he would add a clause banning the use of electronic cigarettes by employees while at work to this section of the policy.

Mayor Simmons asked if nicotine is considered a drug? Chief Allen stated that is correct.

Craig reminded the council the personnel manual is ever evolving and changing but several good changes have been included in this update.

Mayor Simmons asked if the city policy of not allowing someone to smoke within 50 feet of a city building should be changed to not allow smoking on city property? Craig stated he was not sure if smoking could be banned on city property but he would research and find out.

Brent asked if that is the case would smoking be banned in all city parks? Craig stated he needs to get some clarification on what is allowed or not allowed. Chief Allen stated he was positive smoking is not allowed in public buildings but was not sure about outside of public buildings.

Brent asked if the city health insurance policy varies for those that smoke versus those that don't? Justin stated at this time there is not a designation. Brent remarked that a smoker cannot be hired at Schreiber's per their policy.

A motion to approve changes to the Smithfield City Personnel Manual was made by Kris, seconded by Jeff and the vote was unanimous.

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

No Vote: None.

PUBLIC HEARING, NO SOONER THAN 7:15 P.M., TO CONSIDER CHANGES TO THE BUDGET FOR ALL FUNDS FOR FISCAL YEAR 2016.

Craig reviewed proposed changes to the fiscal year 2016 budget.

General Fund Revenue Increase: \$129,126

Significant increases coming from sales tax (\$32,035), a FEMA grant (\$14,820) and Wildland Fire Income (\$74,883).

General Fund Expense Increase: \$129,126

Significant increases coming from wildland fire wages (\$32,828), fire department equipment purchases (\$27,888), wildland fire expenses (\$8,168), library furnishings expense (\$17,334), tree inventory grant (\$8,000) and attorney fees in various departments.

Park Impact Fee Fund: Revenue and Expense increase of \$280,438 for the purchase of the Pitcher property located at 606 West 100 North.

General Capital Improvement Fund: Revenue and Expense increase of \$23,536 with the majority being for the inclusion of the library debt service reserve account (\$7,836), parks department service truck (\$3,885) and equipment for the two new police department trucks (\$12,414).

Recreation Department Fund: Revenue and Expense increase of \$47,172. Mainly coming from RAPZ Tax revenue and expense (\$32,900) and the actual cost of the maintenance contract with the Cache County School District (\$11,942). When the original budget was passed the final budget amount had not been determined by the school district.

The Water Enterprise Fund, Sewer Enterprise Fund and Storm Water Enterprise Fund had small internal changes but the total revenue and expense stayed the same.

Golf Course Enterprise Fund: Revenue and Expense decrease of \$42,767. The main change being in a decrease in revenue and expense of \$47,472 in regards to the Shriner's Golf Tournament. The tournament was rained out and did not generate as much revenue as in the past.

****The public hearing opened at 8:20 P.M.****

There was not any resident input.

****The public hearing closed at 8:21 P.M.****

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 15-11, A RESOLUTION AMENDING THE FISCAL YEAR 2016 BUDGET.

Barbara stated she appreciated receiving the information electronically and in well in advance of the meeting so she had time to review and consider.

****A motion to adopt Resolution 15-11, A RESOLUTION AMENDING THE FISCAL YEAR 2016 BUDGET FOR THE CITY OF SMITHFIELD, UTAH, was made by Dennis, seconded by Barbara and the vote was unanimous.****

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

No Vote: None

DISCUSSION AND POSSIBLE VOTE ON RESCINDING ORDINANCE 15-08, AN ORDINANCE FOR THE PRESENCE OF MORE THAN ONE ZONING CLASSIFICATION ON ONE PARCEL.

Clay informed the council that earlier in the year an ordinance, 15-08, had been passed allowing for one parcel to have more than one zoning classification on one parcel.

Since that time some issues have arisen where the city staff is having a hard time updating the zoning map and developers cannot get financing for projects as borrowers will not lend money on a parcel that has not been split off and has its own specific property tax identification number.

Dennis asked in a case such as the Del Monte property what happens when the owner wants to keep the buildings as one zoning classification and the new building lots as a different classification? Clay stated a rezone would take place and the land would be subdivided as well.

Clay stated a big obstacle for homeowners or developers is they cannot obtain financing for a project if the area is not subdivided into specific parcels.

Dennis asked if rescinding the ordinance stops the city or a developer from being able to do anything in regards to development? Clay stated the city or a developer will not be hindered in what they are doing or requesting.

Mayor Simmons asked of an example of an issue that had occurred since the ordinance was passed? Clay stated the parcel formerly occupied by Cantwell Lumber Company was rezoned to commercial and multi-family on the same parcel. There was not a distinct line or boundary of where the zoning change would be. Having a distinct boundary line makes it much easier for the property owner and city staff to give guidance of exactly where these classifications are and what is allowed on the parcels.

Kris mentioned she was not happy when the ordinance was originally passed as she felt it was done for one developer and project.

A motion to rescind Ordinance 15-08, AN ORDINANCE AMENDING THE SMITHFIELD ZONING REGULATIONS, TITLE 17 IN PARTICULAR DELETING SECTION 17.12.200 DIVISION OF LOTS AND BUILDINGS, was made by Kris, seconded by Dennis and the vote was unanimous.

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

No Vote: None

SURPLUS SALE ITEM APPROVAL 1993 TOYOTA 2WD PICKUP (GOLF COURSE)

Justin informed the council that when Jim Gass retired the Ford Ranger he was driving was turned over to Eric Kleven at the golf course. Eric had been driving a 1993 Toyota two-wheel drive truck. The truck is old and has many miles but still has value and the golf course would like to sell that truck. They don't have a current need for the truck and would like to get some money out of it while there is still some value.

A motion to approve the surplus sale of a 1993 Toyota 2WD Pickup Truck was made by Barbara, seconded by Kris and the motion passed by a vote of 4-1.

Yes Vote: Kent, Monson, Barnes, Buttars

No Vote: Watkins

CITY MANAGER REPORT

Craig informed the council the city has formally taken occupancy of the property purchased from the Pitcher family at 606 West 100 North bordering Forrester Acres.

The house is in fairly good condition and would look better if painted throughout the inside. The house is in need of appliances if the city is going to rent the house. Even if the city does not rent the home, electricity and natural gas need to remain on and would be paid by the city. The city

staff could paint the home this winter when they have time. Development of the property can happen in phases.

Average rental income in the valley for a home of this size is \$500 to \$1,000 per month. Mayor Simmons felt around \$800 per month would be a fair price.

Barbara stated she felt it would be wise to rent the home until the area is developed.

Mayor Simmons stated he would do a market analysis and see what a fair monthly rental price would be.

Justin mentioned the home will be sought after as a rental since there is a big pasture and out buildings. Brent agreed and said rental units with animal rights are rare.

Mayor Simmons asked what type of roof is on the home? Craig stated sheet metal.

The consensus of the council was to rent the home until the parcel is developed by the city in the future.

Craig mentioned the staff is in the process of reviewing employee job classifications. Right now the public works employees are listed as service workers. There needs to be a clear designation such as Water Department Operator Class I, II or III. Having correct classifications will also allow the staff and council to review the pay scale of the city and compare to other municipalities to make sure they are making a fair comparison in job assignments and wages.

Craig thanked the council and specifically Brent and Dennis for being engaged and keeping informed. It is a pleasure to work at the city and with good people.

Craig asked Justin to explain the process of plot reclamation at the cemetery. Justin stated he had been working with city attorney, Bruce Jorgensen, to make sure the process is understood and followed correctly. The city staff will come up with a list of names of cemetery plot owners that have not contacted the city in 65 years or more. An advertisement will be placed in the Herald Journal, the same advertisement will be run again at 30 days and then again at 60 days. Thirty days after the last advertisement is run the city can look at reclaiming plots of anyone that has not come forward to claim them. The city staff is anticipating there will be several hundred lots that can be reclaimed. The process will start after the first of the year and the council will be advised of the advertisement and kept up-to-date throughout the process.

Barbara asked for the cemetery brochure to be placed on the city's website. Justin stated he would make sure it gets taken care of.

Craig informed the council the host of the city's website is offering a free new update and web design starting after the first of the year. The new website will be based on mega menus. The process should start in late January or February and the council will give input about what they want to see and view on the new website.

COUNCIL MEMBER REPORTS
PLANNING COMMISSION MEMBER APPROVAL

Brent informed the council that Jackie Hancock's term on the planning commission is expiring and she is willing to serve another term. Bart Caley and Casey McCammon need to be made full-time commissioners not alternates. Kelly Luthi is willing to serve and start out as an alternate and then become a full-time commissioner when another commissioner's term expires.

A motion to reappoint Jackie Hancock, appoint Bart Caley and Casey McCammon as full-time commissioners and Kelly Luthi as an alternate commissioner on the Smithfield City Planning Commission was made by Brent, seconded by Barbara and the vote was unanimous.

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

No Vote: None

Mayor Simmons stated Jeff Black is willing to serve on the planning commission in the future when there is a vacancy or opportunity.

Jeff mentioned the historical society had hosted a two night event at the Youth Center featuring nativities from around the world and the display and event was a big success.

Kris mentioned the annual Night of Giving had raised \$16,000 to \$18,000. The shopping list would be divided up and people would start working on the lists to help the families in need. This year even with such a great fundraiser there are more families that have needs than funding is available. There is a "giving tree" at the recreation center that has been a success as well. The Smithfield Chamber of Commerce does many activities the public is not aware of.

Mayor Simmons thanked everyone that attended and supported the event as it is a great activity for the city to help local residents.

Barbara commented the meal was done by Lee's Marketplace and was good.

Justin mentioned there were 20 to 25 tables that were all full and the live auction raised around \$9,300.

Barbara mentioned Jill Zollinger cares so much for this event and donates countless hours. Kris mentioned Stacey Dority is like Jill and donates countless hours to make the auction a success.

Barbara mentioned the senior ball had been held and was a big success. The weather had been good and those that attended enjoyed the event. Brent stated he would like to find a way to get more senior citizens to attend in the future.

Barbara mentioned the youth council helped with the annual Turkey Trot race and so many youth had shown up all of the tasks were completed.

Barbara asked for some pictures of the library construction and renovation project from when the project was started until it was completed as Comcast would like to use the materials in their advertising for Comcast Cares Day of Service in other communities. Jeff and Clay both stated they had pictures they could supply.

Barbara reminded the council the next Comcast Cares Day of Service will be held on Saturday, April 30, 2016.

Dennis mentioned Marilyn had provided some information at the last library board meeting showing the uptick in those using the library and the items being checked out. Before the project started Dennis received a letter from a resident stating the new library would be underutilized and a waste of taxpayer money. Dennis felt satisfaction in seeing the results and benefit offered to the entire community.

Dennis mentioned he received a note thanking the city council for adding handicap access at the library as it was a benefit to this family and several others.

MAYOR'S REPORT

Mayor Simmons informed the council he meets with Chief Allen, Chief Downs and Craig on the first Friday of each month to get a report of current issues, concerns, problems and updates.

Mayor Simmons thanked the council and staff for helping to achieve the award of being Utah's Safest City. The city does have challenges but Chief Allen and his department are always working on ways to improve and change things for the betterment of the community.

Some changes are coming with the Cache County EMS Department as they are constructing a new building in Hyrum City. Chief Downs most likely will be taking on a bigger management role.

Mayor Simmons asked Barbara, Jeff and Kris to meet with him individually sometime in the next month to discuss council member responsibilities for 2016.

****Dennis made a motion to adjourn at 9:00 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, **December 9, 2015**. The meeting will begin at 6:00 P.M.

Welcome and Opening Ceremonies by Kris Monson.

1. Approval of the city council meeting minutes from November 11, 2015
2. Resident Input
3. Introduction of new full-time employees:
Police Department, Fire Department, Streets Department
4. Audit report presentation by Jones Simkins, LLC for the period of July 1, 2014 through June 30, 2015.
5. Highlights and thoughts with Council Members Watkins and Buttars regarding their years of service on the council.
6. Barbara Gutke, agent for Hunter Meadows Development, has requested approval of the Final Plat for Phase 15 (11 lots) of Hunter Meadows Subdivision located at approximately 680 North 170 East. Zoned R-1-10.
7. Discussion and possible approval of Density Bonus and Incentives requested by VEFINA, LLC for approximately (95) multi-family units to be located at approximately 600 South 100 East. Zoned RM.
8. Public Hearing, no sooner than 7:00 P.M., to consider projects for which funding may be applied for under the CDBG Small Cities Program for Program Year 2016.

9. Discussion and approval of Ordinance 15-24, an Ordinance establishing a time and place for holding regular meetings during calendar year 2016.
10. Discussion and possible approval of revisions to the Personnel Manual for all city employees.
11. Public Hearing, no sooner than 7:15 P.M., to consider changes to the budget for all funds for fiscal year 2016.
12. Discussion and possible vote on Resolution 15-11, a Resolution amending the Fiscal Year 2016 Budget.
13. Discussion and possible vote on Rescinding Ordinance 15-08, an Ordinance allowing for the presence of more than one zoning classification on one parcel.
14. Surplus Sale Item Approval
1993 Toyota 2WD Pickup (Golf Course)
15. City Manager Report
16. Council Member Reports
Planning Commission Member Approval
17. 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 12/07/15, and the Utah Public Meeting Notice website.