SMITHFIELD CITY COUNCIL MARCH 24, 2021

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, March 24, 2021. The meeting began at 6:30 P.M. and Mayor Jeffrey H. Barnes was in the chair. The opening remarks were made by Deon Hunsaker.

The following council members were in attendance: Curtis Wall, Jamie Anderson, Deon Hunsaker and Jon Wells.

Wade Campbell arrived during the meeting.

City Manager Craig Giles, Fire Chief Jay Downs, City Engineer Clay Bodily, Police Chief Travis Allen, Rec Center Director Brett Daniels, Public Works Director Doug Petersen, Golf Professional Eric Kleven, Golf Superintendent Chad Daniels and City Recorder Justin Lewis were also in attendance.

VISITORS: Derik Winegar, Stephanie Nixon, Brynn Nixon, Brittany Andrus, Russell S., Josh Jensen, Shae Hansen, Erin Campbell, Bruce Jones, Holly Jones, April Godderidge, Kathy Toolson, Josh Wright, Hayden Downs, Brian Potts and Kevin Ogden

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM MARCH 10, 2021.

> ***A motion to approve the March 10, 2021 city council meeting minutes was made by Jamie, seconded by Curtis and the vote was unanimous.***

Yes Vote: Wall, Anderson, Hunsaker, Wells
No Vote: None
Absent: Campbell

RESIDENT INPUT

BRUCE JONES: We have lived in the city since 1997 and been a property owner since 2000. My family uses the library daily. We use the OverDrive program. I heard the budget is decreasing. Hyrum City is spending $40,000 per year on books and we are spending $13,000. It is despicable. We should be ashamed. Smithfield should have the next highest book budget of any library in the valley except Logan. Studies have shown people that read are smart. We want smarter residents. We don't want just books but online tools as well. The library offers internet, Wifi and kid's programs. I have paid $200 to $1,200 per year of my own money to the library to support it. I hope you consider quadrupling the budget for a city of our size. Do some research. Compare what we pay to others. We have so many people moving in. I love Smithfield. We need to increase the budget because more people are using the library because of growth. Find a way to pay for it.
MAYOR: Are you on the library board?
BRUCE: No. My wife, Holly, has been on the library board for six years.

STEPHANIE NIXON: Please increase the library budget. We read a lot in my book club. Moms are paying $150 to go to the Logan library. We don't have as many books here. The books we are checking out are outdated. I am an advocate for more funding. The library is a great asset. The library is impactful on everyone.

KATHY TOOLSON: I am the former principal of Sunrise Elementary. I am an advocate for the library. Please review the budget. We should be the best library in the north end of the county. I would hope we could be up to par with other libraries of our size.

DERIK WINEGAR: I am here to represent the residents who live on 300 North. There is new development in our area. We want to the council to consider making 300 North a one-way street going east to west in our area. We would like to stop some of the problems before they get worse. I would like to get on the city council agenda to discuss the Transportation Master Plan.

HOLLY JONES: I am a board member. People are moving to the city but it seems the budget is getting less. Please review the budget. We need to keep up with growth.
MAYOR: Are you a current library board member?
HOLLY: Yes.

APRIL GODDERIDGE: I am on the library board. We love the library. We don't want it overlooked. Make sure it is discussed and has the proper budget. We want residents using our facilities and not having to go to libraries out of town.

SHAE HANSEN: I have been a patron my entire life. I have volunteered at the library at different times in my life. I love books and reading. The Smithfield library is a big factor in why I like books and reading. We cannot get the books we want. We are buying books, reading them and then donating them to the library. We noticed some of the sections of the library have books which are 30 years out of date. We donated books to the library. The science fiction and fantasy areas of the library need help.

INITIAL DISCUSSION ON THE FISCAL YEAR 2022 BUDGET WHICH IS THE PERIOD OF JULY 1, 2021 THROUGH JUNE 30, 2022.

Craig mentioned the following.

This is the first discussion on the new budget which starts on July 1st.

The plan is to discuss the budget again at the April 14th city council meeting. Have the public hearing at the May 12th council meeting and then have the council vote to approve the budget on either May 26th or June 9th.

The main highlights and concerns regarding the budget will be discussed by the department heads.

The proposed budget includes a 3.00% cost of living adjustment in regard to wages.

New health insurance premiums have not yet been supplied to the city. Once that information is known those numbers will be included.

Three new full-time positions would be created for departments which are understaffed. One new employee would be added to the fire department, police department and public works department.

The new culinary water production well at Central Park is included.

Project #3 from the Sewer Master Plan review is included.

Redoing all of the roads in the cemetery is included. A different method is being considered than originally planned for which will allow for all of the roads to be redone at the same time.

The 1000 South Main signal light project is included and will be paid for with Water, Sewer and Class "C" Road fund funding.

The intent at this time is to hold the property tax rate the same as in the previous couple of years.

There is a concern the amount of tax received from Fee in Lieu which is received by the city will decrease as the legislature recently made changes to the tax paid for RV's and boats. It is unknown at this time how the city will be affected.

Legislation was passed where a developer can now use a private building inspector to do inspections. It is unknown if this will affect building permit revenue of the city.

The federal government recently approved some additional stimulus funding. The amount the city will receive is unknown at this time. The funding is earmarked for water, sewer, infrastructure and broadband projects.

The city already has two infrastructure projects planned. The production well project and the sewer pipe replacement project, as well as the 1000 South Main signal light project. The federal stimulus funding received by the city can be used to help pay for these projects.

The initial estimate shows the city will receive over $1,000,000 in stimulus funding.

PUBLIC WORKS DEPARTMENT

Doug Petersen presented the Public Works budget.

Supervisors Hayden Downs, Josh Wright and Kevin Ogden were in attendance.

Park strip xeriscaping projects in the amount of $5,000 has been included. This would be to remove the grass and stop using culinary water in these areas. Weed barrier would be installed and decorative rock used.

The irrigation booster pump project at the cemetery is almost complete. As soon as irrigation water is turned into the system it can be tested. Once the project is complete, irrigation water can be used to water the cemetery and Mack Park. Culinary water has been used in the past.

Forrester Acres is slowly being converted to irrigation water. The football field and softball diamonds are still watered with culinary water.

An irrigation water filter system was installed at Forrester Acres previously. The system cannot operate with under 40 psi (pounds per square inch). The intent is to install a new booster pump for this system at a cost of $16,000. Three phase power is already in the area so the pump is cheaper to install than the one at the cemetery where three phase power was not available and had to be run for the pump to operate.

Sewer improvement project #3 is to replace the existing sewer line on 600 West from 300 North to 300 South. This line collects sewage from the northeast and northwest part of the city and needs more capacity. The existing 12-inch sewer line would be replaced with a 24-inch sewer line. The project is estimated to cost $1,000,000.

A sewer jet truck is being requested at a cost of $550,000.

The current jet truck was purchased in 1990. Parts are getting hard to find to repair the truck.

A jet truck is used to clean sewer lines which helps to prevent backups into homes.

Typically sewer line issues are because of items placed in manholes in the city. Items such as rocks and a bicycle seat have been placed in the sewer lines in the past.

The jet truck can be used for utility excavation. More fiber optics are being installed throughout the city. If the city cuts the line by mistake it is very costly to repair.

In the future, jetting will be required around all fiber optic lines which service is required by.

Storm water boxes can be cleaned out and drained as the jet truck has a vacuum system.

Storm water lines can be cleaned as well.

A request for $115,000 is being made for a backup generator to operate the culinary water wells of the city. If the booster pump system at 300 South 1000 East loses power the tank cannot fill and a portion of the city would not have culinary water. The generator would be on a trailer so it could be taken to areas where it is needed. The generator would be able to operate any pump or item in the city in the event of an emergency.

A couple of years ago the public works department acquired a 2015 Ford F550 from the fire department. The truck has a PTO (Power Take Off). The request this year is to purchase a snowplow and sander for the truck at a cost of $9,000. If the purchase is approved the 2004 pickup will be retired.

A request for $186,000 is being made for a new dump truck and snowplow. If approved, the 1996 truck would be retired.

A V-plow (snowplow) is being requested to be purchased for the skid steer at a cost of $5,600. The skid steer is used to plow sidewalks and trails. Currently, the plow on the skid steer is a handmade plow made by the public works department. The current plow can only push show to the right. A new V-plow could push snow to the right, left, and in a “V” towards or away from the unit.

A front deck lawnmower is being requested for the cemetery at a cost of $22,000. A front deck mower would make it easier for the staff to get closer to headstones without damaging them as the mowing deck is in front of the driver not under the driver.

The city currently utilizes three backhoes. Two of them are relatively new. The third one is a 1996. The motor in it has been rebuilt previously. Currently, there is antifreeze getting into the engine oil and the engine needs to be rebuilt or replaced. The request is to purchase a new John Deere backhoe at a cost of $97,000.

When box plows are on the other two backhoes a third backhoe is needed for burials, to load salt into the sanders and to help with emergency repair and replacement projects.

The department is currently down one full-time employee who left as he wanted to do something else for employment. The intent would be to fill this position in the new budget year.

Ryan Gleason would transition full-time to meter reading, meter replacement and other water related items.

The new employee would work in the streets department. Currently, there are two employees but three are needed for projects such as sweeping, mowing and crack sealing.

The city is rapidly growing and more new roads and infrastructure are being installed. As the city expands more full-time employees will be needed long term.

Curtis asked how much will be saved by converting the cemetery grounds to irrigation water? Craig replied the Utility Expense line item in the Cemetery budget is approximately $31,000. The vast majority of that expense being for culinary water use. The amount will decrease substantially with the new system installed.

Craig mentioned the Utility Expense line item in the Parks budget will decrease substantially as well once the grounds are converted to irrigation water. The vast majority of the expense in that line item is for culinary water usage.

POLICE DEPARTMENT

Chief Allen thanked the council and mayor for their continued support of the police department.

Chief Allen recently attended some training in Saint George and is thankful he is not dealing with some of the problems other cities are experiencing.

Chief Allen has worked for the department for 18 years.

The biggest proposed change to the police department budget is the addition of one new employee/officer.

There are significant one-time upfront costs such as a new vehicle, taser, firearm, body camera and other equipment at a cost of approximately $55,000.

The biggest proposed long-term change to the budget is the wages and benefits for the new employee.

As the city grows the number of calls for service will continue to increase. There are more mental health issues now than ever before. Crime scenes are becoming more complex. The current level of service needs to be provided as the city grows.

Fleet maintenance is proposed to increase $2,000. As the fleet ages and the vehicles are no longer under warranty the repair costs fall to the city.

Jamie asked for an update on employee turnover in the department. Chief Allen replied two officers left last year because of medical concerns and one officer accepted employment with another department. The officers hired to take their places had a lot of experience with other departments.

Currently there is an opening in the department. So far there have been six applications in five days which is very good for the department.

Jamie was thankful the department is not hiring new officers right out of the academy and then losing them after they gain experience. Chief Allen replied the current staff has lots of experience. The years of service range from six years to over twenty years.

REC CENTER

Brett Daniels reviewed the rec center proposed budget.

Last year, 2020, was a very difficult year for the rec center because of COVID-19.

The rec center was closed for a month in 2020.

The rec center was the first to reopen in the state.

There was a 58% decrease in rec center revenue on average across the United States last year. Smithfield actually saw an increase in revenue during that period of time.

Overall the proposed budget is not changing much from the current budget.

The pickle ball program is growing.

Expenses are increasing for referees, scorekeepers and supplies.

Additional programs, such as pickle ball, have been added in the last year.

Two years ago, 2019, was a record year for the rec center for revenue. This fiscal year should be higher than the record year.

The rec center has operated with the same number of employees since it was opened 20 plus years ago.

The number of programs offered by the center has doubled in the last ten years.

Additional use areas include the splash pad, skate park, sports fields and the pickle ball courts.

No new full-time employees have been added since the center was opened. Additional full-time employees will be needed long term.

Currently, it is extremely difficult to find new employees to hire. Right now there are slim to no applications being received for part-time employees.

The wage being offered to new employees is $11.00 to $14.00 per hour. In the past, the wage was $7.50 to $9.00 per hour.

****Council Member Wade Campbell arrived at the meeting at 7:18 P.M.****

The center currently utilizes six gyms. Four at the center, one at the Civic Center and one at the Youth Center.

Additional programs could be added if there were more gyms available to use.

BIRCH CREEK GOLF COURSE

Golf Superintendent Chad Daniels reviewed the maintenance, upkeep and repair portion of the golf course budget.

Last year was a record year because people wanted to be able to do an activity during COVID-19.

The golf course staff and public works staff work well together on projects.

There are many equipment needs for the course.

Two fairway lawnmowers are old and worn out. One is 24 years old and the other one is 21 years old.

The newest fairway lawnmower is 12 years old.

The fairway lawnmowers are used four days per week starting at 5:30 A.M.

Some parts are no longer available for the older fairway lawnmowers.

If purchased the new lawnmowers would be hybrid which means they would be diesel and electronic. This type of mower is faster and more efficient.

A deep tine aerator has been requested at a cost of $43,000. There are soil compaction issues at the golf course from where the golf carts drive. The aerator would also be used on the sports fields of the city such as in front of soccer goals where the ground gets really compacted.

Currently, the city and golf course are not able to aerate these areas because this type of equipment is not part of the equipment owned by the city.

Two rollers for the greens are being requested at a total cost of $40,000. The current units being used are a 1999 and a 2005.

These machines will specifically help to prepare the greens for winter and throughout the year.

During the golf season the rollers would be used four or five days per week.

Right now the course has two rough mowers. The mower has seven mowing decks and runs 40 hours per week during the golf season. The other rough mower is smaller and is used to mow around the greens and tee boxes.

The golf course is receiving complaints from the patrons that the mowers are on the course disturbing play during the day.

The estimated cost of two new rough mowers would be $186,000. The new mowers should last approximately 13 years.

A John Deere 5055 E tractor is being requested at a cost of $33,000.

The current tractor the course uses is a 1978.

A 50-horsepower tractor is needed to run attachments such as a backhoe and front-end loader.

A dump trailer is being requested at a cost of $14,000.

Currently, the course does not have a trailer to haul materials around the course.

Golf course netting at a cost of $90,000 has been requested.

Golfers can hit over the top of the current netting.

The current nylon netting has been in place for about 18 years and is 20 feet tall.

The new netting would extend the netting to be 50 feet tall.

Over time the current netting has deteriorated and mule deer on the course ruin the netting in the winter months.

If the netting is not extended higher there are liability issues as people playing the hole behind the netting are getting hit with golf balls from the driving range.

Since the new golf carts have been purchased golf cart revenue has increased dramatically.

Long term golf cart paths need to be built in certain areas of the course.

Hiring seasonal employees is always a challenge but right now is a bigger challenge than in most years.

Long term the irrigation system at the golf course will have to be replaced. Some of the system has been in the ground since 1963. Most irrigation systems are replaced every 20 to 25 years. There are many problems with the existing system.

Right now the pump station is in the process of being repaired.

The current irrigation system cannot be expanded because the pipe in the ground is too small to move more water to new areas.

In order to maintain pressure in the irrigation system some places are at 110 psi where they should be at 60 to 70 psi.

There are six years remaining on the clubhouse loan.

A portion of the clubhouse roof was recently repaired as there was a leak into the clubhouse and the equipment repair room.

The maintenance shop roof needs to be extended so equipment is not left outside all of the time.

Eric Kleven has worked at the golf course for approximately 27 years.

Eric reviewed revenue for the golf course as well as some expenses.

COVID-19 did not slow down people playing the golf course. In fact, the number of rounds played in 2020 was up 50% over 2019.

The course has the largest fleet of golf carts in the valley. This allows many tournaments to be held at the course. Almost every available Tuesday and Friday this year, which allows a tournament, is already booked.

Golf cart revenue is up 50% over 2019.

The driving range generated more revenue in five months last year than it did in the previous 12 months.

Mindie Olsen and Jon Funk will operate the café this year. They intend to be open 11 months per year.

Their long-term goal is to make the café into a restaurant where they can better utilize the deck and banquet room.

The biggest challenge is keeping and hiring employees. The clubhouse only has one full-time employee, Eric, the rest are part-time or seasonal employees.

An assistant golf professional is working this year at the clubhouse while he works on his PGA (Professional Golf Association) degree.

Typically the employees hired to oversee the golf cart rentals and driving range are high school aged kids.

The clubhouse is now over 15 years old.

The driving range has already generated $1,000 more to this point in March than in all of March 2020.

Golf pass purchases are up 25% this year over the same period of time last year.

A record number of golf passes were sold during the 2020 Christmas season.

Café rental revenue will be $13,200, $1,200 per month, for 11 months.

The Men's Association usually has around 375 members. Last year at this time 58 people had signed up for the year. Right now over 250 people have signed up so far. The goal is to have 400 members this year.

The pay for the part-time employees ranges from $10.00 to $12.00 per hour.

FIRE DEPARTMENT

Fire Chief Jay Downs reviewed the proposed fire department budget.

Last year was trying because of COVID-19.

Ambulance service is up and running as the city transitioned to its own organization effective January 1, 2021.

Growth is affecting Smithfield as well as the outlying cities the city contracts with.

It is not uncommon to have three calls for service at the same time.

Recently there was an instance where there were four calls at the same time.

Initial projections for the department showed revenue of approximately $800,000. Due to increased call volume and an increase in the amount which can be charged for a paramedic revenue is now projected at $925,000.

Last year, 2020, was a very busy year for wildland fire calls.

Bringing on the ambulance service full-time to go with fire calls and the wildland fire program has created a need for a new administrative position. This position would be a full-time day position located in the fire station.

The increase in wages and benefits is for hiring of the new administrative position.

The budget includes a bunch of unknowns in regard to the ambulance service as there is not any information from the past to base the information off of.

Calls of service will continue to increase as the population increases. The city has grown from 8,000 residents to over 14,000 residents in not very many years.

Jamie mentioned the city made the right decision to go on its own for ambulance service. The council took a leap of faith based on the information provided by the staff and everyone has delivered. The city is in a better position today than it was a year ago. The city is growing and will continue to grow.

Jamie asked how much other local cities are growing? Chief Downs replied Smithfield and Hyde Park are really growing. The smaller outlying communities are growing but at a much slower pace. Justin stated Richmond added approximately seven homes each of the last two years.

Chief Downs mentioned the contracted rate for the outlying cities will be around $31 to $32 per person.

Jamie asked about employee turnover in the department. Chief Downs replied last week he lost a paramedic who was accepted into physician assistant school at the University of Utah. This is a good career advancement opportunity for him.

Jamie stated he is okay losing employees to career advancement opportunities. Chief Downs mentioned doing a market adjustment with wages for his department made a huge difference in being able to keep employee's long term.

Mayor Barnes asked if the position which was just vacated will be filled? Chief Downs replied the position is currently being advertised.

MISCELLANEOUS DEPARTMENT BUDGET DISCUSSION

Craig mentioned the city has been saving funds for several years to pay cash for projects which will occur in Fiscal Year 2022.

The library budget was discussed. For the last few years, the library department has not spent their annual budget allocation.

Right now the fiscal budget year is 75% over and not even 50% of the book budget line item has been spent.

In the past couple of years around 25% of the book budget line item has not been spent.

Jamie asked if other library line items are underspent? Craig replied that is correct.

Jamie asked how much of their entire $263,000 is being spent? Craig replied the library department is always under budget with several line items being significantly underspent.

Craig asked: Why should additional funding be added when current allocations are not being spent?

A request was made for the restrooms to be cleaned more often and the request was granted. This is the only recent request to have the library budget increased.

The Smithfield library collects very little revenue.

Other cities charge nonresidents a fee to use the library. Hyrum charges $41 per year where Smithfield charges $5 for an individual and $10 for a family. Additional revenue is needed so programs can be expanded. Because of the lack of revenue the library is funded with funding out of the general fund which is tax revenue. Currently, the residents are basically paying for nonresidents to be able to utilize the library for almost free.

Information was not available at the meeting regarding the current percentage of users who are non-residents.

Logan City charges approximately $150 a year for nonresidents to use their library.

Additional revenue received for fees would be added to the library budget to increase expense line items.

Right now the hours of the library are being reviewed and the impact to the budget if library hours are expanded.

Curtis mentioned budgets are decreased when funds are not spent year after year.

Mayor Barnes suggested the library board be involved in determining which books should be purchased so there is a bigger variety of purchases being made.

Mayor Barnes asked Holly Jones if the library board is involved in book purchases? Holly replied they are not involved in book purchasing.

Mayor Barnes suggested at the next board meeting it is suggested the library board be included in future book purchases.

Craig stated this presentation was just an initial discussion. Equipment purchases and adding new personnel are the biggest changes over last year. The vast majority of the individual line items are staying the same or changing very little.

Jamie asked when the council needs to decide if they are going to hold the property tax rate the same as the last couple of years? Craig replied the council needs to decide as soon as possible so it can be accounted for in the new budget.

The best way to capture new growth and valuations is by holding the rate the same. If the rate is not held the same as property valuations increase the city would not get any of the increase. Funds are needed for equipment, personnel and infrastructure projects.

Jamie mentioned one of his biggest long-term concerns is replacing the department heads when they retire. Craig replied some departments have a succession plan in place.

Mayor Barnes mentioned nothing is being voted on as this was an initial discussion. The new budget will be discussed at each council meeting over the next couple of months.

****Curtis made a motion to adjourn at 8:03 P.M.****

SMITHFIELD CITY CORPORATION

____

Jeffrey H. Barnes, Mayor

ATTEST:

____
Justin B. Lewis, City Recorder

SMITHFIELD CITY CORPORATION
96 South Main
Smithfield, UT 84335

AGENDA

Public Notice is given that the Smithfield City Council will meet in a regularly scheduled meeting at 96 South Main, Smithfield, Utah, on **Wednesday, March 24, 2021**. The meeting will begin at 6:30 P.M.

Welcome and Opening Ceremonies by Deon Hunsaker

1. Approval of the city council meeting minutes from March 10, 2021.

2. Resident Input

3. Initial presentation and discussion on the Fiscal Year 2022 Budget which is the period of July 1, 2021 through June 30, 2022.

Adjournment

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

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