



## SMITHFIELD CITY COUNCIL MINUTES April 8, 2026

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah, on Wednesday, April 8, 2026, at 6:00 p.m. Mayor Rudie was in the chair.

Opening remarks by Jenn Staker

**Council Members in Attendance:** Jay Downs, John Engler, Chris Olsen, Todd Orme, Jenn Staker

**City Staff:** Justin Lewis (City Manager), Brian Boudrero (Planning Manager), Travis Allen (Police Chief), Jeremy Hunt (Fire Chief), Clay Bodily (City Engineer)

**Visitors:** Jeff & Lynda Jeff Gittins, David Forrester, Lizette Villegas, Kelly Olsen, Wade Lindley, Caralee Stokes, Debbie Zilles

### Approval of the City Council meeting minutes from March 25, 2026 meeting.

**\*\*\*Motion made by Councilmember Orme to approve the meeting minutes from the March 25, 2026 meeting. Councilmember Engler seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote:** Engler, Downs, Olsen, Orme, Staker

**No Vote:** None

### Public Comment on items not on the agenda

David Forrester expressed concern that large items donated to the museum are being stored outside. He specifically referenced a grain cleaner that has been in his family for over 100 years, which has been exposed to the elements for approximately 20 years and is now in poor condition. He shared photos with the City Council and expressed frustration that while funds are being spent on interior renovations, donated items are not being adequately preserved. He stated that this raises concerns about making future donations, though he is willing to take the item back and restore it.

Marty Robinson, who lives on 600 East (Crow Mountain Road), introduced the newly formed Crow Mountain Park Neighborhood Committee. He explained that the committee's name is based on the 12-acre parcel acquired for a future city park, which has not yet been officially named. He expressed appreciation to Councilmember Engler for helping organize the group. The committee is made up of volunteers from diverse backgrounds who are enthusiastic about the park's development. Their goal is to support the City by providing input on the park's design and assisting with funding efforts. The group has begun developing a website that will include a fact section and a community survey to gather input on desired park features. Results will be shared with Councilmember Engler for Council review. Mr. Robinson noted that funding is a major challenge, with estimated costs around \$11 million, and expressed interest in pursuing grant opportunities. He added that a Utah State University professor in the neighborhood has offered assistance with grant writing.

Brooklyn Evans, a representative from Sky View High School, serving as Senior Class President, shared that the senior class is considering adding lighting to the roundabout at 250 East 600 South as their class gift. Mr. Lewis stated that he will discuss the process with her, noting that an application would be required and subject to review to ensure all applicable requirements are met.

### **Introduction of 2026 Royalty**

The Smithfield Health Days Ambassador Program is an annual scholarship competition held in March to select a youth royalty. Councilmember Staker said there were 17 applicants this year and she proudly announced the 2026 winners: Jackie Woodruff, Zellie Barson, Madalyn Smith, Desirae Jo Andrew and Emily Hansen. With Coraline Schofield as “Miss Congeniality”. The City is excited to see these young women involved in many activities throughout the year and congratulated them on their success.

### **Youth Council**

Emily Hansen and Lily King reported that they helped with the Easter Egg Hunt last weekend and are working on their closing social. The application deadline to apply for next year is May 1st. They have signs up and are doing some events in-school to help spread the word. Attendance this year has been the best so far.

### **Discussion and update on the Historical Society and the renovation of the Douglass Mercantile Building**

Jeff Gittins responded to concerns raised by David Forrester, offering a sincere apology and expressing appreciation to Mr. Forrester and his family for their contributions to the Historical Society. He explained that the grain cleaner is too large to store in the building and although it is covered, exposure to wind and weather has caused damage. He stated that he will work with the Public Works Department to reposition the item so Mr. Forrester can repair it and will explore improved weather protection options for outdoor artifacts.

Mr. Gittins expressed gratitude for the community’s support, specifically recognizing Josh Wright and the Public Works Department, as well as City Manager Justin Lewis, for their assistance and leadership.

Mr. Gittins reported that he has accepted a request to continue serving as President of the Historical Society for the next five years. Michael Harris will serve as Vice President, with James Anderson as Second Vice President. Whitney Loveday will serve as Secretary, and Councilmember Orme will serve as City Council liaison. He also listed additional board members and noted that 27 individuals serve on various committees.

He stated that several board members, councilmembers, and planning commission members recently attended training with the Utah State Historic Preservation Office,

where they learned about federal tax credits for historic preservation. He noted that there are approximately 15–16 buildings on Main Street that are over 100 years old.

Mr. Gittins reported that progress on the museum renovation is ongoing, with multiple subcontractors currently working on the site. The goal is to open the museum in time for Health Days. He also presented an exhibit on “Smithfield Yellow Brick Homes” and noted the discovery of a medal from the Utah Indian War.

Councilmember Engler asked about available space for artifacts. Mr. Gittins stated that space is limited for large items but noted that improving the second floor of the museum could potentially double display capacity.

Mr. Gittins discussed the need to stabilize the old log cabin at Heritage Park and indicated he would work with the Public Works Department on this effort. Mr. Lewis emphasized the importance of determining the long-term use of the structure, noting potential liability concerns. Mayor Rudie echoed these concerns and requested a cost estimate for repairs. Mr. Gittins stated he would coordinate with Jon Wells to develop an estimate and would prioritize stabilizing the structure.

Councilmember Orme suggested standardizing the name of the museum for clarity. Mr. Gittins noted it has commonly been referred to as the “Rock Store” due to its construction materials but agreed it should be formally identified as the “Smithfield City History Museum.” Councilmember Staker asked about the origin of the name, which Mr. Gittins explained is due to the use of three different types of rock in the building.

Council members discussed the importance of developing a long-term plan for managing historic buildings, including maintenance, costs, and artifact storage and display. Councilmember Engler invited the Historical Society to prepare a long-term plan for City Council review. Both he and Councilmember Staker expressed appreciation for the ongoing efforts.

Mr. Gittins concluded by confirming that all artifacts are cataloged and numbered and invited Councilmembers to visit the museum for a tour.

**Public Hearing for the purpose of discussing Ordinance 2026-03, an Ordinance amending the Smithfield City Municipal Code Title 12 “Streets, Sidewalks and Public Places”, Chapter 12.24 “City Trees”, Sections 12.24.010 “Creation and Establishment of a City Tree Committee”, 12.24.030 “Term of Office”, 12.24.040 “Duties and Responsibilities of the Tree Committee”, 12.24.050 “Definitions”, 12.24.060 “Landscaping”, 12.24.080 Park Tree Care and Maintenance” and 12.24.090 “Street Tree Care and Maintenance”.**

Mr. Lewis explained that this a housekeeping ordinance with a few clarifying changes at the recommendation from the Tree Committee. The goal is to clean up some of the wording and make it easier to read.

Councilmember Orme highlighted from 5 to 6 members “*consisting of five (5) appointed voting members, and on permanent city council member serving as a non-*

*voting member*". This seemed to be a good compromise to not too big so a quorum is hard to get, yet enough for people to participate in. Also having five voting members will avoid tie votes.

**6:58 p.m. Public Hearing Opened**

There were not any comments or questions.

**6:59 p.m. Public Hearing Closed**

**Discussion and possible vote on Ordinance 2026-03**

Councilmember Olsen asked about striking out the sentence "~~No species other than those included in the city tree list may be planted without the written permission of the Tree Committee.~~ Councilmember Staker said that is striking redundant language because earlier in the Ordinance is states that only trees from the approved tree list, as approved by the City Council, can be planted. Deleting the sentence makes it reader clearer.

**\*\*\*Motion made by Councilmember Engler to adopt Ordinance 2026-03, an Ordinance amending the Smithfield City Municipal Code Title 12 "Streets, Sidewalks and Public Places", Chapter 12.24 "City Trees", Sections 12.24.010 "Creation and Establishment of a City Tree Committee", 12.24.030 "Term of Office", 12.24.040 "Duties and Responsibilities of the Tree Committee", 12.24.050 "Definitions", 12.24.060 "Landscaping", 12.24.080 Park Tree Care and Maintenance" and 12.24.090 "Street Tree Care and Maintenance". Councilmember Downs seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Engler, Downs, Olsen, Orme, Staker**

**No Vote: None**

**Continued Discussion on cemetery plot availability and Resolution 2026-05, a Resolution amending the Prevailing Fee Schedule for cemetery related fees.**

Mr. Lewis reported that following last month's discussion, the cemetery map has been revised to identify Sections D-1 and D-2. Staff is recommending opening these sections next, with D-1 providing 93 full-sized burial plots and D-2 designated for cremations. He noted that additional areas will be developed in the future as trees are removed and this section is filled. Staff believes this approach is a practical starting point, especially given the increased public interest and inquiries.

Mr. Lewis presented fee comparisons from other cities, noting that the Providence, Utah cemetery requires a death before a plot can be purchased. He asked the Council to consider whether to adopt a similar policy. He also reviewed that Smithfield last updated burial plot fees in April 2020 and burial fees in August 2022. He emphasized that, unlike some neighboring communities, Smithfield has limited remaining cemetery space, so it is not good to compare with other districts or communities.

Mr. Lewis introduced a proposed addition to the fee schedule for a burial plot buyback program, offering \$400 or the original purchase price, whichever is greater, with proof of purchase. Councilmember Staker expressed support for this as an incentive for unused plots to be returned and resold.

Mr. Lewis stated in the opinion of the staff that residents, defined as those living within City limits, and paying property taxes, or have a utility bill, should pay less than non-residents. The goal is to discourage speculative purchases and preserve availability for residents.

Councilmember Orme shared feedback from residents who oppose requiring a death prior to purchase, noting it creates an additional burden during a difficult time. He supported maintaining resident and non-resident pricing differences.

Councilmember Olsen suggested allowing residents to purchase plots at any time while requiring a death for non-residents. Discussion followed regarding fairness and enforceability of residency definitions, with Mr. Lewis emphasizing the need for clear, enforceable boundaries for the staff to be able to follow.

Councilmember Downs confirmed that residency should be based on living within City boundaries. Mr. Lewis added that one exception has been made in for residents who relocate late in life for end-of-life care.

Council discussion acknowledged the emotional nature of cemetery planning while balancing the reality of limited space. Members generally supported higher non-resident fees and maintaining simpler policies.

Mr. Lewis explained that state law allows unused plots to be reclaimed after 60 years after a legal process but noted that the process is lengthy, costly, and previously yielded minimal results. Because Smithfield did it about a decade ago, he does not think it needs to be done again.

Councilmembers discussed potential restrictions and pricing strategies.

Councilmember Engler emphasized keeping the process simple and ensuring preferential treatment for residents. Mayor Rudie suggested alternative fee structures, though concerns were raised about overcomplicating the system.

Following discussion, the City Council reached consensus to not implement a death requirement and instead increase the non-resident plot purchase fee to \$3,500. Councilmember Orme expressed concern that this amount is significantly higher than surrounding areas, while Councilmember Engler noted this is an intentional approach to manage limited availability.

Mr. Lewis confirmed that these items will be brought back on the May agenda, including the opening of Sections D-1 and D-2 and the updated fees.

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

Mr. Lewis said this has been worked on since approximately last September. A specialized law firm was hired to ensure that everything meets legal compliance. Department Heads have reviewed and discussed it and feel good with the changes. It can be amended over time as things come up. This will not affect wages. It addressed the amount of PTO carryover, which has been a previous concern.

Councilmember Downs likes the addition of peer support and critical incident stress, which is a great improvement.

Councilmember Staker appreciates the attention to detail, it seems to be a good policy and she is happy with it.

Councilmember Orme thinks the clarifications are great.

Councilmember Olsen does not think he has a handle on comparing it to the old version, it is a large document and is difficult to go line-by-line. Councilmember Staker replied it is quality over quantity. Councilmember Downs thinks it is a great guide for employees.

**\*\*\*Motion made by Councilmember Orme to adopt amendments to the Employee Personnel Manual. Councilmember Staker seconded the motion. The motion was approved 5-0.\*\*\***

**Yes Vote: Engler, Downs, Olsen, Orme, Staker**

**No Vote: None**

**City Manager Report**

- ✓ Phase 1 of the 100-year-old spring line replacement project is going to bid this week.
- ✓ The General Plan is being finalized and will be coming to the City Council in May for final review/approval.
- ✓ Mr. Bodily is gathering bids for the 925 South from 100-250 East road project which should be completed this calendar year.
- ✓ The property for the new park on Crow Mountain Road has finally been paid off. Park impact fees are being collected, and the City Council will have to decide how to allocate those long-term. There is no written design plan that can even be submitted for possible grant funding. The Council will have to determine what they want there such as sports fields, playground, pickle ball courts, parking, biking/walking paths, etc. According to other cities who have recently constructed parks, it generally works out to approximately one million dollars per acre, so depending on the design and what amenities are decided, this could be a twelve-million-dollar project. It also has grading issues so there will be quite a bit of excavating expense in preparing the land for use.

- ✓ There are no planned utility increases in the new budget; however, the central dispatch fee, which is a pass-through fee, is increasing from \$3.30 to \$3.40 beginning in July.
- ✓ Received the latest Rural Transportation Investment Funds so that was updated to reflect a \$300,000 on the revenue and expense side.
- ✓ Utah Retirement Systems (URS) has provided the annual updates, which are negligible. Tier 1 decreased 0.5% and Tier 2 increased 0.5%. Most of City employees are on Tier 2 so there will be a slight increase in the benefit line item.
- ✓ The Tagmarsh software, as approved last meeting, has been added to the budget.
- ✓ Received bids for the roof on the historical cabin and the overhang to the east. The roof for the cabin will be \$9,200 and the overhang will be \$8,775. The Council needs to decide what will be done long-term with this structure and what its use will be. The cabin project has been included in the new budget.
- ✓ Meeting with the health insurance broker next week will have amounts for the next meeting.

Councilmember Staker asked if there can be a long-term plan on various aging buildings throughout the City. Mr. Lewis will work with the department heads to create a long/short-term plan(s) for each of their department buildings.

Councilmember Engler asked the City Council to think about whether it would be helpful to put some money aside, out of this year's budget and/or future year's budget to plan for the Crow Mountain Road Park. Finishing the park could help alleviate pressure on some of the Recreation programs at other parks. He does not want to just sit on the property for years without a plan. Mr. Lewis said the City is always watching for grants which can be applied for; however, before this a plan has to be determined with estimated costs. There is approximately \$400,000 already set aside in park impact fees and that will continue to increase until allocated by the city council. This may be a good project to include with the USU Visioning project. Depending on what is desired it will help outline costs and whether it can be constructed in phases. There will be thousands of opinions of what could/should be included. A lot of it depends on the age of families; young families like playgrounds, older kids like ball fields, adults enjoy walking paths and pickle ball courts. We really have to sit down and decide upon a plan and then decide how to move forward. He reminded the Council that regardless of when the park is improved, infrastructure will need to be put in first. There needs to be parking, bathrooms, grading, etc. The Council agreed to continue this discussion during the remainder of this year's budget discussions.

### **Council Member and Mayor Reports**

#### Todd Orme

- ✓ Tree Committee appreciates the support of the changes made in the city code. They will be handing out trees on April 25th at the library between 11:00 a.m. - 3:00 p.m. for Earth Day. Arbor Day poster judging will take place on April 27th at the LDS church on 200 South 75 East at 6:00 p.m. They will also have a booth at Health Days.

### Jenn Staker

- ✓ Registration for the Arts Council Chalk Art Festival registration is going on. She will send out information that the Council can share to attract more applicants. This year's theme is "Together in Freedom".
- ✓ Summer Concerts in Central Park are set for June 5th, 12<sup>th</sup>, 19th, and 27th with local musical talents. It's a free, fun evening to spend with family. Concerts begin at 7:00 pm.

### John Engler

- ✓ Chamber of Commerce next event is a golf tournament on May 6th.
- ✓ Trails Committee has made a decision on the engineering firm to manage the construction on the North Logan section of the Bonneville Shoreline Trail. The Smithfield segment is planned for 2027.
- ✓ The Library is continuously doing great outreach programs. Mayor Rudie received a letter from The Utah State Library recognizing the Smithfield Library for outstanding service during the 2025 fiscal year and earned the Quality Library Award.

### Chris Olsen

- ✓ Youth Council is reviewing applications for the upcoming year. There are already 25 applications. The deadline is May 1st.
- ✓ Senior Citizens are doing well and are grateful for the interior upgrades to the senior center.
- ✓ Attended the State Historic Preservation Office training. There is a "Utah Main Street" program that can help revitalize older commercial districts. He and Councilmember Engler have created a Planning & Community Engagement Committee to work on this. Have their first meeting next week, he foresees great things happening.
- ✓ Americal250 received some grant funds to help with activities.
- ✓ His personal preference for the museum name would be "The Smithfield City Rock Store Museum".

### Jay Downs

- ✓ Cache Mosquito Abatement District – beginning prevention services, there is no reported West Nile Virus yet.
- ✓ Easter Egg Hunt was a great success, he thanked everyone involved.
- ✓ The Police Department has a Lieutenant Position open and seeking qualified applicants.

### Mayor Rudie

- ✓ Recognized the upcoming day upcoming day of service on Saturday, April 25th in partnership with America250. Barbara Kent has been asked to spearhead the event. JustServe app will be the easiest way to get information.

- ✓ Congratulate America250 on receiving a \$2,500 grant to help with event costs.
- ✓ Cinco de Mayo Celebration will be Tuesday, May 5th at the library.
- ✓ Fire District – there have been new conversations about a voucher system and how it will be handled. This is an evolving process and multiple cities are working collaboratively on the development. He will continue to share more information as it is defined.

\*\*\*The meeting adjourned at 8:25 p.m.\*\*\*

**SMITHFIELD CITY CORPORATION**

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Aaron Rudie, 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, April 8, 2026**. The meeting will begin at 6:00 PM.

Welcome/pledge of allegiance and thought/prayer by Jenn Staker

1. Approval of the city council meeting minutes from March 25, 2026.
2. Public comment on items not on the agenda.
3. Introduction of 2026 Royalty.
4. Discussion and update on the Historical Society and the renovation of the Douglass Mercantile Building.
5. Public Hearing for the purpose of discussing Ordinance 2026-03, an Ordinance amending the Smithfield City Municipal Code Title 12 "Streets, Sidewalks and Public Places", Chapter 12.24 "City Trees", Sections 12.24.010 "Creation and Establishment of a City Tree Committee", 12.24.030 "Term of Office", 12.24.040 "Duties and Responsibilities of the Tree Committee", 12.24.050 "Definitions", 12.24.060 "Landscaping", 12.24.080 Park Tree Care and Maintenance" and 12.24.090 "Street Tree Care and Maintenance".
6. Discussion and possible vote on Ordinance 2026-03.
7. Continued discussion on cemetery plot availability and Resolution 2026-05, a Resolution amending the Prevailing Fee Schedule for cemetery related fees.
8. Discussion and possible vote on amendments to the Employee Personnel Manual.
9. City Manager Report  
Fiscal Year 2027 Budget Update
10. Council Member and Mayor Reports  
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) 792-7997, at least three (3) days before the date of the meeting.

The meeting will be streamed at the following link: [YouTube Channel](#)  
or <https://www.youtube.com/@smithfieldutah/streams>

**\*\*\*Note: Public input will be accepted on all agenda items. We ask that you keep your comments concise to ensure everyone has an opportunity to speak. You can also share comments that will reach the mayor and city council members by emailing [info@smithfieldutah.gov](mailto:info@smithfieldutah.gov)\*\*\***