



## SMITHFIELD CITY COUNCIL MINUTES

### December 10, 2025

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, December 10, 2025, at 6:30 p.m. Mayor Monson was in the chair.

Opening remarks by Mayor Monson

**Council Members in Attendance:** Wade Campbell, John Engler, Sue Hyer, Todd Orme, Jenn Staker

**City Staff:** Justin Lewis (City Manager), Dana Lazcanotegui (City Recorder), Brian Boudrero (Planning Administrator), Travis Allen (Police Chief), Jeremy Hunt (Fire Chief), Clay Bodily (City Engineer), Eric Kleven (Golf Professional), Shawn Bliss (Library Director)

**Visitors:** Jennie Orme, Haley Lister, Aaron Rudie, Zane Hyer, Jamie & Michelle Anderson, Glen Jay Thornley, Nick Reithel, Dave Forrester, Wend El-Bakri, Bob Holbrook, Jon Meier, Dallas Sawyer, Jeff Barnes, Lyle Coleman, Diana Cannell, Kody Bland, Steven Rivera, Caralee Stokes, Debbie Zilles

\*Note: The meeting was streamed online and is accessible via YouTube.

#### **Approval of the City Council meeting minutes from the Nov. 17, 2025 meeting.**

**\*\*\*Motion made by Councilmember Campbell to approve the meeting minutes from the November 17, 2025 meeting. Councilmember Staker seconded the motion. The motion was approved 4-0.\*\*\***

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

**No Vote:** None

**Absent:** Engler

***\*\*\*Council Member John Engler arrived at the meeting.\*\*\****

#### **Public Comment on items not on the agenda, or agenda items not requiring a public hearing during the City Council meeting.**

Jennie Orme has watched Mayor Monson, Councilmember Hyer, and Councilmember Campbell show nothing but professionalism and kindness during their time on the Council. They set aside their personal biases to do what is best for Smithfield. She shared her heartfelt thanks for their service, which has made the City a better place to live. They will be greatly missed.

Wendy El-Bakri also expressed gratitude. She has seen the darkness in the world and tried to be a light. She wanted to publicly thank outgoing Mayor Monson, Councilmember Hyer, and Councilmember Campbell for all they have done. She has been impressed by the improvement in transparency, including emails, website

updates, and the “Three Things” information that goes out each month. With minimal effort, every citizen can stay informed about what is happening in the City.

Caralee Stokes said the last three months have been extremely difficult. She believes what happened to her son (Ted), daughter-in-law, and grandchildren was malicious and not deserved. She has been hesitant but wanted to say this publicly. All her son wanted to do was serve the residents of Smithfield with transparency. She has been attending City meetings for many years. She does not know who leaked the video, but it brought danger to her son and his family, and the treatment they received was not deserved.

Jim Marshall recently had the opportunity to drive through South Carolina and Georgia, where there were a lot of abandoned homes and warehouses due to some areas losing population. He is grateful for the quality of life we have here, and that can be attributed to great leadership. He thanked the Mayor and Council for their service to Smithfield.

### **Youth Council**

The Youth Council has been busy helping the Smithfield Chamber of Commerce with the Night of Giving and the Arts Council with the Storybook Festival. In January, they will help the Rec Center with the indoor triathlon. Mayor Monson thanked them for all their service.

### **Recognition of Bob Holbrook for years of dedicated service on the Planning Commission.**

Mr. Holbrook was thanked for his years of service on the Planning Commission.

### **Recognition of Jamie Anderson for years of dedicated service on the Planning Commission.**

Mr. Anderson previously served on the Planning Commission and later on the City Council. Following his tenure on the Council, he returned to serve as Chairman of the Planning Commission. Mayor Monson thanked him for his many years of dedicated service.

### **Discussion and possible approval of Michael Beckstead as a member of the Smithfield Planning Commission effective January 1, 2026.**

The appointments were selected from the individuals who recently applied for the vacant City Council seat. The Mayor presented the applicants’ names to the Council, and the Council agreed to extend offers to serve in the volunteer positions.

Michael Beckstead has lived in Smithfield for 20 years. He and his wife have two children. He wants to give back to the community and help where he can.

Mayor Monson said Mr. Beckstead will initially serve as an alternate member on the

planning commission like all new commissioners.

**\*\*\*Motion made by Councilmember Campbell to appoint Michael Beckstead to serve as a member of the Smithfield City Planning Commission effective January 1, 2026. Councilmember Orme seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Engler, Hyer, Orme, Staker**

**No Vote: None**

**Discussion and possible approval of Robert Felshaw as a member of the Smithfield Planning Commission effective January 1, 2026.**

Mr. Felshaw was not in attendance. Mayor Monson explained that he was selected using the same format noted above.

**\*\*\*Motion made by Councilmember Campbell to appoint Robert Felshaw to serve as a member of the Smithfield City Planning Commission, effective January 1, 2026. Councilmember Engler seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Engler, Hyer, Orme, Staker**

**No Vote: None**

**Discussion and possible approval of Haley Lister as a member of the Smithfield City Tree Committee.**

Ms. Lister moved to Smithfield from Idaho this past year and wants to be involved. She is a trained ecologist and currently works as a marketing manager for a local organic chemistry lab in Logan. Her passion includes conservation and stewardship. She serves on the board of the local chapter of the Audubon Society.

**\*\*\*Motion made by Councilmember Orme to appoint Haley Lister to serve as a member of the Smithfield City Tree Committee. Councilmember Staker seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Engler, Hyer, Orme, Staker**

**No Vote: None**

Mayor Monson explained that specific boards require appointed members because they operate under the Municipal Code; therefore, must receive direction and approval from the City Council.

**Discussion and possible approval of Nick Reithel as a member of the Smithfield City Tree Committee.**

Mr. Reithel has lived in Smithfield for four years. He believes it is notable that Smithfield values maintaining Tree City status. He is excited to be part of that effort.

He currently works as a Conservation Planner for the Utah Department of Agriculture & Food.

**\*\*\*Motion made by Councilmember Orme to appoint Nick Reithel to serve as a member of the Smithfield City Tree Committee. Councilmember Engler seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Engler, Hyer, Orme, Staker**  
**No Vote: None**

Jack Greene expressed his appreciation for the Council's support of the Tree Committee and stated he is excited to welcome new members. Mayor Monson noted that she asked Mr. Green to lead the committee several years ago and commended him for the excellent job he has done. She stated that he is dedicated to the committee's work and expressed appreciation for the time and effort he contributes.

**Discussion and possible vote on Ordinance 2025-24, an Ordinance rezoning Cache County Parcel Number 08-080-0008 from R-1-10 PUD (Single Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone) to R-1-10 PUD (Single Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone). The parcel is approximately 1.74 acres and is located at approximately 370 North 250 West. The request was submitted by Jesse Vega.**

Mr. Vega is requesting a rezone from an R-1-10 PUD (Planned Unit Development) to R-1-10 PUD (Planned Unit Development). They have resubmitted preliminary plans for the remaining units in the Gregory Stables Subdivision. Specifically for Phase 3 as Phases 1 and 2 have been recorded.

Mr. Boudrero explained that this was previously approved by the planning commission and city council; however, it missed the 18-month expiration deadline, so the request must go through the process again to complete Phase 3 of the development. No additional building lots or changes have been made from the first approval.

Mr. Bodily, answering for Councilmember Orme, said the expiration information is in the Municipal Code, but staff can work on adjusting the timeline if the Council desires to extend or shorten the approval time period.

**\*\*\*Motion made by Councilmember Orme to adopt Ordinance 2025-24, an Ordinance rezoning Cache County Parcel Number 08-080-0008 from R-1-10 PUD (Single Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone) to R-1-10 PUD (Single Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone). The parcel is approximately 1.74 acres and is located at approximately 370 North 250 West. Councilmember Hyer seconded the motion. The motion was approved 5-0. \*\*\***

**Yes Vote: Campbell, Engler, Hyer, Orme, Staker**  
**No Vote: None**

**Discussion and possible vote on Ordinance 2025-23, an Ordinance amending the Smithfield City Municipal Code Title 16 “Subdivision Regulations”, Chapter 16.04 “General Provisions”, Section 16.04.060 “Compliance Required”.**

Mr. Boudrero explained that Ordinances 2025-23 and 2025-22 are similar. The fire access requirements are found in two locations in the code, both in the subdivision section of the city code (§16.04.06) and in the Construction Design Standards (§CDS 2.1). Each code addresses different requirements and should align to avoid confusion.

The proposal is that both Code locations conform to a single requirement. As listed in the ordinance, a subdivision must have (2) two vehicular access points to an existing city road for fifty (50) multi-family dwelling units and fifteen (15) single-family or two-family units.

The proposed change (proposed new wording in **bold**):

**16.04.060 Compliance Required**

G. Multiple-family residential projects having more than **fifty (50)** ~~one hundred (100)~~ dwelling units shall be equipped throughout with two (2) ~~separate and approved and dedicated fire apparatus access~~ **city** roads. Developments of one (1) or two (2) family dwellings where the number of dwelling units exceeds fifteen (15) or thirty (30) shall be provided with two (2) separate and approved and dedicated fire apparatus access to **city** roads.

Councilmember Engler asked whether this would increase costs for developers. Mr. Boudrero said it should not affect the price; however, it may adjust the timing of the phases within a development. This requirement is already part of the International Fire Code (IFC). He confirmed that the Fire Department has reviewed and supports the proposal as it meets the code.

**\*\*\*Motion made by Councilmember Engler to adopt Ordinance 2025-23, an Ordinance amending the Smithfield City Municipal Code Title 16 “Subdivision Regulations”, Chapter 16.04 “General Provisions”, Section 16.04.060 “Compliance Required”. Councilmember Staker seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote:** Campbell, Engler, Hyer, Orme, Staker

**No Vote:** None

**Discussion and possible vote on Ordinance 2025-22, an Ordinance amending the Smithfield City Construction & Design Standards, Part I “Design Standards”, Chapter 2.0 “Street Design”, Section 2.1 “General”.**

Mr. Boudrero said this corresponds to the previously made changes in Ordinance 2025-23 but this would clean up the conflict in the Construction & Design Standards.

The proposed change is 2.1 General Section (changes in bold)

~~F “Access to developments: Multiple family residential projects having more than fifty (50) dwelling units shall be equipped throughout with two (2) approved and dedicated city roads. Developments of one (1) or two (2) family dwellings where the number of dwelling units exceeds fifteen (15) shall be provided with two (2) approved and dedicated city roads” to **Access to developments: See SMC 16.04.060** “Compliance Required”.~~

**\*\*\*Motion made by Councilmember Staker to adopt Ordinance 2025-22, an Ordinance amending the Smithfield City Construction & Design Standards, Part I “Design Standards”, Chapter 2.0 “Street Design”, Section 2.1 “General”. Councilmember Orme seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote:** Campbell, Engler, Hyer, Orme, Staker  
**No Vote:** None

**Discussion and possible vote on Ordinance 2025-21, an Ordinance amending the Smithfield City Municipal Code Title 5 “Business Licenses and Regulations”, adding Chapter 5.34 “Firearms & Ammunition” and Section 5.34.010 “Business License”, and amending Title 17 “Zoning Regulations”, Chapter 17.120 “Use Matrix Table”, Section 17.120.010 “Use Allowance Matrix”.**

Mr. Boudrero explained the need to clarify which city business licenses are allowable and which are prohibited regarding the sale and production of firearms and ammunition. This ordinance proposes to tie a city firearm license directly to an allowed federal firearm license (FFL).

He reviewed the proposed language:

#### **5.34.010 BUSINESS LICENSE**

Any individual requesting a business license to purchase, sell, or manufacture firearms and ammunition must comply with all applicable city, state, and federal laws.

- A. Any business license associated with the sales or manufacturing of firearms and ammunition must be directly bound to a specific Federal Firearms License (FFL), issued and inspected by the ATF (Bureau of Alcohol, Tobacco, Firearms and Explosives). The FFL license will be submitted and recorded on the city business license.
  1. Commercial firearm business licenses are not allowed in any residential zone. A commercial firearm license is only allowed with a conditional-use permit, which will be renewed every three (3) years and must be tied to one of the following federal firearm license types:
    - a. Type (1) – Sales and repair of standard firearms
    - b. Type (2) – Firearm sales for pawnbrokers
    - c. Type (6) – Commercial ammunition manufacturing
    - d. Type (7) – Manufacture of firearms and ammunition

2. Home Occupation Firearms Licenses are required to have a conditional-use permit, which will be renewed every three (3) years and must be tied to one of the following federal firearm (FFL) license types:

- a. Type (1) – Sales and repair of standard firearms
- b. Type (3) – Curio and relic firearm collector
- c. Type (7) – Manufacture of firearms and ammunition
  - i: Allowed Use includes:
    - 1. Light manufacturing
    - 2. CNC – Customizations of specific parts/pieces to adapt to other styles
    - 3. Laser engraving
    - 4. 3D printing of metal or plastic parts.

### **17.120 USE ALLOWANCE MATRIX**

Add: Home Occupation Firearm Sales – Administrative Conditional (AC) in RA, R-1, RM, and MPC Zoning Districts.

Mr. Boudrero confirmed for Councilmember Orme that in order to get a business license, a person must have an FFL. This will not apply to private within-family sales or purchases. The Planning Commission reviewed this proposal and recommended approval.

Councilmember Engler inquired about the purpose of the proposed changes. Mr. Boudrero explained that home-occupancy sales are currently occurring without a license, and the changes aim to bring those activities into compliance. Mr. Lewis noted that a citizen who assists widows in selling their spouse's previously owned firearms wants to ensure he is complying with all applicable regulations and he came to the city and asked what he needed to do to be compliant.

Councilmember Engler asked whether any foreseeable objections or concerns might arise. Mr. Lewis responded that manufacturing is not currently allowed as a home occupation but noted that if more people pursue this in the future, it could create challenges. He added that the Code can be amended over time as needed.

**\*\*\*Motion made by Councilmember Orme to adopt Ordinance 2025-21, an Ordinance amending the Smithfield City Municipal Code Title 5 “Business Licenses and Regulations”, adding Chapter 5.34 “Firearms & Ammunition” and Section 5.34.010 “Business License”, and amending Title 17 “Zoning Regulations”, Chapter 17.120 “Use Matrix Table”, Section 17.120.010 “Use Allowance Matrix”. Councilmember Staker seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Engler, Hyer, Orme, Staker**

**No Vote: None**

## **Discussion and possible approval of the Water Use & Preservation Plan as part of the General Plan.**

Mr. Lewis said the state requires cities to have an updated Water Conservation Plan in place by December 31, 2025. He noted that this plan will be incorporated into the General Plan update; however, because this portion must be completed by the end of the year, staff is requesting adoption of the Water Conservation Plan now.

In 1998, the Utah Legislature passed the Water Conservation Act, amended in 2022, requiring water agencies with more than 500 drinking water connections to submit water conservation plans to the Utah Division of Water Resources and update the plans every five years. The purpose of a water conservation plan is to provide information regarding existing and proposed water conservation measures that will help conserve water in the state so that adequate supplies of water are available for future needs. Water conservation plans include water use reduction goals as well as implementation strategies. The current Smithfield City Water Conservation Plan was updated and adopted in 2023 and outlines the goals below:

- Reduce residential water use in gallons per capita daily (GPCD)
- Increase repair and maintenance to improve system operation
- Increase education and use of water efficient landscaping.

In 2020, Smithfield averaged approximately 200 Gallons Per Capita Daily (GPCD), compared to 293 GPCD statewide and 184 GPCD nationally. This figure includes all metered residential, business, and industrial connections. It includes residential landscape irrigation because approximately 43% of homes in Smithfield lack a secondary irrigation connection. While the city encourages new development to connect to the secondary irrigation system, there is currently no storage capacity on the east side of the community. Providing secondary water service to that area will require pumping to provide pressure and may not be cost-effective.

Mr. Lewis reviewed the Action Items:

**Action A:** In coordination with the State Department of Environmental Quality, maintain groundwater recharge zones and well and spring source protection zones to restrict development that might encroach on community water sources and negatively impact water quality.

**Action B:** Connect residents with USU Extension information on landscaping and infrastructure efficiency.

**Action C:** Develop an annual community water usage report to educate residents on community water needs and availability.

**Action D:** Encourage the installation of water efficient fixtures and appliances.

**Action E:** Evaluate municipal facilities and operations to identify wasteful water practices that may be reduced or eliminated.

**Action F:** Develop and adopt landscaping requirements for public streets that do not require the use of lawn or turf in park strips/street medians.

**Action G:** Regularly consult with the Utah Division of Water Resources for information and technical resources regarding regional water conservation goals, including how the implementation of the city's land use element and the water use and preservation element may affect the Great Salt Lake and overall Bear River Watershed health.

**\*\*\*Motion made by Councilmember Orme to approve the Water Use & Prevention Plan as part of the General Plan. Councilmember Staker seconded the motion. The motion was approved 5-0.\*\*\***

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

**No Vote:** None

**Public Hearing the purpose of discussing Ordinance 2025-30, an Ordinance amending the Smithfield City Municipal Code Title 8 "Health and Safety", Chapter 8.08 "Fire Code", adding in its entirety Section 8.08.070 "International Wildland-Urban Interface Code (WUIC)".**

Chief Hunt explained that this is a result of House Bill 48 (HB 48), titled "Wildland Urban Interface Modifications," which passed during the 2025 General Legislative Session. The primary intent is to increase awareness of wildfire risk and encourage property owners to share the responsibility of reducing that risk in the wildland urban interface (WUI). The bill implements individual lot assessments in the high-risk WUI area that will provide risk mitigation strategies to property owners. A property fee will help support these assessments. The deadline for adoption of this is December 31, 2025. If the city maps do not align with the state maps, the boundaries can be adjusted.

The proposal is:

#### **8.08.070 INTERNATIONAL WILDLAND-URBAN INTERFACE CODE (WUIC)**

*An Ordinance of Smithfield City adopts the 2006 edition of the International Wildland-Urban Interface Code (WUIC) as shown in Exhibit "2006 Utah Wildland-Urban Interface Code", found at the following link, ([https://ffsl.utah.gov/wp-content/uploads/06\\_Utah\\_Wildland\\_5thdnd.pdf](https://ffsl.utah.gov/wp-content/uploads/06_Utah_Wildland_5thdnd.pdf)) and currently amended by the division of Forestry, Fire and State Lands, regulating and governing the mitigation of hazard to life and property from the intrusion of fire from wildland exposures, fire from adjacent structures and prevention of structure fires from spreading to wildland fuels in Smithfield City; providing for the issuance of permits and collection of fees therefore; repealing all other ordinances and parts of ordinances in conflict therewith.*

*The City Council of Smithfield City does ordain as follows: The WUIC document as published by the International Code Council, be and is hereby adopted as the WUIC for Smithfield City for regulating and governing the mitigation of hazard to life and property from the intrusion of fire from wildland exposures, fire from adjacent structures and prevention of structure fires from Ordinance 2025-30 Page 2 of 2 spreading to wildland fuels as herein provided; providing for the issuance of permits*

*and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said WUIC on file in the office of Smithfield City are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any.*

*Boundaries: Specific boundaries of natural or man-made features of wildland-urban interface areas shall be as shown on the wildland area interface map shown in Exhibit "A" and be amended from time to time as required by the Fire Chief of Smithfield City.*

Councilmember Engler asked how the boundaries were determined. Chief Hunt said that, at this point, it is the current city boundary; however, those can be adjusted as necessary to align with state maps. The state will likely implement additional measures and fees to reduce the risk of wildland fires.

**7:30 p.m. Public Hearing Opened**

There were not any comments or questions.

**7:31 p.m. Public Hearing Closed**

**Discussion and possible vote on Ordinance 2025-30**

**\*\*\*Motion made by Councilmember Hyer to adopt Ordinance 2025-30, an Ordinance amending the Smithfield City Municipal Code Title 8 "Health and Safety", Chapter 8.08 "Fire Code", adding in its entirety Section 8.08.070 "International Wildland-Urban Interface Code (WUIC)". Councilmember Engler seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Engler, Hyer, Orme, Staker**

**No Vote: None**

**Audit presentation for Fiscal Year 2025, which is the period of July 2, 2024 through June 30, 2025, by representatives of Richey May, formerly known as Allred Jackson.**

Diana Cannell and Kody Bland presented the Fiscal Year 2025 Audit Report. Mrs. Cannell thanked Mr. Lewis and his staff for their incredible organization and helpfulness throughout the audit process.

A full copy was presented to the Council. Diana highlighted the following:

	Governmental Activities	Business-type Activities	Total 2025	Memorandum 2024
Assets				
Cash and investments	\$ 12,277,413	\$ 20,465,751	\$ 32,743,164	\$ 25,363,023
Cash - restricted	7,861,323	3,777,945	11,639,268	10,423,886
Receivables - net	3,621,877	952,355	4,574,232	4,143,512
Prepaid expenses	-	33,169	33,169	73,039
Inventories	110,295	-	110,295	133,368
Total current assets	23,870,908	25,229,220	49,100,128	40,136,828
Capital assets				
Land	9,072,230	319,268	9,391,498	7,810,910
Buildings and improvements	16,658,629	1,582,005	18,240,634	17,785,691
System improvements	-	42,086,734	42,086,734	36,491,023
Vehicles and equipment	8,348,107	2,296,675	10,644,782	9,644,521
Infrastructure	27,244,315	-	27,244,315	25,841,475
Water rights	-	309,595	309,595	309,595
Construction in progress	-	107,723	107,723	2,184,804
Accumulated depreciation	(27,237,291)	(17,893,628)	(45,130,919)	(41,587,788)
Right-of-use asset - vehicles	84,919	-	84,919	190,565
Pension asset	33,010	8,776	41,786	104,915
Total assets	58,074,827	54,046,368	112,121,195	98,912,539
Deferred outflow of resources - pensions	996,337	264,850	1,261,187	1,188,330
Total assets and deferred outflows	\$ 59,071,164	\$ 54,311,218	\$ 113,382,382	\$ 100,100,869

This is a \$13 million increase over last year, primarily due to fixed assets. Capital Improvements were \$4.4 million, and the cash position increased by \$7.4 million.

	Governmental Activities	Business-type Activities	Total 2025	Memorandum 2024
Liabilities and deferred inflows of resources				
Accounts payable and accrued liabilities	\$ 935,954	\$ 755,056	\$ 1,691,010	\$ 1,778,117
Customer deposits	4,167,811	440,229	4,608,040	3,404,254
Internal balances	146,232	(146,232)	-	-
Lease liability - vehicles, current	42,391	-	42,391	106,684
Lease liability - vehicles, noncurrent	44,122	-	44,122	86,514
Net pension liability	810,843	215,541	1,026,384	810,859
Long-term debt payable, current	216,527	-	216,527	358,488
Bonds payable, noncurrent	1,429,526	-	1,429,526	1,406,950
Total liabilities	7,793,406	1,264,594	9,058,000	7,951,866
Deferred inflows of resources - pensions	20,609	5,481	26,090	17,822
Deferred inflows of resources - property taxes	2,085,051	-	2,085,051	1,889,144
Total liabilities and deferred inflows of resources	9,899,066	1,270,075	11,169,141	9,858,832
Net Position				
Net investment in capital assets	32,438,343	28,808,372	61,246,715	56,714,793
Restricted for debt and capital improvements	4,692,911	3,777,945	8,470,856	7,053,273
Unrestricted	12,040,844	20,454,826	32,495,670	26,473,971
Total net position	\$ 49,172,098	\$ 53,041,143	\$ 102,213,241	\$ 90,242,037

Liabilities ended at ~\$11 million, an increase of \$1.3 million from last year, primarily due to escrow accounts for various construction projects. Equity increased by \$12 million from last year, which is a strong position.

	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position			Memorandum 2024
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total 2025	
Governmental activities:								
General government	\$ 873,846	\$ 416,462	\$ 15,769	\$ -	\$ (441,615)	\$ -	\$ (441,615)	\$ (319,226)
Public safety	5,302,909	2,568,025	76,304	326,830	(2,331,750)	-	(2,331,750)	(2,051,902)
Highways and public works	2,014,220	81,703	830,723	1,594,275	492,481	-	492,481	(190,790)
Parks and recreation	4,969,240	3,407,965	1,144	270,362	(1,289,769)	-	(1,289,769)	(868,163)
Library	486,972	10,650	11,822	-	(464,500)	-	(464,500)	(400,282)
Interest on long-term debt	20,859	-	-	-	(20,859)	-	(20,859)	(29,227)
Total governmental activities	13,668,046	6,484,805	935,762	2,191,467	(4,056,012)	-	(4,056,012)	(3,859,590)
Business-type activities:								
Water Utility	2,181,870	3,387,857	-	2,526,101	-	3,732,088	3,732,088	2,693,648
Sewer	3,018,075	3,615,565	-	1,554,343	-	2,151,833	2,151,833	1,608,051
Storm sewer	540,060	1,177,082	-	867,359	-	1,504,381	1,504,381	898,379
Solid Waste	1,402,037	1,643,835	-	-	-	241,798	241,798	134,324
Total business-type activities	\$ 7,142,042	\$ 9,824,339	\$ -	\$ 4,947,803	-	7,630,100	7,630,100	5,334,402
General Revenues:								
Property taxes				2,049,485	-	2,049,485	2,049,485	1,886,895
General sales and use tax				3,032,219	-	3,032,219	3,032,219	2,922,143
Other taxes				1,482,599	-	1,482,599	1,482,599	1,503,218
Unrestricted investment earnings				1,370,663	419,539	1,790,202	1,790,202	1,671,997
Gain (loss) on disposal of asset				42,611	-	42,611	42,611	4,417
Total general revenues and transfers				7,977,577	419,539	8,397,116	8,397,116	7,988,670
Change in net position				3,921,565	8,049,639	11,971,204	11,971,204	9,463,482
Net position, beginning				45,250,533	44,991,504	90,242,037	90,242,037	80,778,555
Net position, ending				\$49,172,098	\$53,041,143	\$102,213,241	\$102,213,241	\$90,242,037

The change in net position, for all funds in the city, was almost \$12 million, an increase of \$2.5 million. She noted that the funds are used for capital projects. She commended the city for investing in infrastructure without incurring debt. Smithfield City has managed to keep the debt ratio incredibly low. She said this is a result of proper planning.

	General	Capital Improvements Fund	Memorandum	
			2025	2024
<b>Revenues:</b>				
Taxes	\$ 6,560,210	\$ -	\$ 6,560,210	\$ 6,314,686
Licenses and permits	32,143	-	32,143	29,209
Intergovernmental	1,920,275	-	1,920,275	2,116,696
Charges for services	6,161,469	-	6,161,469	5,249,631
Investment earnings	1,329,649	41,014	1,370,663	1,244,270
Fines and forfeitures	60,778	-	60,778	46,748
Library	22,472	-	22,472	22,153
Miscellaneous revenues	101,067	-	101,067	300,220
Total revenues	16,188,063	41,014	16,229,077	15,323,613
<b>Expenditures:</b>				
Current:				
General government	646,526	-	646,526	910,213
Public safety	5,082,725	-	5,082,725	4,111,088
Highways and public works	1,759,311	-	1,759,311	2,058,842
Parks and recreation	5,479,019	670,537	6,149,556	5,131,585
Library	436,023	-	436,023	403,163
Debt service:				
Principal retirement	95,000	-	95,000	164,895
Interest and fiscal charges	20,859	-	20,859	29,227
Total expenditures	13,519,463	670,537	14,190,000	12,809,013
Excess (deficiency) of revenues over expenditures	\$ 2,668,600	\$ (629,523)	\$ 2,039,077	\$ 2,514,600

In total, revenues (General & Capital Projects Fund) ended at ~\$16 million, an increase of \$906,000 from last year. Expenses increased \$1.3 million – similar changes to both funds from last year.

	Capital Improvements Fund		2025	Memorandum	
	General			2024	
<b>Revenues:</b>					
Taxes	\$ 6,560,210	\$ -	\$ 6,560,210	\$ 6,314,686	
Licenses and permits	32,143	-	32,143	29,209	
Intergovernmental	1,920,275	-	1,920,275	2,116,696	
Charges for services	6,161,469	-	6,161,469	5,249,631	
Investment earnings	1,329,649	41,014	1,370,663	1,244,270	
Fines and forfeitures	60,778	-	60,778	46,748	
Library	22,472	-	22,472	22,153	
Miscellaneous revenues	101,067	-	101,067	300,220	
Total revenues	<u>16,188,063</u>	<u>41,014</u>	<u>16,229,077</u>	<u>15,323,613</u>	
<b>Expenditures:</b>					
Current:					
General government	646,526	-	646,526	910,213	
Public safety	5,082,725	-	5,082,725	4,111,088	
Highways and public works	1,759,311	-	1,759,311	2,058,842	
Parks and recreation	5,479,019	670,537	6,149,556	5,131,585	
Library	436,023	-	436,023	403,163	
Debt service:					
Principal retirement	95,000	-	95,000	164,895	
Interest and fiscal charges	20,859	-	20,859	29,227	
Total expenditures	<u>13,519,463</u>	<u>670,537</u>	<u>14,190,000</u>	<u>12,809,013</u>	
Excess (deficiency) of revenues over expenditures	\$ 2,668,600	\$ (629,523)	\$ 2,039,077	\$ 2,514,600	

Revenues increased \$1.2 million, and expenses increased \$81,000 which was similar to last year.

	Water Utility Fund	Sewer Fund	Storm Sewer Fund	Solid Waste Fund	2025 Total	2024 Memorandum
<b>Non-operating revenue (expense):</b>						
Interest revenue	\$ 335,081	\$ 47,582	\$ 36,876	\$ -	\$ 419,539	\$ 427,727 (20,949)
Interest expense	-	-	-	-	-	-
Total non-operating revenue (expense)	<u>335,081</u>	<u>47,582</u>	<u>36,876</u>	<u>-</u>	<u>419,539</u>	<u>406,778</u>
Net income before contributions	1,541,068	1,233,219	673,898	241,798	3,689,983	2,563,747
Grant proceeds	80,337	-	-	-	80,337	-
Impact fees	887,304	933,168	609,532	-	2,430,004	1,829,780
Impact fees paid to Logan City	-	(588,147)	-	-	(588,147)	(489,033)
Water dedication contributions	632,229	-	-	-	632,229	627,225
Developers contributions	926,231	621,175	257,827	-	1,805,233	1,230,410
Change in net position	4,067,169	2,199,415	1,541,257	241,798	8,049,639	5,762,129
Net position, beginning	<u>22,639,339</u>	<u>14,376,583</u>	<u>7,747,597</u>	<u>227,985</u>	<u>44,991,504</u>	<u>39,229,375</u>
Net position, ending	<u>\$ 26,706,508</u>	<u>\$ 16,575,998</u>	<u>\$ 9,288,854</u>	<u>\$ 469,783</u>	<u>\$ 53,041,143</u>	<u>\$ 44,991,504</u>

She pointed out the “Developer's contribution” line item and explained that when subdivisions are put in, developers are required to put in specific infrastructure. When development is complete, the infrastructure assets are transferred to the city, which recognizes the transfer as revenue (fixed asset). This year was \$1.8 million and is based on the completion of subdivisions.

## CAPITAL ASSETS

Primary Governmental Activity	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets not being depreciated:				
Land	\$ 7,491,642	\$ 1,580,588	\$ -	\$ 9,072,230
Total capital assets not being depreciated	7,491,642	1,580,588	-	9,072,230
Capital assets being depreciated:				
Buildings and improvements	16,272,660	385,969	-	16,658,629
Vehicles and equipment	7,532,911	834,518	19,322	8,348,107
Infrastructure	25,841,475	1,402,840	-	27,244,315
Total capital assets being depreciated	49,647,046	2,623,327	19,322	52,251,051
Less accumulated depreciation	(24,860,707)	(2,395,906)	(19,322)	(27,237,291)
Total capital assets being depreciated, net	24,786,339	227,421	-	25,013,760
Governmental activities capital assets, net	\$ 32,277,981	\$ 1,808,009	\$ -	\$ 34,085,990

Depreciation is not a “cash expense”. It allocates the cost of a fixed asset over its useful life.

There were two findings this year, both related to state compliance.

### 2025-01: State Compliance – Fraud Risk Assessment

*Criteria:* City management is responsible for ensuring that internal controls meet the compliance requirements described in the State Compliance Audit Guide.

*Condition:* The City completed the annual Fraud Risk Assessment and submitted it to the City Council, but did not document the 40 hours of formal training related to accounting, budgeting, or other financial areas that were completed during the year by a member of the management team or verify the entity-specific training that was required.

*Cause:* Management was unaware of the requirement to track and document training throughout the year.

*Effect:* The City was not in compliance with State regulations on Fraud Risk Assessment.

*Recommendation:* We recommend that the City review the requirements related to Fraud Risk Assessment and to retain documentation to support its risk assessment.

*Views of Responsible Officials:* Moving forward the City will track formal training for accounting and budgeting by noting when the training occurred, where it occurred, how

long the training took place, and the subject of the training. Training will be tracked whether it is free or a fee is paid.

## **2025-02: State Compliance – Fund Balance**

*Criteria:* City management is responsible to determine that internal controls ensure that compliance requirements described in the *State Compliance Audit Guide* are met.

*Condition:* The General Fund unreserved fund balance at year-end was 36%, which exceeded the State required threshold of 35% of general fund revenue.

*Cause:* The General Fund revenues increased during the year and some expenses utilized previously restricted resources causing the General Fund unreserved fund balance to exceed the threshold.

*Effect:* The City was not in compliance with State regulations on Fund Balance.

*Recommendation:* We recommend that the City review the General Unreserved Fund Balance during the year and make transfers to the Capital Projects Funds as needed to keep the General Fund unreserved fund balance below 35% of general fund revenue.

*Views of Responsible Officials:* During the midyear budget adjustments, in December, a transfer will be made from the General Fund to the Capital Improvement Fund to get under the threshold of 35%.

Mayor Monson thanked Mrs. Cannell and her staff for all their time and hard work.

**Public Hearing the purpose of discussing Public Hearing for the purpose of discussing Ordinance 2025-29, an Ordinance amending Chapter 3.20, Municipal Impact Fees by modifying the Wastewater (Sewer) Collection Impact Fee.**

Mr. Lewis explained that impact fees need to be updated every five (5) years at a minimum. The City contracted with Zions Public Finance to review current fees and recommend changes for the sanitary sewer collection impact fee. After the review, based on the projects, it was determined that three zones are unnecessary; only one is required for the entire city for this study. If approved, this Ordinance cannot take effect for 90 days; therefore, it is proposed that it go into effect on April 1, 2026. Based on this study, the city cannot exceed \$4,791 for a 5/8" meter size (see chart below). For every dollar under the maximum amount means current residents will be subsidizing new growth. This proposed Ordinance will not impact a current resident; it will be for new growth only. The impact fee is based on meter size with the lowest impact fee based on a 5/8" meter. The standard meter size for the city is  $\frac{3}{4}$ ".

Wastewater/Sewer Impact Fees proposed in the ordinance:

**Standard Single-Family Household (5/8" Meter)**

April 1, 2026 – December 31, 2026	\$4,791
Calendar Year 2027	\$4,835
Calendar Year 2028	\$4,879

Calendar Year 2029	\$4,923
Calendar Year 2030	\$4,967

**7:48 p.m. Public Hearing Opened**

There were not any comments or questions.

**7:49 p.m. Public Hearing Closed**

**Discussion and possible vote on Ordinance 2025-29**

Councilmember Orme asked about the trunk line size. Mr. Bodily said it varies from 18-inch to Hyde Park, then can reach up to 24-inch in places. It would discharge into the new lift station, which would likely be the end of the City's obligation.

**\*\*\*Motion made by Councilmember Staker to approve Ordinance 2025-29, an Ordinance amending Chapter 3.20, Municipal Impact Fees by modifying the Wastewater (Sewer) Collection Impact Fee. Councilmember Orme seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Engler, Hyer, Orme, Staker**

**No Vote: None**

**Public Hearing for the purpose of discussing Ordinance 2025-28, an Ordinance enacting compensation increases for specific officers.**

Mayor Monson introduced the proposal, noting that some city department heads have not received a wage increase beyond the annual COLA (cost of living adjustment) since 2019. She reported that, based on comparisons with similarly sized communities and other governmental entities in Cache Valley, Smithfield's wages are significantly lower than those in other communities. She added that the staff did not request the increase and had not expressed any complaints about their wages.

Compensation increases for executive municipal officers, city council members, and the mayor proposed for inclusion in the City's Fiscal Year 2026 Budget, effective December 27, 2025, are proposed as follows:

**Annual Salaries**

- ✓ Mayor – 0
- ✓ City Council – 0
- ✓ City Manager – Increase by \$10,000
- ✓ City Engineer Clay Bodily - \$118,000
- ✓ Police Chief Travis Allen - \$129,000
- ✓ Fire Chief Jeremy Hunt - \$124,000
- ✓ Public Works Director Josh Wright - \$118,000
- ✓ Golf Professional Eric Kleven - \$129,000
- ✓ Rec Center Director Brett Daniels - \$129,000

**7:53 p.m. Public Hearing Opened**

There were not any comments or questions.

**7:54 p.m. Public Hearing Closed**

**Discussion and possible vote on Ordinance 2025-28**

Mr. Lewis noted that the department heads have decades of experience and have never requested a wage increase when meeting with him. He explained that the proposal will not raise taxes and can be accommodated within the existing budget. While some department budgets may require adjustments to reflect the changes if approved, the overall net amount will remain the same. He emphasized that the proposal aims to stay competitive with similarly sized agencies and acknowledged that all city employees are valuable. Mr. Lewis also noted that the City Council has historically denied wage increases for themselves, with the last adjustment occurring in July 2016.

Councilmember Orme stated that the audit presented this evening demonstrates how well-planned Smithfield has been. He expressed gratitude to the city staff for their leadership, tenure, and service, particularly the department heads.

Councilmember Staker appreciates that the city can pay in cash for many projects. She has heard comments that the city has too much money; however, she thinks savings and sound fiscal decisions are very important. She would like residents to understand and appreciate this fact.

Councilmember Campbell said it is encouraging to see the city in such a strong financial position. Moving to tiered water systems years ago was challenging but ultimately contributed to the city's economic stability. He has been pleased with many decisions such as purchasing rather than leasing vehicles. He would encourage the incoming council members to continue focusing on serving the citizens and not taking a wage increase. He also appreciates the time he has spent working with the department heads over many years.

Councilmember Engler can see how well the city is financially run, and the fact that the proposed increases are being asked without raising taxes is commendable.

Mayor Monson has served the city for 23 years, and the current staff and council are the finest she has ever worked with. She wholeheartedly supports this proposal.

**\*\*\*Motion made by Councilmember Campbell to adopt Ordinance 2025-28, an Ordinance enacting compensation increases for specific officers with the amendment of an increase of the City Manager's wage by \$10,000 annually. Councilmember Staker seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote:** Campbell, Engler, Hyer, Orme, Staker

**No Vote:** None

**Public Hearing for the purpose of discussing Resolution 2025-12, a  
Resolution amending the Fiscal Year 2026 Budget which is the period of  
July 1, 2025, through June 30, 2026.**

Mr. Lewis provided the mid-year review and highlighted some of the proposed changes to include:

**Changes to Fiscal Year 2026 Budget:**

- \$3,000,000 will be transferred from the General Fund to the Capital Improvement Fund to help bring the city under the 35% threshold as discussed in the audit findings. It is not being spent; it is only being moved between funds. The proposal is to transfer more than is needed to get under the 35% threshold.

Revenue increases:

- Property Tax – add \$45,859
- Sales Tax – add \$207,337
- Police JAG Grant – add \$4,500
- Subdivision Fees – add \$20,000
- Central Dispatch Fee – add \$5,000 (pass-through fee to Logan City)
- Interest – adding \$167,856 total (in General Fund, CVB Checking & Class “C” Road Fund)
- Surplus Sale Items – add \$16,356
- Library Grants, Arts Council, America250 & Historical Preservation donations \$11,877.
- Fire - \$304,795 reimbursement for Wildland Fire Grant with the funds being reinvested within the department. Thanked the staff for their many hours of work.
- Rec Center – wrestling and pickleball are two increasingly popular programs.
- Water – Irrigation Metering Grant \$8,050.
- Impact fee additions for water, parks, sewer and storm water.

Note: The Police Station and Golf Course Clubhouse have two more payments but are being proposed to be paid off in this fiscal year, one year ahead of schedule.

Expenses:

- Streets \$123,534 of which \$50,000 will be added to sidewalk repair/replacement. A grant will be received for a road study on 1200 East. The city will pay 8% of the cost upon completion. A Transportation Plan is being completed as part of the General Plan Update.
- Parks \$100,000 for tree trimming. One of five sections has been completed. Section 2 will be completed in the spring. At that time it will be evaluated to see how much more trimming or areas can be completed in the fiscal year.
- Forrester Acres improvement project via RAPZ tax. The cost is \$260,000, and the grant covers approximately \$205,000. The project is approximately 95% complete.
- Senior Center replacement of the carpet with laminate flooring.

- Birch Creek Golf Course - \$52,586 to replace a 2006 Ford Ranger.
- The General Capital Improvement (GCIF) Fund has a transfer from the General Fund for two new ambulances that have not yet been received, They are scheduled to arrive in December.
- Water: \$4,700,000 for a new 3-million-gallon water tank. The contract has been signed, and substantial completion is scheduled for September 2026. This project will be paid with cash.

Note: Birch Creek Golf Course is not subsidized. There are two more payments, and the Club House will be paid off.

Impact fees are not budgeted until they are received.

The city has an aging water system. There was a recent, costly leak at 100 North 200 West which required repair. The city continually tries to repair and replace sections.

Smithfield City is growing, with a budget approaching \$36 million across all funds. The last bond was in 2015 for the library. The goal is not to bond for as long as possible.

**8:27 p.m. Public Hearing Opened**

There were not any comments or questions.

**8:28 p.m. Public Hearing Closed**

**Discussion and possible vote on Ordinance 2025-12**

**\*\*\*Motion made by Councilmember Campbell to adopt Resolution 2025-12, a Resolution amending the Fiscal Year 2026 Budget, which is the period of July 1, 2025, through June 30, 2026. Councilmember Hyer seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Campbell, Engler, Hyer, Orme, Staker**  
**No Vote: None**

**City Manager Report**

Eric Kleven has worked at Smithfield for over 36 years and is humbled by the Council's support for the department heads. He thanked the current and outgoing council members and mayor for all the support and friendship.

Shawn Bliss expressed appreciation for the opportunity to work for the Smithfield Library. The recent Storybook Festival was a strong example of the quality of life and the ability to work together.

Fire Chief Jeremy Hunt appreciates the Council's approval of reinvesting wildland funds back into the department. Mayor Monson, Sue Hyer, and Wade Campbell were presented with "speaking trumpet" plaques as a symbol of appreciation.

Clay Bodily thanked the council for consistently investing time and conducting research on the many projects and changes the city has undergone. Approving the capital improvements has been an invaluable service to the city.

Mr. Lewis provided the following updates:

- ✓ 3-million-gallon Water Tank will start this spring with an estimated completion of September 2026.
- ✓ 1000 South Storm Water project – ready to bid Phase 1 (past highway to the railroad tracks). Phase 2 will be the railroad tracks to 1200 West as well as creation of the storm water pond.
- ✓ Spring line – Mr. Bodily is working with Cache County on the final steps. Phase 1 will be the county side of the project and Phase 2 will be on forest service side of the project.

## **RAPZ Tax Applications 2026**

Staff stated that they would like to apply for funding in the first quarter of 2026 for the following projects: the annual youth theater performance during Health Days, another application on the Douglass Mercantile building, and installation of safety netting at the driving range on Hole 1 at Birch Creek Golf Course, noting that the course experiences heavy daily use and there are safety issues between the driving range and Hole 1.

Councilmember Engler asked whether there is a new urgency regarding the protective barrier. Mr. Lewis said this has been on the city's radar for a long time, and staff think this is a good time to start addressing it.

The Council supports the outlined projects.

Mr. Lewis presented the outgoing members with a gift from the city. He thanked the council for its continued support and guidance. Varying perspectives always help balance city decisions, and he is grateful for the opportunity to work together.

## **Council Member and Mayor Reports**

### Councilmember Orme

- ✓ New tree committee members.
- ✓ Historical Society continues to progress with the goal to have an open house with Temple Open House.

### Councilmember Staker

- ✓ The Senior Center will be getting new flooring.
- ✓ Health Days Ambassador Pageant – still accepting applications. The pageant will be held in March.
- ✓ Arts Council – Storybook Festival was amazing, with countless hours of volunteer work.

### Councilmember Hyer

- ✓ Youth Council – outstanding service helping with all holiday events.

### Councilmember Engler

- ✓ Chamber of Commerce – Night of Giving was a great success.
- ✓ County Trails – funding in place to continue Bonneville Shoreline Trail, working out logistics and schedules. The hope is to finish in the next couple of years. When completed, it will be 10 miles of trail.

### Councilmember Campbell

- ✓ Cache Mosquito Abatement District – year-end financials reviewed.
- ✓ Library – closed for building improvements, anticipated back open January 2026.

### Mayor Monson

Recapped the last 4 years of accomplishments:

1. Coordinated with the county to fix Birch Canyon Road.
2. Coordinated with Terry Camp to help take loop-ends out of wilderness for Birch Canyon trail.
3. Created and continued the dark sky Ordinance since (1999).
4. Work closely with Cache County Trails coordinators.
5. Brought Kari Hoggan back to the Health Days scholarship pageant.
6. Planned and are executing a new waterline to replace the 103-year-old waterline.
7. Planned and are executing a new 3-million-gallon storage tank, paid with cash.
8. Hired two new fire chiefs including current Chief Jeremy Hunt.
9. Hired new Library Director - Shawn Bliss.
10. Hired new City Manager - Justin Lewis.
11. Established the weekly newsletter, Three Things You Need To Know This Week, providing weekly updates to the residents.
12. Created the Arts Council, which now sponsors the Christmas Storybook Festival & summer arts events, as well as the Health Days chalk art contest.
13. Installed the Sky View Roundabout. Coordinated with the class of 2025 to place stones and bobcat.
14. Worked with UDOT (Utah Department of Transportation) to add turn signals at 600 South.
15. Developed a strong working relationship with Hyde Park and North Logan and strengthened relationships with the entire county.
16. Acquired Tuveson property approximately 11 acres for eventual new city park.
17. Updated the old logo to a bright, modern look.
18. Almost finished with the General Plan update.
19. Serve on the Bear River Mental Health board.
20. Serve on Cache County Fire District board.
21. Created Waterwise Wednesday posts and has encouraged the “flip your strip” program.
22. Created “Traffic Tip Tuesdays”.
23. Awarded the Healthy Utah designation
24. Coordinated the Healthy Utah art mural on the south side of the old main theater at about 150 North Main. Lester Lee and volunteers donated all of the labor.
25. Started the food sharing stand at the Rec Center.

26. Supported and encouraged America250 team to celebrate the 250th birthday of the USA.
27. Supported and encouraged the Historical Society as they are creating a new museum.
28. Added another layer of transparency to rezone requests requiring written notice to be given to neighbors within 300 feet of the rezone requests.
29. Started broadcasting city council meetings on YouTube in Oct 2025.
30. Stayed connected through email, texts, and visits, and have answered anyone who has reached out.
31. Total support of emergency services
32. Supported the Period Project with free sanitary products in women's bathrooms in the city offices.
33. Provided new couches for the senior citizen center.
34. Will install new flooring in senior citizen center which was approved in December.
35. Stayed within the budget and encouraged paying cash for big-ticket items.
36. Successfully changed solid waste disposal from Logan City to Econo Waste. The city owns our own cans, thereby reducing the chance of overcharge.
37. Worked with UDOT to change speed on 100 North heading west.
38. Hired new Public Works Director - Josh Wright.
39. Worked with the county trails committee as new funding was just awarded for 10 miles of the Bonneville Shoreline Trail (BST).
40. Acquired a contract with Blomquist-Hale to provide mental health support for all employees and their families.
41. Hired City Recorder - Dana Lazcanotegui.
42. Held daily coordinating meetings with City Manager.
43. Brought parks back to green and well cared for.
44. Brought extremely rapid growth back under control.
45. Hired City Treasurer - Jodie Mack.
46. Started tackling the multi-million-dollar tree project by hiring two companies to start trimming and cleaning up the park strip areas in the city.
47. Provided "Three Things" update in paper form to the Senior Citizens.
48. Had all valuable art at the library valued, re-framed, and added museum-quality glass, and rehung. All art is now accounted for and managed.
49. Have been available to residents and staff 3-4 days a week in the office and at the council; always responded to texts and emails. The sitting members of the council have ALWAYS done their homework and are prepared.
50. Worked closely with the Rec Center and Cache County School District to work on ideas for improving and possibly relocating the Rec Center from Sky View.  
Worked closely with Superintendent McKee and Brett Daniels.
51. Acted as the vice chair of the Cache Mayor's Association.
52. Completed major sewer infrastructure upgrades on 200 North and 600 West.
53. Have plans for the largest stormwater infrastructure project in the city on 1000 South from approximately the highway to 1200 West. The project will be bid at any time.
54. Multiple culinary water infrastructure projects in various locations throughout the City, from the replacement of old pipes to the construction of a new booster station.
55. Currently adding new carpet to the library. Roof and floor repairs completed in 2024.

She would like to see better funding for the Police Department, replacement of the sprinkler system at the Birch Creek Golf Course, and a better building for the senior citizens.

**Closing thoughts and remarks by Mayor Monson, Sue Hyer, and Wade Campbell**

Councilmember Hyer said serving on the council has been an honor. She has new friends and thanked all city employees and department heads. It has been a privilege to serve, and she is grateful for all the opportunities she has had during her tenure.

Councilmember Campbell has served on the Planning Commission and City Council for more than 10 years. He thanked the staff and residents. One of the highlights of his tenure was seeing the city provide ambulance service and update the Fire Department. His family has lived in Smithfield for multiple generations, and he has been happy to give back to the community. He has valued all the opportunities he has been given. He thanked his family and encouraged new members to handle public funds with reverence.

Mayor Monson shared a quote from Winnie the Pooh: "How lucky am I to have something that makes saying goodbye so hard." It has been an honor to serve and work with the incredible staff and council members. She feels blessed to live in such a great community and thanked everyone for their support, love, and kindness.

\*\*\* The meeting adjourned at 9:18 p.m. \*\*\*

**SMITHFIELD CITY CORPORATION**

---

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 **December 10, 2025**. The meeting will begin at 6:30 p.m.

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

1. Approval of the City Council meeting minutes from November 17, 2025.
2. Public comment on items not on the agenda or agenda items not requiring a public hearing during the council meeting.
3. Recognition of Bob Holbrook for years of dedicated service on the Planning Commission.
4. Recognition of Jamie Anderson for years of dedicated service on the Planning Commission.
5. Discussion and possible approval of Michael Beckstead as a member of the Smithfield City Planning Commission effective January 1, 2026.
6. Discussion and possible approval of Robert Felshaw as a member of the Smithfield City Planning Commission effective January 1, 2026.
7. Discussion and possible approval of Haley Lister as a member of the Smithfield City Tree Committee.
8. Discussion and possible approval of Nick Reithel as a member of the Smithfield City Tree Committee.
9. Audit presentation for Fiscal Year 2025, which is the period of July 1, 2024 through June 30, 2025 by representatives of Richey May, formerly known as Allred Jackson.
10. Discussion and possible vote on Ordinance 2025-24, an Ordinance rezoning Cache County Parcel Number 08-080-0002 from R-1-10 PUD (Single-Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone) to R-1-10 (Single-Family Residential 10,000 Square Feet Planned Unit Development Overlay Zone). The parcel is approximately 1.74 acres and is located at approximately 370 North 250 West. The request was submitted by Jesse Vega.
11. Discussion and possible vote on Ordinance 2025-23, an Ordinance amending the Smithfield City Municipal Code Title 16 "Subdivision Regulations", Chapter 16.04 "General Provisions", Section 16.04.060 "Compliance Required".

12. Discussion and possible vote on Ordinance 2025-22, an Ordinance amending the Smithfield City Construction & Design Standards, Part I "Design Standards", Chapter 2.0 "Street Design", Section 2.1 "General".
13. Discussion and possible vote on Ordinance 2025-21, an Ordinance amending the Smithfield City Municipal Code Title 5 "Business Licenses and Regulations", adding Chapter 5.34 "Firearms & Ammunition" and Section 5.34.010 "Business License", and amending Title 17 "Zoning Regulations", Chapter 17.120 "Use Matrix Table", Section 17.120.010 "Use Allowance Matrix".
14. Discussion and possible approval of the Water Use & Preservation Plan as part of the General Plan.
15. Public Hearing for the purpose of discussing Ordinance 2025-30, an Ordinance amending the Smithfield City Municipal Code Title 8 "Health and Safety", Chapter 8.08 "Fire Code", adding in its entirety Section 8.08.070 "International Wildland-Urban Interface Code (WUIC)".
16. Discussion and possible vote on Ordinance 2025-30.
17. Public Hearing for the purpose of discussing Ordinance 2025-29, an Ordinance amending Chapter 3.20, Municipal Impact Fees by modifying the Wastewater (Sewer) Collection Impact Fee.
18. Discussion and possible vote on Ordinance 2025-29.
19. Public Hearing for the purpose of discussing Ordinance 2025-28, an Ordinance enacting compensation increases for specific officers.
20. Discussion and possible vote on Ordinance 2025-28.
21. Public Hearing for the purpose of discussing Resolution 2025-12, a Resolution amending the Fiscal Year 2026 Budget which is the period of July 1, 2025 through June 30, 2026.
22. Discussion and possible vote on Resolution 2025-12.
23. City Manager Report  
RAPZ Tax Applications 2026
24. Council Member and Mayor Reports
25. Closing thoughts and remarks by Mayor Monson, Sue Hyer and Wade Campbell.

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 accommodation for this meeting should contact the City Recorder at (435) 792-7997 at least three (3) days before the date of the meeting.