

MINUTES
SMITHFIELD CITY COUNCIL MEETING
February 27, 2013

The Smithfield City Council met in a regular scheduled meeting at 96 South Main Street, Smithfield, Utah, on Wednesday, **February 27, 2013**. The following were present constituting a quorum.

Council Members	Jeffrey Barnes Brent Buttars Barbara Kent Kris Monson Dennis Watkins
City Manager	James P. Gass
City Recorder	O. Dean Clegg
Excused	Mayor Darrell G. Simmons

Mayor Pro Temp Dennis Watkins called the meeting to order at 6:00 p.m.
Councilmember Barbara Kent offered a prayer and led the Pledge of Allegiance.

Visitors: David Barnes, Diane Haslam, Clair Haslam, Ralph Erickson, Michael Neilson, Arnold Neilson, Dennis Anderson, Rose Mary Anderson, Patsy Watkins, Karen Bowling, Marilyn Benavides, Kelly Christofferson, Julie Marshall, Karen Cripps, and Jean Douglass

Agenda:

Welcome and Opening Ceremonies
Excuse Mayor Simmons

Consideration of Consent Agenda
Minutes of February 13, 2013 City Council Meeting

1. Residents Input
2. Department Report from Diane Haslam of the Senior Citizen Program
3. Report from Kelly Christofferson from Skyline for Proposed Library Addition
4. Consideration to Write Off Uncollectable Utility Accounts (February 13, 2013)
5. Signing the Certificate of Annexation by Hansen Family
6. City Manager Items
7. Mayor and Council Reports
Barnes – Tree Utah Community Tree Planting Grant Application Form

8. Adjournment

**Consideration of Consent Agenda,
Minutes of February 13, 2013**

Mayor Pro Temp Dennis Watkins declared the Consent Agenda approved.

Residents Input: None

Department Report from Diane Haslam, Senior Citizen Program

Diane Haslam reported on the activities of the Senior Citizen Program. They meet each Wednesday and they start at 1:00 p.m. The first Wednesday they serve soup and play bingo. On the other Wednesdays they alternate food, (casseroles, etc.) The people working there start at 9:00 a.m. and are usually there until 2:30 to 3:00 p.m. Men set up tables; Ken Teuveson is in charge of tables. Bessie Teuveson took care of the money. Dennis Anderson is the “go fer” and Rose Mary Anderson is the No. 1 cook. Don and Clare Balls, RaNae Karren, Mary Elder, and Norma Bergeson as well as Coy Roskelley help serve the food. Barbara and Steve Matthews are great help, as well as Clair Haslam. The Senior Program in Smithfield started in 1997 with cookies, then they went to lunches and pinocle before the meeting. They have a foot clinic on the second Wednesday. They do toenail cutting for 12 people. They charge \$5 as a donation. Their average attendance is about 46 people. The cost of the meal is \$3. Programs go for \$50 and \$75.

Mrs. Haslam said they approached the seniors about not having a senior citizen program, and people were very unhappy. Maybe we need to have a board of directors. Also we need someone to take the money. It is a good “out” for people to come there. We have several people donate \$100 each year to go to the senior citizen program each Christmas. We have a hard time getting people to come and help cook. Mrs. Haslam added that the job has been quite rewarding.

Mrs. Haslam asked Councilmember Dennis Watkins if he was going to move on the board concept. Councilmember Watkins thinks that is a good idea. The average age of people coming to the senior program is about 80.

Councilmember Kent asked if they are looking for an average of 50 people. Mrs. Haslam said that is what they would like. She suggests a board of directors and they need more helpers. It is a fun job. They have one Christmas Party for all the helpers.

Councilmember Kris Monson asked if there is a way we could get someone over there to help with the tables, (both putting up and taking down).

Councilmember Jeff Barnes asked what their budget is. City Recorder Clegg said it is Fund 4562 on the budget, or \$17,200 which includes improvements. This year they plan to look into replacing the carpet in the main area.

Mrs. Haslam said they have good programs that do not charge, but they feed the program participants. They usually feed all of the people on the program. They usually cook enough for sixty people.

Mrs. Haslam said they would like to have a wire shelf above the stove. They could put rolls there to raise. They would also like doors above the serving area.

All people working in the kitchen there have to have food handler permits.

City Recorder Clegg added we need to send invitations to all those who attended the senior ball to see if we can get them to come to this program.

Mayor Pro Temp Watkins thanked all those who came to the meeting and also for their help with the senior citizen program.

Report from Kelly Christofferson from Skyline for Proposed Library Addition

Mayor Pro Temp Dennis Watkins said we have desired to improve our library for quite some time. Tonight Kelly will show us drawings on things we might do to our current building. We might have to do it in phases. We could do Phase I and then as money comes in do Phase II. Phase I is two stories. Phase II is just one level. Phase I is getting restrooms, an elevator, and get rid of existing stairs. The basement level would be wide open except for a little corner. Phase I is a new portion of 1,500 square feet per level; Phase II would be 2161 square feet. The exterior will have two entrances, one on each level. It will have sandstone and glass floor to ceiling. Concrete headers on the existing building will be fixed. Mr. Christofferson will try to leave everything together. The plan is to close off the basement steps on the front. Mr. Christofferson said he is matching vertical lines but there is no way he can match the brick. The sandstone is a new material.

Councilmember Brent Buttars asked if we are going to have to do anything to code with the old building.

Mr. Christofferson answered, "Not right now. Phase I brings the existing building into compliance. It seems to be a structurally sound building."

Councilmember Barbara Kent asked if there would be only one entrance.

Mr. Christofferson said the main entrance will come from the parking lot.

Mrs. Kent then asked if the entrance into the main building would be from the west (on both levels). She also asked if the basement would become the main floor.

Mr. Christofferson answered, "Yes". He said he is trying to preserve everything he can on the old building.

Mayor Pro Temp Dennis Watkins stated, "Where you are looking at only doing Phase I, you are

going to take out very valuable wall space. If we take away wall space we would have to put in free standing shelves. Code states that once you get into structure you have to bring it up to code.”

Councilmember Barbara Kent said that there is a series of windows on the west wall.

Mr. Christofferson said they will be opened up.

Councilmember Brent Buttars said we are going to stress to save money, but what about the librarians?

Librarian Marilyn Benavides said they don't have enough staff right now.

Councilmember Barbara Kent added there are two circulation desks now, one on each level. There needs to be some sort of way to keep materials in the building.

Mrs. Benavides added it is nice to see who is coming into the library.

Mayor Pro Temp Dennis Watkins said the natural flow would be at the main entrance. He added he would like to keep the original look.

Mr. Christofferson said this design would make it so if you get a book you have to go past the desk. The upper level is wide open with the exception of the elevator and stairs. The top floor is 1500 square feet.

Mr. Christofferson added we have to have two exits from each level.

Councilmember Barbara Kent asked if there is anything like a workroom. The librarians in attendance said they could add a workroom.

Mr. Christofferson said he has tried to keep the addition to under \$200 per square foot. Councilmembers said they were really pleased with what they saw.

Mr. Christofferson would like to sit down with the library board and go over details.

Councilmember Barbara Kent likes the idea that it fits right in with the old building.

City Manager Jim Gass gave preliminary plans to library board members.

Librarian Marilyn Benavides asked if they had a time frame for the first addition. That is not a question he could answer.

Mayor Pro Temp Dennis Watkins said as Mr. Christofferson was putting this together, he thinks it was under \$300,000. Mr. Watkins said he has been thinking about using capital money from the RDA, we could use some of that money to turn the tennis court into a parking lot. Next month when Randy Sant comes and talks to us about RDA, what if we used some of the RDA money to

work on the parking lot? “Friends of the Library” is created and we need to get aggressive on that. We can start soliciting soon.

Consideration to Write Off Uncollectible Utility Accounts (February 13, 2013)

City Recorder Dean Clegg said most of these bills have been to collections that we could not collect. On some, bankruptcies have been declared. This is a small percentage that we are asking to clean up on. This is water, sewer, garbage, and dispatch. Most of them are not living in town.

Motion: A motion was made by Councilmember Jeff Barnes to accept to write off uncollectible utility account balances in the amount of \$1,582.09. The motion was seconded by Councilmember Brent Buttars. A roll call vote was taken with the following votes cast:

Yea: Councilmembers Barnes, Buttars, Kent, Monson, and Watkins
Nay: None
Motion Passes

Signing the Certificate of Annexation for Hansen Family

City Recorder Dean Clegg said this is something that he does and keeps in a folder in his office. Mr. Clegg had to write a letter to the Lieutenant Governor. Until this comes back to the county recorder it is not finished.

February 27, 2013

We, the undersigned, certify that the Smithfield City Council did follow all the legal requirements for annexation as requested from owners of property located at approximately 600 South to 800 South, East of 250 East

Cache County Tax Parcels: **08-048-0001 containing 87.82 acres**

Those requirements are:

Reviewed and accepted a formal petition by **Resolution 12-08** on June 13, 2012

Accepted the petition as certified by the City Recorder on July 11, 2012

Ordered a Notice of Certification be published in the Herald Journal for three consecutive weeks on July 18, July 25, and August 1, 2012

No protest was filed.

A public hearing was held to receive public comment on the 26th day of September 2012.

Accepted the annexation by **Ordinance 12-06** on 13th day of February, 2013.

Darrell G. Simmons, Mayor	Brent Buttars, City Council
Jeffrey Barnes, City Council	Barbara Kent, City Council
Kris Monson, City Council	Dennis Watkins, City Council
James P. Gass, City Manager	O. Dean Clegg, Recorder

City Manager Items

Bike Event

City Manager Gass said there is an individual by the name of Harold Becht trying to organize a two-day bike event starting in Smithfield and ending in Smithfield. They would like to find a place to park their cars overnight on Friday and Saturday, September 27 and 28. They would like permission to use either Forrester Acres or the old city office. They estimate they will have 20 cars. Mr. Gass suggests putting them down at Forrester Acres. Councilmember Kris Monson likes that idea. She wondered if we would have liability. Mr. Gass said we would require that they have liability insurance before parking here. As he gets more information he will let council members know. He added they have to make arrangements with the county and also with the state roads.

Interviews

City Manager Gass is going to try something different. He is going to interview all the full time employees. He would like to have them tell him what their aspirations are, do they want to make suggestions? This will take a couple months. He has discussed it with department heads.

Councilmember Barbara Kent said she thought it would be a good idea if he took a picture of each of them so all council members could become acquainted with all employees.

Retirement of City Recorder

City Manager Gass reminded the council that City Recorder Clegg is retiring. We have to replace him. With Mr. Clegg leaving, there will be changes made. They are leaning towards replacing his position as it exists; then when the time comes for Mr. Gass to leave, you will know better how you want to go with organizational decisions. We are working on putting together a job description on what Mr. Clegg does. We need someone who has an accounting background, who understands those types of things. Mr. Gass then handed out to each council member a small description of what Mr. Clegg does.

Councilmember Dennis Watkins asked “What is the protocol, does the mayor lead out on that?”

Mr. Gass answered, “It is the mayor and council that do that.” “You want to decide how soon you want to advertise this, how soon you want to bring them on. We are suggesting to have someone here on the first week of June, Mr. Clegg is leaving the first week of July.”

Councilmember Kris Monson asked what the salary is.

Mr. Gass answered that all council members have a pay schedule and can set the salary for the new employee.

Councilmember Dennis Watkins asked “If you have a field and there are 50 applicants, what do you do? We may need to do this separate from council meeting.”

Mr. Clegg said that we don’t need to interview everybody.

City Manager Gass said we need to think about how this person will get along with people who currently work here. We probably won’t know the majority of people who apply.

City Recorder Dean Clegg told the council to be very thoughtful in what they advertise for.

Councilmember Watkins complimented Mr. Clegg and City Manager Gass. He feels they have worked very well with the city.

City Manager Gass said that personnel matters to not have to be done in an open meeting. The final decision would be made in an open council meeting. You could have a committee of your choice. Mr. Gass added that he is indifferent as to if he is on the committee.

Councilmember Kris Monson feels that Mr. Gass has a better understanding of what would work best here.

Councilmember Barnes feels we need to move on this. We need someone by June 1. They might need to give notice to their current employer.

Job description will be available to those who want to apply. There is a handbook that states what a clerk needs to do that is required by state law.

City Recorder Clegg said he will not leave someone hanging. He will be as close as a telephone call.

Will that person need to be a resident of Smithfield? Mr. Clegg said we should go to Utah Municipal Clerks – that goes out a long way. City Manager Jim Gass will work to put an ad together that can be published.

Councilmember Kent’s Report:

Councilmember Kent appreciates the update on the senior center. The higher toilets would be appreciated. Senior citizens will appreciate them.

Councilmember Kent wondered about the sidewalk down by Forrester Acres. City Manager Gass said Clay Esplin is working on it, but we are hampered by the snow. Based on the availability of funds we would probably be looking at phasing it.

Councilmember Monson's Report

Nothing to report.

Councilmember Barnes' Report:

The tree committee has submitted an application to Tree Utah for \$1,500 for Sunset Park asking for help to plant trees. Phyllis completed the grant. She is working on updating the grant. There are photos attached. Chad Kendrick said we could use city money to add on to this grant if it is received.

City Manager Gass said that park is under water some of the time.

Councilmember Barnes said they have done a good job on avoiding those areas. The grant is due March 1.

Councilmember Buttars' Report:

Nothing

Councilmember Watkins' Report:

Nothing

City Manager Jim Gass said "Game Time" is a company that manufactures equipment. They are having a large sale (it is about half price). We have asked for quotes on some different equipment hopefully we could get it and save it for Sunset Park. We are not ready yet, but if we get the money we could save the equipment until it is ready.

Councilmember Kris Monson said we still need swings. Mr. Gass will send out a picture and a price list to all council members.

City Manager Gass had oak frames put on the Community Covenant posters that will be hung upstairs.

City Manager Gass said RAZP Tax money has been applied for, each year we have gotten it. If we get it next year we will put it toward lights at Blue Sox Park. It will cost too much money to replace, so we would have to ask for it in phases. The application is due March 1.

Brett Daniels is on the committee. We have come in with “ready to build” projects and we are committed to contribute some money. Most communities are looking for total funding.

Adjournment:

Motion: Councilmember Kris Monson made a motion to adjourn. All were in agreement.

Adjourned at 7:37 p.m.

Approved and signed this 13th day of March 2013.

SMITHFIELD CITY CORPORATION

Darrell G. Simmons, Mayor

ATTEST:

O. Dean Clegg, Recorder