



SMITHFIELD CITY COUNCIL MINUTES

July 9, 2025

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, July 9, 2025, at 6:30 p.m. Mayor Monson was in the chair. Opening remarks by Mayor Monson

Council Members in Attendance: Wade Campbell, Sue Hyer, Todd Orme, Jenn Staker, Ted Stokes

City Staff: Justin Lewis (City Manager), Clay Bodily (City Engineer), Dana Lazcanotegui (City Recorder), Travis Allen (Police Chief), Josh Wright (Public Works Director), Shawn Bliss (Library Director)

Visitors: Jeff Barnes, Caralee Stokes, Steven Jenson, Ben Green, Jen Green, Chris Olsen, Dustin Smith, Shawn Bliss, Mike Monson, Tenzin Bliss

Approval of City Council Meeting Minutes from June 11, 2025

Motion made by Councilmember Campbell to approve the June 11, 2025, meeting minutes. Councilmember Staker seconded the motion. The motion was approved 5-0.

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

No Vote: None

Public Comments on items not on the agenda or not requiring a public hearing during the meeting

Chris Olsen serves on the Planning Commission and complimented how quickly his recommendation from last month's meeting to clarify the Resident Input section was implemented. He suggested adding (the underlined word) "...*items not on the agenda or agenda items not requiring a public hearing* ...". He also thanked the Council for forgoing their cost-of-living increase, at the last meeting, and donating those funds to something else the City needs. He appreciates the Council's willingness to table issues when more information is required to make informed decisions, even if they are challenging.

Steve Jenson reiterated what he said last time regarding pigs. He is opposed to allowing pigs in neighborhoods. He has raised them and is aware of the smell, flies, and noise it causes. He is curious about who will enforce these concerns and how.

Jen Green is also against the proposed ordinance allowing pigs. They can grow to be quite large and can be very destructive. She appreciates the reason to raise food, but believes there are other ways this can be handled.

Ben Green is opposed to allowing pigs; he thinks they should be kept on larger lots. He agrees with the previous comments stated.

Caralee Stokes comments are related to the approval of the gravel pit up Smithfield Canyon outside of the city limits. The appeal was denied, and she hopes the City and the Police Department watch for violations. There are 27 conditions that the project must adhere to as part of their conditional-use permit approval. She wants Canyon Road to stay safe.

Discussion and possible approval of Dustin Smith as a Commissioner on the Smithfield City Planning Commission.

Mayor Monson reached out from the previous list and interviewed three candidates; she would like to recommend one of them to serve. Dustin Smith has been a long-term resident of Smithfield; and lives on Saddleback Road. He feels like he has a civic responsibility to serve the citizens of Smithfield.

Councilmember Stokes wanted to thank Mr. Smith and the other members of the Planning Commission for their service, emphasizing its importance, and he expressed his gratitude for their time.

*****Motion made by Councilmember Hyer to approve Dustin Smith as a member of the Smithfield City Planning Commission. Councilmember Campbell seconded the motion. The motion was approved 5-0.*****

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

No Vote: None

Public Hearing for the purpose of discussing a COG (Cache County Council of Governments) grant application for funding to construct a new road at approximately 925 South from 150 East to 250 East.

Mr. Bodily said Smithfield would like to apply for funding from COG for a spot improvement. This proposed road is needed to connect 100 East to 250 East at the south end of the city. As part of the application process, the Council and residents must be informed that the City intends to apply for the funding.

Councilmember Orme asked about the road width. Mr. Bodily said the width will be the same as the parcel to the west, but he plans to request funding to install the sidewalk as well. He confirmed that the City already owns the property the road would be constructed on.

6:44 p.m. Public Hearing Opened

Caralee Stokes thinks this road is a good idea because this area has a lot of traffic around the Lee's Marketplace area.

Chris Olsen agrees with Caralee, with increased growth in the area, this application makes great sense.

6:46 p.m. Public Hearing Closed

Discussion and possible vote on amendments to the Employee Personnel Manual.

Mr. Lewis said that as the audit nears, the City is always looking for ways to improve. He advised that City department heads have purchase credit cards. There is an unofficial policy, but it has been recommended that an official policy be approved as well as a fraud reporting section.

The Purchasing/Credit Card Program has been established to provide authorized Smithfield City employees with a convenient and efficient means to purchase goods and services as needed to conduct city business.

The department heads have reviewed and approved the proposed sections to be included in the Personnel Manual for purchasing cards, audit committees and fraud and abuse reporting.

Councilmember Stokes asked how card points/rewards are handled. Mr. Lewis said those funds go into a controlled account. They are transferred to the City's savings account.

*****Motion made by Councilmember Campbell to approve the proposed amendments to the Employee Personnel Manual as discussed.**

Councilmember Staker seconded the motion. The motion was approved 5-0.***

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

No Vote: None

Discussion on Municipal Code Section 12.40 "Maintenance of Street Right-Of-Way" (Park Strip).

After months of expressing concerns about how to manage/maintain trees in the City's park strip areas, the City has evaluated a few options. The City does not have the specifically qualified staff, the necessary equipment, or the time to manage this issue, as well as address the associated liability concerns. Mr. Lewis and Mr. Wright have spoken with representatives from other cities and tree companies. Every private entity approached said it would be willing to put in a bid. Many of the companies would like to take care of this when their schedules are lighter typically during the winter months. The City would like to create a bid package. The Council is being asked to consider allocating some funding for the City to try this program for a year and reevaluate at that time. Staff has reviewed the budget, and there is the possibility of keeping the property tax rate the same as the Council will consider this next month. If this is the decision the council approves, it would generate just under \$46,000 of unallocated revenue that could be used toward this project. As the budget is finalized, staff would like to explore whether an additional \$50,000-\$55,000 can be allocated to this issue, totaling \$100,000 for the fiscal year. The City can start with less than \$100,000, but it feels that might be a good amount to start with. Mr. Lewis said that something can be added to the contract so that it can be severed at any time if the Council and contractor are not in agreement on what is being done for the amount spent. In order

for the city to oversee the tree trimming project; significant funding would have to be spent on equipment and three new employees would need to be hired. Due to liability and safety concerns these employees would not be seasonals or those with no experience. The investment in tree trimming with equipment and employees would approach the million-dollar mark in year one.

Mr. Lewis confirmed for Councilmember Staker that it would also include trees in the cemetery and possibly Mack Park, but the focus would be on those in the park strip.

Mr. Lewis said Mr. Wright and Mr. Bodily will work to put a bid package together. The Council will continue to be involved in each step of the process.

Continued discussion and possible vote on Ordinance 2025-07, an Ordinance amending the Smithfield City Municipal Code Title 17 “Zoning Regulations”, Chapter 17.12 “Supplementary And Qualifying Regulations”, adding Section 17.12.235 “Keeping Pigs”, amending Chapter 17.04 “General Provisions”, Section 17.04.070 “Definitions”, Chapter 17.14 “Animal Rights Regulations For R-1 Zones”, Sections 17.14.030 “Number Of Animals Permitted”, 17.14.080 “Prohibited Animals”, and Chapter 17.48 “Agricultural Zone”, Section 17.48.050 “Farm Animals”.

Councilmember Campbell has received numerous phone calls in the last few weeks regarding the proposed Ordinance. The proposed change to 0.51 acres or more has seemed to placate many people because it excludes many residential areas. There have been concerns about flies, so he invited people over to his property, who were amazed at the lack of smell and flies. Feed has been modified to include an ingredient that prevents flies from reproducing. The scope and purpose of this proposal is not to have 4-year-old massive animals. If the Ordinance is violated in any way, the permit can be revoked. Most people raise them through the fall. As he has studied this issue, it is not uncommon to have this type of thing in developed cities.

Councilmember Stokes inquired about the permit's operation and how wording could be included to require that the pig be disposed of or slaughtered at the end of the permit timeframe, as specified in the ordinance. Mr. Lewis stated this is outlined in Section A *“...less than one (1) year of age, may be kept on any residential...”*

Councilmember Stokes asked how to manage the age of a pig. Councilmember Campbell said people familiar with pigs would know by looking at it that, generally, 400-500 pounds is considered mature. Councilmember Stokes questioned whether it would be too much of an administrative burden to require that when a pig is acquired, a declaration be submitted to the City to be added to the file for enforcement purposes. He does not like statutes that cannot be adequately enforced, and the City needs a way to regulate them. Mr. Lewis asked if “not to exceed a certain number of pounds” could be added to the ordinance instead, if needed.

Councilmember Hyer said Smithfield is the second-largest city in the Valley; she does not think pigs should be allowed within the city limits. Councilmember Stokes agrees to a certain extent, but likes the fact that problems can be addressed. If the Ordinance is passed, it can be reviewed in a year, and if it is not working, it can be revised or

repealed. Mr. Lewis suggested that the proposed Ordinance could be changed from 3 years to 1 year for the permit that is required.

Councilmember Staker has previously expressed her thoughts, and they remain unchanged. She is concerned with monitoring them. She asked what the Police Department thought about the idea of adopting this Ordinance. Chief Allen said the nuisance side for smell, sound, etc. would be the easiest to enforce, and the most significant obstacle would be enforcing age. Nuisances could be cited and would have to be remedied. Councilmember Staker said she is concerned that if they are allowed, it could become a bigger problem.

Councilmember Orme asked how many pigs are currently being raised in the City. Councilmember Campbell knows of about 10. Councilmember Orme is torn because he grew up on a farm and wants to allow people to be self-sustaining, but he is concerned about the possible impacts.

Steve Jenson was invited back to the podium to answer a few Council questions. Mr. Jenson said that when he raised pigs, it was on five acres. One factor to consider is how long it will take to get the animal home after it is born or slaughtered from a permitting aspect. Smell is a concern, and he is worried that it could aggravate neighbor relations.

Councilmember Stokes wants this to be reviewed carefully next year.

*****Motion made by Councilmember Campbell to approve Ordinance 2025-07, an Ordinance amending the Smithfield City Municipal Code Title 17 “Zoning Regulations”, Chapter 17.12 “Supplementary And Qualifying Regulations”, adding Section 17.12.235 “Keeping Pigs”, amending Chapter 17.04 “General Provisions”, Section 17.04.070 “Definitions”, Chapter 17.14 “Animal Rights Regulations For R-1 Zones”, Sections 17.14.030 “Number Of Animals Permitted”, 17.14.080 “Prohibited Animals”, and Chapter 17.48 “Agricultural Zone”, Section 17.48.050 “Farm Animals” amending it from a permit allowance of three years to one year. Councilmember Staker seconded the motion. The motion was approved 3-2. *****

Yes Vote: Campbell, Orme, Stokes

No Vote: Hyer, Staker

City Manager Report

- ✓ There is a problem with the Douglas-fir Tussock Moth. In the last week, this moth has ruined trees at the golf course. The Golf Superintendent is collaborating with the USU Extension to address the issue. A spray is being used to combat the problem.
- ✓ The City staff thanked the Council for the cost-of-living allowance this year.
- ✓ The City is working on new employee evaluation software.
- ✓ The annual Fraud Risk Assessment was completed. It was presented to the Council and will be submitted to the state for consideration. The addition of a Purchase Card policy and other items, as discussed earlier, is a result of this

- ✓ assessment needing to be completed on a yearly basis.
- ✓ Working on several projects, including the 400 North 300 East booster station.
- ✓ Close on the design of the 3-million-gallon water tank, and it will be going out to bid soon.
- ✓ Working with the Forest Service on permitting for the new spring line which will hopefully be constructed next year.
- ✓ The 1000 South stormwater project design is being finalized. The piping portion is basically completed and the current focus is on the pond design.
- ✓ The water tank project is being paid for in cash but the waterline project will have to be bonded for.

Council Member & Mayor Reports

Todd Orme

- ✓ Douglass Mercantile Building improvements are continuing to progress.
- ✓ Donya Harvey, a member of the Historical Society, passed away two weeks ago; all her civic involvement was acknowledged.

Ted Stokes

- ✓ The Chamber of Commerce is off for the summer months, but there will be a meeting next month.
- ✓ Trails Committee nothing new to report.

Jenn Staker

- ✓ Ambassador Royalty are finishing up duties. They have a parade next Saturday, July 19th, in Hyde Park.
- ✓ July 19th at 7:00 p.m. will be the second summer concert at the park/library and there will be several food trucks and vendors in attendance.

Sue Hyer

- ✓ Heidi King – Conservation Coordinator with Utah Department of Natural Resources, contacted her asking if the City would be willing to flip a City park strip with help from USU students and volunteers on Saturday, September 13th. The Council agreed to the one at the City Office Building. Councilmember Hyer will let get back with Ms. King and let her know.

Wade Campbell

- ✓ CMAD (Cache Mosquito Abatement District) is working hard. Residents with bees can call to let them know so they can be aware when spraying areas and these areas are not sprayed by CMAD.

Mayor Monson

- ✓ Complimented the mural across the street from the City Office next to the Douglass Mercantile Building.
- ✓ Registration for the Fall Conference of ULCT (Utah League of Cities and Towns) is now available for the October 1st and 2nd conference. Contact Mr. Lewis if interested in attending.
- ✓ She thanked Chris Olsen for his comments and suggestions about the public comment portion of the meetings. She noted that the Council meeting is under the direction of the Mayor. She likes and encourages public comment and encourages

them to attend and comment in the Planning Commission meetings as well. The minutes from the Commission are constantly reviewed by the Council before meetings. Public Hearings are not required on land-use items at the city council level because they occur at the planning commission level.

The council took a temporary recess at 7:43 p.m.

The council meeting was reconvened at 7:49 p.m.

Closed Meeting to hold a strategy session to discuss the purchase, exchange or lease of real property. Utah Code Annotated 52-4-205 (1) (d).

*****Motion by Councilmember Campbell was made to close the public meeting and open a Closed Meeting to hold a strategy session to discuss the purchase, exchange, or lease of real property. Utah Code Annotated 52-4-205 (1) (d). Councilmember Orme seconded the motion. The motion was approved 5-0. *****

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

No Vote: None

The Closed Meeting opened at 7:50 p.m.

Those in attendance: Mayor Monson, Todd Orme, Jenn Staker, Sue Hyer, Ted Stokes, Wade Campbell, Josh Wright, Clay Bodily, Justin Lewis, Travis Allen, and Dana Lazcanotegui.

*****Motion by Councilmember Campbell to close the closed meeting and reopen the regular Council meeting was made. Councilmember Staker. seconded the motion. The motion was approved 5-0. *****

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

No Vote: None

The Closed Meeting closed at 8:33 p.m.

Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual. Utah Code Annotated 52-4-205 (1) (a).

*****Motion by Councilmember Campbell to close the Regular Council Meeting and open a Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual. Utah Code Annotated 52-4-205 (1) (a). Councilmember Orme seconded the motion. The motion was approved 5-0. *****

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

No Vote: None

The Closed Meeting opened at 8:34 P.M.

Those in attendance: Mayor Monson, Todd Orme, Jenn Staker, Sue Hyer, Ted Stokes, Wade Campbell, Travis Allen, and Justin Lewis.

Travis Allen left the meeting at 9:04 P.M.

*****Motion by Councilmember Campbell to close the closed meeting and reopen the regular Council meeting was made. Councilmember Staker. seconded the motion. The motion was approved 5-0. *****

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

No Vote: None

The Closed Meeting closed at 10:45 P.M.

The meeting adjourned at 10:46 p.m.

SMITHFIELD CITY CORPORATION

Kristi Monson, Mayor

ATTEST:

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 **July 9, 2025**. The meeting will begin at 6:30 p.m. Opening by Mayor Monson

1. Approval of the City Council meeting minutes from June 11, 2025
2. Public comment on items not on the agenda or not requiring a public hearing during the meeting.
3. Discussion and possible approval of Dustin Smith as a Commissioner on the Smithfield City Planning Commission.
4. Public Hearing for the purpose of discussing a COG (Cache County Council of Governments) grant application for funding to construct a new road at approximately 925 South from 150 East to 250 East.
5. Discussion and possible vote on amendments to the Employee Personnel Manual.
6. Discussion on Municipal Code Section 12.40 "Maintenance of Street Right-Of-Way" (Park Strip).
7. Continued discussion and possible vote on Ordinance 2025-07, an Ordinance amending the Smithfield City Municipal Code Title 17 "Zoning Regulations", Chapter 17.12 "Supplementary And Qualifying Regulations", adding Section 17.12.235 "Keeping Pigs", amending Chapter 17.04 "General Provisions", Section 17.04.070 "Definitions", Chapter 17.14 "Animal Rights Regulations For R-1 Zones", Sections 17.14.030 "Number Of Animals Permitted", 17.14.080 "Prohibited Animals", and Chapter 17.48 "Agricultural Zone", Section 17.48.050 "Farm Animals".
8. City Manager Report
9. Council Member and Mayor Reports
10. Closed Meeting to hold a strategy session to discuss the purchase, exchange or lease of real property. Utah Code Annotated 52-4-205 (1) (d).
11. Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual. Utah Code Annotated 52-4-205 (1) (a).

Adjournment

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

In accordance with the Americans with Disabilities Act, individuals needing unique accommodations for this meeting should contact the City Recorder at (435) 792-7997 at least three (3) days before the date of the meeting.