



## SMITHFIELD CITY COUNCIL MINUTES March 27, 2024

The Smithfield City Council met for a budget meeting at 96 South Main Street, Smithfield, Utah on Wednesday, March 27, 2024. The meeting began at 6:40 P.M.

The opening remarks were made by Mayor Monson.

**Council Members in Attendance:** Wade Campbell, Todd Orme, Jenn Staker

**Council Members Excused:** Sue Hyer, Ted Stokes

**City Staff:** Justin Lewis (City Manager), Jeff Peterson (Fire Chief), Travis Allen (Police Chief), Dana Lazcanotegui (City Recorder), Clay Bodily (Engineer), Josh Wright (Public Works Director), Shawn Bliss (Library Director), Chad Daniels (Golf Superintendent), Eric Kleven (Golf Professional), Karen Bowling (Library Assistant Director), Brett Daniels (Rec Center Director)

**Visitors:** Chris Olsen, Dave Doxsee, Jeff Barnes, Caralee Stokes, Jeanne Doxsee, Michelle Ulrich, Melissa Winsor

### Approval of City Council meeting minutes from March 13, 2024

\*\*\* Motion made by Councilmember Campbell to approve the March 13, 2024 meeting minutes. Motion seconded by Councilmember Orme. Vote 3-0. \*\*\*

**Yes Vote:** Campbell, Orme, Staker  
**Absent:** Hyer, Stokes

### Resident Input

Chris Olsen thanked the Mayor and City Council for all they do for Smithfield. As he has become more involved in city government since his retirement, he understands and appreciates their service.

David Doxsee pointed out that not all residents have the ability to increase payments; especially those on fixed incomes, which do not increase with inflation and rising taxes and fees. His utility bill is \$100 with fixed charges that cannot be adjusted. He would like the City to find better ways to raise money.

### Initial discussion on the Fiscal Year 2025 Budget, which is the period of July 1, 2024 through June 2025.

#### **Fiscal Year 2025 Budget Highlights and Summary**

This is an initial discussion; the budget will not be adopted until June 2024.

**LIBRARY:** Shawn Bliss, Library Director, and Karen Bowling, Assistant Library Director explained the department’s mission is to provide open access to a broad range of materials, programs, and services for people of all ages and backgrounds. The goal is to serve everyone in the public. The community is at the core of what they are trying to do. The library’s focus includes increasing and improving programs, managing and expanding various collections, social media and marketing (to create higher usage of the library facility and services), community relationships (also taking library services to segments of the population that may not be able to physically come to the building, creating partnerships with the community), and technology with a plan (conscience of the fact that technology has been lacking and will implementing a strategic plan, they also have a grant of \$10,485.68 to help Wi-Fi enhancement). Mr. Bliss is very proud of the library employees, many in attendance tonight. The goal is to be responsive rather than reactive. The biggest concern is the floor in the children’s area, which has been buckling and needs to be replaced and/or repaired.

**Historic metrics:**

	<u>July-March 2023</u>	<u>July-March 2024</u>
Circulation	57,201	68,343
Visits	21,109	25,299
Programs	220	296
Attendance	4,859	5,961

**RECREATION:** Brett Daniels, Rec Center Director, said his budget this year will not increase a lot, the main request is for another full-time employee. In 2013 the Rec budget was \$300,000 and revenues were \$200,000. The budget for 2024 will be \$1,100,000 with projected revenues of \$950,000 to \$1,000,000. In the past 20 years, the budget has increased 281% and revenues have increased by 375%. The last time a full-time employee was approved and hired was in 2004. Since 2010, Rec Center attendance has increased by 92%, and activity participants have increased by 228%. In 2023 the department offered 60 programs, which was a 131% increase over the last 13-year period. The population has increased by 83% since 2004. The Rec Center is open 17 hours per day providing services and activities. The full-time position will help with night supervision as well as help expand programming. There is more continuity needed as the City struggles to retain part-time employees. Currently, three full-time employees are overseeing the entire Recreation program

**POLICE:** Chief Travis Allen explained that a full-time patrol police officer is being requested. The national standard calls for one sworn officer per 1,000 residents. The request is to add one additional officer, which is still two short of where the City needs to be to meet recommended national standards. In 2023 there were 4,218 calls for service. The wages need to be competitive because all the agencies are vying for the same pool of applicants. There is a \$14,780 increase in weaponry supplies to replace old patrol rifles and tasers. There is also a need for more handheld radars.

**PUBLIC WORKS:** Josh Wright, Public Works Director, outlined the equipment they need and are proposing. An equipment purchase for the Parks Department would be a

Ventrac machine (ability to put many attachments on it) with a flail mower and aerator (to help in areas of taller grass): Request: \$47,100.

A stump grinder attachment for the Bobcat loader is being requested. Right now, the City has to periodically rent a stump grinder, when needed, they are getting more difficult to rent them at \$1,000 for a couple of days of use. Currently, the City waits for one to two dozen stumps to grind before renting a machine to complete the task. Request: \$11,000.

The Streets Department is requesting \$6,000 for a street/road line painting machine.

The Streets Department and Parks Department are requesting \$34,000 for a new air compressor. The current compressor is 20 years old and is worn out and almost to the point it can no longer be repaired.

A new snowplow truck with snowplow and salter is being requested for \$112,000. It would be replacing a 1988 flatbed Chevy truck and a 2004 Ford truck. The new truck would be used in the cemetery, parks, and for snowplowing.

The Water Department is requesting funding for a Blue Stakes locator (\$4,300), remote monitor (\$14,140), magnetic drill press (\$2,000), jackhammer (\$22,000), trench box (\$11,500) and crane service truck (\$135,000). Councilmember Campbell asked about the trench box, Mr. Wright said the one they have is old, inadequate, and a safety risk to use. The proposed new one will be inflatable and can be used for deeper trenches. He also explained that the crane truck will have a larger bed with a side crane and side bins for storing equipment. The crane will have an auto brake to slow speeds down and it will be much safer.

The Sewer Department is requesting to trade in the old Bobcat loader and get a new one. Request: \$40,000. Mr. Wright clarified for Councilmember Campbell that the current skid steer is 2008 and was originally purchased for plowing sidewalks. The one they would like to purchase has a track loader with is better with grading (trails, parks, and smaller asphalt patches). The trade-in value is \$28,000; the requested \$40,000 would be the difference.

The Parks Department is requesting an equipment lift so they can work safely off of the ground. Right now, all maintenance is done on the ground or with equipment that is being used not for the intended purpose. Request: \$4,500.

The Streets Department is requesting a brine tank to help with snowplowing. Request: \$6,500

Water Fund projects include fire hydrant repairs (\$20,000), a roof repair (\$4,200), and three capital improvement projects listed below.

Fire flow deficiency – 500 North from Main Street to 80 West - \$180,200.

Fire flow deficiency – 800 West from 10 South to the Maintenance Shop - \$159,426.

Fire flow deficiency – 300 South from 300 West to 400 West - \$164,653.

Mr. Wright answered for Councilmember Orme that the deficiency is pressure and volume. Councilmember Orme asked if there was a way to quantify how low the amounts are. Mr. Bodily said it is below the required 40 pounds per square inch.

The 200 North sewer project is underway in Fiscal Year 2024 but will not be completed until Fiscal Year 2025. This project is installing a new larger pipe from the highway going west and will end somewhere between 200 West and 400 West.

The Storm Water Fund would like to continue the 1000 South pipe expansion project and complete the project to the City-owned land west of town. This would complete this long-term planning project. The project is currently being engineered and estimates obtained.

There are substantial leaks in the roof of one of the Public Works Department Buildings. Roof repair request: \$102,000.

**GOLF COURSE:** Chad Daniels, Golf Superintendent, said with the milder winter this year, the golf course came through quite well. They had to have 10 greens (2 acres of turf) blown off by hand this winter. Although it is not in the budget, he wanted to talk about the existing irrigation system. It was originally installed in the early 1960s, the PVC system was put in circa 1970 and it is wearing out. There are approximately 700 sprinkler heads on the course which are turned on/off every night. The current heads are no longer being made so parts cannot be purchased and conversion assemblies have to be used, which gets more expensive and time-consuming each year. A new pump station was installed in 2021 to handle a new irrigation system. Last winter, the staff spent four months with a course engineer designing a new irrigation system plan. There might be some conservation grant funding (with matching funds) available that will be researched. A new system will cost approximately \$5,000,000. Several nearby courses (younger than Birch Creek) have already replaced their systems. They want the course to remain competitive and efficient. A better system will require less water. They currently drag hoses during the day and night to help keep the course looking nice. The course is a great asset to the city.

The Golf Course is requesting funding for a new greens top dresser (\$21,912), a range cart picker with cage (\$26,088), and a drill seeder (\$19,500). The current drill seeder was purchased in the 1980's. Capital improvements have been dropped back and the course will use \$10,000 which will help create new cart paths that are worn down. Maintenance costs are staying the same and they are working hard even with prices increasing. Councilmember Stake asked when the last time fees to use the course were raised, Mr. Daniels said they are constantly raising fees when necessary and the last increase was in approximately November 2023 for the 2024 season.

Eric Kleven, Golf Professional, said the clubhouse will be 20 years old next month. It has been kept up well. The roof, air conditioning units and carpet have been replaced. The course is open 7 days a week and has 18 holes, 19 turf mats on the driving range, 80 carts, and a café that is rented out by Off-Premise Catering. The plan with the cafe is to

open in April and run through October with the clubhouse open through December 23rd. It is the home to Sky View and Green Canyon High School's golf teams and hosts the largest men's association in Utah (with 500+ players). In 2018, the average was 33,000 rounds per year, last year it was 46,000 rounds. The driving range sales averaged \$40,000 per year in 2018 and last year it was \$90,000. Last year \$122,000 was brought in from sales tax, and the City netted \$17,000 of that. Five years ago, sales tax was \$64,000. Rates were raised recently, (up .11/hole). Weather permitting, he is projecting about \$1,000,000 in green fees. The demographics are changing and the course is as busy on Sunday as it is on Saturday. The pro shop brings in approximately \$400,000 annually. Tee times are now reserved online (which holds people accountable for fees). The two biggest concerns are irrigation and staffing, most employees at the clubhouse are seasonal.

**FIRE:** Chief Jeff Peterson said in 1965 every city outside of Logan signed together to form the Cache County Fire District. The District was never funded as such, it began a slow movement to decentralize emergency services in the County. Fifteen years later the cities formed first responder groups, made up of basic and advanced emergency technicians who could get to emergencies quickly and start patient care while the ambulance was responding from Logan. Twenty years later emergency services became a directive from city leaders. Advanced EMT (AEMT) ambulances were placed in Smithfield and Hyrum with paramedics coming out of Logan. The program was called Cache County Emergency Medical Services (CCEMS). In 2020, CCEMS broke apart becoming three separate paramedic-level ambulance transport agencies. Smithfield Fire Department took on fire protection for Richmond, Hyde Park, Amalga, and the surrounding unincorporated areas. Smithfield, now by license, must provide paramedic-level ambulance service to the entire north end of Cache County (everything north of 3100 North). Smithfield shares a portion of interfacility transfers, taking patients from area hospitals to hospitals along the Wasatch front. Smithfield is caught up in a deadly serious game of catch-up and are asking for one additional person in this year's budget. A full-time battalion chief is being requested. There are three shifts in the department. There is currently one full-time battalion chief. The fire chief and two assistant fire chiefs are covering the other two shifts. This is not a viable long-term solution. The request is to add another battalion chief and have the chief and two assistant chiefs continue to cover the third battalion chief position. Mr. Lewis encouraged the Council to read the detailed Fire Department report.

**ADMINISTRATIVE:** Mr. Lewis said when he was hired as the City Manager, the Mayor stated that the City needs to focus on "Quality of Life". Smithfield is a service-based business that is only as good as the people employed. All the departments are challenged by the need for staffing.

The proposed budget includes a 7.00% wage increase which would be allocated as follows: 4.00% percent would be given as a cost-of-living adjustment to all employees. The remaining 3.00% would be allocated for each department head to issue merit increases.

The proposed budget does “not” include any change to the health insurance coverage and the premium paid by the city. Health insurance renewal information will not be available until late April or into May.

The two big water projects - the canyon spring line and the new water tank that are being considered by the Council are not included in this proposed budget and will not be until a decision is made. No RAPZ Tax funding is included in the budget because RAPZ Tax allocations are not traditionally approved until May or so.

Smithfield is not hosting a municipal election this year so no funding is required in this regard. The next municipal election will be held in 2025 where two council members and a mayor will be elected.

One concern for now and in the upcoming years will be planning on what to do with the City’s old buildings (Civic Center, Youth Center, Douglas Mercantile building, and Senior Center). They are old and just being maintained. Discussions will need to be had about what should be done with them long term and how to properly maintain them.

The IT Support and Equipment line items have been combined into IT Support moving forward. Funds are being allocated for the conversion to “.gov” email addresses and the City website as mandated by the state. This transition is required no later than December 31, 2024. If approved by the federal government, all city email addresses will end in “@smithfieldutah.gov” by the end of the year and the website will change from [www.smithfieldcity.org](http://www.smithfieldcity.org) to [www.smithfieldutah.gov](http://www.smithfieldutah.gov). There will be an update at the next Council meeting by the IT provider of the city.

Tree trimming is a several-million-dollar problem and will have to be addressed at some point. No funds have been allocated in this regard in the proposed budget.

The General Plan will continue to be worked on with the goal to be completed in Fiscal Year 2025.

The council and staff have been saving money and because of that, the 1000 South stormwater and 200 North sewer projects will be able to be paid for with cash.

Equipment that has been approved in the Fiscal Year 2024 budget but will not arrive this fiscal year will be kept out of budget until it arrives and may have to be moved to next year (FY2025).

This \$23,000,000 budget is not taken lightly, a lot of time was spent in putting information together. Justin is grateful for all the department heads who have been very frugal with funds. Many of the requests are for safety. He encouraged Councilmembers to call if they have any questions or concerns.

Mayor Monson said it is important to remember how important it is that we invest in the City and not continually play catch up.

Councilmember Campbell asked about the cost of fuel with the tank system. Mr. Lewis said the system is saving money. Councilmember Campbell is pleased to see the department heads being given the ability to use 3.00% as they see needed, rather than an overall increase in wages. He thanked the staff for all their hard work.

\*\*\* The meeting adjourned at 8:39 P.M. \*\*\*

## SMITHFIELD CITY CORPORATION

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Kristi Monson, Mayor

### ATTEST:

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Dana Lazcanotegui, City Recorder



SMITHFIELD CITY CORPORATION  
96 South Main  
Smithfield, UT 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, March 27, 2024**. The meeting will begin at 6:30 PM.

Welcome/pledge of allegiance and thought/prayer by Mayor Monson

1. Approval of the city council meeting minutes from March 13, 2024
2. Resident Input
3. Initial discussion on the Fiscal Year 2025 Budget which is the period of July 1, 2024, through June 30, 2025.  
Adjournment

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

In accordance with the Americans with Disabilities Act, individuals needing special accommodation for this meeting should contact the City Recorder at (435) 792-7990, at least three (3) days before the date of the meeting.