



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, February 12, 2025**. The meeting will begin at 6:30 PM.

Welcome/pledge of allegiance and thought/prayer by Wade Campbell

1. Approval of the city council meeting minutes from January 8, 2025.
2. Resident Input
3. Youth Council Report
4. Acceptance of a donation from the Rocky Mountain Power Foundation towards the renovation of the Douglass Mercantile Building located at 102 South Main.
5. Recognition of Stuart Reis, Katie Bell and Brooke Freidenberger for years of dedicated service on the Planning Commission.
6. Public Hearing for the purpose of discussing Ordinance 2025-01, an Ordinance amending the impact fee for wastewater treatment.
7. Discussion and possible vote on Ordinance 2025-01.
8. Public Hearing for the purpose of discussing Ordinance 2025-02, an Ordinance amending the Smithfield City Municipal Code Title 17 "Zoning Regulations", Chapter 17.04 "General Provisions", Section 17.04.070 "Definitions" and adding in its entirety to Chapter 5 "Business Licenses and Regulations", Chapter 5.22 "Mobile Food Trucks", Sections 5.22.010 "Mobile Food Truck Definition" and 5.22.020 "General Provisions".
9. Discussion and possible vote on Ordinance 2025-02.
10. City Manager Report
11. Council Member and Mayor Reports
12. Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual. Utah Code Annotated 52-4-205 (1) (a).

Adjournment

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

In accordance with the Americans with Disabilities Act, individuals needing 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.



SMITHFIELD CITY COUNCIL MINUTES January 8, 2025

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, January 8, 2025 at 6:30 p.m. Mayor Monson was in the chair. Opening remarks made by Todd Orme

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

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

Visitors: Jeff Barnes, Dan Sundstrom, Jake Thompson, Tami Midzinski, Jennie Orme, Stuart Reis, Mike Z., Caralee Stokes, Arnica Hull, EvaLee Wadsworth

Approval of City Council Meeting Minutes from December 11, 2024

***** Motion made by Councilmember Campbell to approve the December 11, 2024 meeting minutes. Motion seconded by Councilmember Staker. Vote 5-0. *****

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

No Vote: None

Resident Input

No public comments or questions.

Youth Council Report

Arnica Hull and Brooklyn Evans reported that the Youth Council helped with the Night of Giving which is hosted by the Chamber of Commerce last month and will help with the indoor triathlon at the rec center this month.

Discussion and possible vote on Ordinance 24-30, an Ordinance rezoning Cache County Parcel Numbers 08-222-0026, 08-222-0027, 08-222-0028, 08-222-0029, 08-222-0030, 08-222-0031, 08-222-0032, 08-222-0033, 08-222-0034, 08-222-0035, 08-222-0036, 08-222-0037, 08-222-0038, 08-222-0039, 08-222-0040, 08-222-0041, 08-222-0042, 08-222-0043, 08-222-0044, 08-222-0045, 08-222-0046, 08-222-0047, 08-222-0048, 08-222-0049, 08-222-0050, 08-222-0051, 08-222-0052, 08-222-0053, 08-222-0054, 08-222-0055, 08-222-0056, 08-222-0057, 08-222-0058, 08-222-0059, 08-222-0070, 08-222-0071, 08-222-0072, 08-222-0073, 08-222-0074, 08-222-0075, 08-222-0076, 08-222-0077, 08-222-0078, 08-222-0079, 08-222-0080, 08-222-0081, 08-222-0082, 08-222-0083, 08-222-0084, 08-222-0085, 08-222-0086, 08-222-0087, 08-222-0088, 08-222-0089, 08-222-0090, 08-222-0091, 08-222-0092, 08-222-0093, 08-222-0094 and 08-222-9001 from RM PUD (Multiple- Family Residential Planned Unit Development Overlay Zone) to RM PUD (Multiple-Family Residential Planned Unit Development Overlay Zone). The parcels are located at approximately 380 East 800 South. The request was submitted by Jake Thompson.

Jake Thompson is requesting a rezone from RM-Planned Unit Development to another RM-Planned Unit Development. They have resubmitted plans to increase the remainder of the units in the existing Meadows at Sky View PUD, located at 800 South 380 East. The lot size is 8.11 acres. The goal is to make the units affordable by making them smaller than the originally approved project. Another project coming in adjacent to this project will be comparable in size.

Mayor Monson reminded the Council that tonight's consideration is only for the rezone.

***** Motion made by Councilmember Campbell to approve Ordinance 24-30, an Ordinance rezoning Cache County Parcel Numbers 08-222-0026, 08-222-0027, 08-222-0028, 08-222-0029, 08-222-0030, 08-222-0031, 08-222-0032, 08-222-0033, 08-222-0034, 08-222-0035, 08-222-0036, 08-222-0037, 08-222-0038, 08-222-0039, 08-222-0040, 08-222-0041, 08-222-0042, 08-222-0043, 08-222-0044, 08-222-0045, 08-222-0046, 08-222-0047, 08-222-0048, 08-222-0049, 08-222-0050, 08-222-0051, 08-222-0052, 08-222-0053, 08-222-0054, 08-222-0055, 08-222-0056, 08-222-0057, 08-222-0058, 08-222-0059, 08-222-0070, 08-222-0071, 08-222-0072, 08-222-0073, 08-222-0074, 08-222-0075, 08-222-0076, 08-222-0077, 08-222-0078, 08-222-0079, 08-222-0080, 08-222-0081, 08-222-0082, 08-222-0083, 08-222-0084, 08-222-0085, 08-222-0086, 08-222-0087, 08-222-0088, 08-222-0089, 08-222-0090, 08-222-0091, 08-222-0092, 08-222-0093, 08-222-0094 and 08-222-9001 from RM PUD (Multiple-Family Residential Planned Unit Development Overlay Zone) to RM PUD (Multiple-Family Residential Planned Unit Development Overlay Zone). The parcels are located at approximately 380 East 800 South. The request was submitted by Jake Thompson. Motion seconded by Councilmember Orme. Vote 2-3. Motion failed. *****

Yes Vote: Campbell, Orme

No Vote: Hyer, Staker, Stokes,

Public Hearing for the purpose of discussing Resolution 2025-01, a Resolution amending the Fiscal Year 2025 Budget which is the period of July 1, 2024, through June 30, 2025

Mr. Lewis explained that the City is mid-way through the Fiscal Year. Grants, impact fees, and RAPZ tax are items not budgeted for initially but are accounted for once received. He provided a brief overview:

The most significant increases in the General Fund:

- \$20,000 for zoning and subdivision fees
- \$20,000 grave digging
- \$5,099 Safety Grant
- \$10,000 Surplus Sale
- \$4,800 Police Early Intervention Grant
- \$5,300 Donations to the Library
- \$1,100 Arts Council Revenue
- \$4,700 Donations for a Police project
- \$4,100 Donations for Historical Preservation
- \$35,000 Grant for Fire Department
- \$7,600 Utah Fire Grant
- \$271,000 Wildland Fire Revenue

The Wildland crew returned home Monday; another crew departed this morning to help with the fires in California

Expenses:

There has been no change to the Youth Council or Court. The funds earmarked for the multicultural committee, which did not take off, have been reallocated to the Arts Council, which will adjust its budget from \$1,500 to \$4,000.

Accounting for bank fees as more payments are being made with debit or credit cards; the original projection was low, so more funds will be added to cover those associated fees.

A claim was filed and approved for unemployment insurance; the City will pay its portion of this claim.

Streets—adding in the transportation grant. The Transportation Plan coincides with the General Plan. Mass Transit Tax is up \$30,000. The \$30,000 allocation for sidewalks has been used; staff is requesting an additional \$20,000 to continue for the rest of the fiscal year.

The Public Works safety grant is for protection equipment such as steel-toe boots, vests, ear and eye protection, coats, etc.

RAPZ tax park project of \$91,000 is for Forrester Acres Park playground equipment.

The Civic Center had to replace a heater, and the Senior Center had to replace a furnace.

The Library has asked that \$5,300 of the donation be divided between collections and programs, with \$2,500 going to collections and \$2,800 going to programs.

The Cemetery is adding a new mapping software to help find graves without having to call the city office.

Proposing to transfer \$106,000 to the Capital Improvement Fund. This fund is where equipment is paid through.

Requesting to allocate the wildfire revenue and grant to help with a new ambulance. Several months ago, the Fire Department lost an engine in one of the ambulances. Replacement of the engine would cost \$30,000-\$35,000. Chief Hunt and staff came up with a plan to purchase a new cab and chassis, take the box off the existing ambulance and put on the new one, and essentially have a new ambulance, which should last at least another five years or more.

Park Impact fees revenue is approximately \$188,000 for the first six months.

Pickleball is growing and revenue has increased by \$16,000.

The golf course surplus sale raised over \$31,000. The proposal is to use \$21,000 for building maintenance and repair at the clubhouse and \$11,000 for tree trimming.

Capital Improvement Fund expense of \$653,000 is for the land purchase from the Olague family as well as some equipment that was ordered in the last fiscal year but did not arrive until this fiscal year.

Interest revenue is up across all the funds.

Water Enterprise Fund picking up \$288,000 in water dedication payments.

The largest expense for water, sewer, and stormwater is increasing depreciation which is not actual cash going out. This was recommended from the last audit. Water would increase by \$70,000, sewer by \$100,000, and stormwater by \$50,000.

Water Impact fees \$519,000 in revenue,

Sewer Impact Fees are \$497,000, but \$325,000 goes to Logan City for treatment costs. The fund expenses decreased because the 200 North Sewer project was completed.

Storm Water Impact fees \$327,000.

Solid Waste \$24,000 in revenue and expense as the City grows.

6:51 p.m. Public Hearing Opened

There were not any comments or questions.

6:52 p.m. Public Hearing Closed

Discussion and possible vote on Resolution 2025-01, a Resolution amending the Fiscal Year 2025 Budget which is the period of July 1, 2024, through June 30, 2025.

Mr. Lewis appreciates all the department heads and their help finding grant opportunities.

Mr. Lewis, Mr. Boudrero, and Mr. Bodily met with J-U-B Engineers, which has a full-time grant staff. The City will bring forward a couple of grant opportunities offered through the State of Utah for improvement projects. He thanked J-U-B for letting the City know about these potential grants.

Councilmember Orme asked about central dispatch. Mr. Lewis explained that this is a pass-through fee for individual utility accounts for the 911 system. Each utility account is charged \$3.00 per month and this amount is remitted to Logan City for the cost of the 911 Central Dispatch Center.

Councilmember Stokes pointed out that he has been adamant about lowering water prices in Smithfield and asked if the Water Fund would apply to this concern. Mr. Lewis said the \$391,000 revenue consists of \$50,000 interest, \$4,890 miscellaneous such as selling back old water meters, \$48,500 in new construction water taps, and \$288,128 in dedication payments. Currently, there is no proposed change in water utility fees.

Councilmember Stokes asked which line item was for water; Mr. Lewis said it would be Acct. #51-37-11000 (Residential Water Sales) budgeted at \$2.65 million.

Councilmember Stokes asked how an amendment to alter the tiered system, as discussed previously, affects feasibility. Mr. Lewis said that is difficult to answer; for example, the \$288,000 Dedication Payments cannot be used for anything other than water rights/water share purchases. Interest rates and new construction taps can also have an impact, which are difficult to gauge. Councilmember Stokes would like to alter the tiered water system, to some degree, to be more flexible. Mr. Lewis noted that engineering is currently involved in the new waterline and tank project; when that goes online, a rate study will be done, and the City will have more information about how much water is being saved. \$103,000 is proposed as an expense, but \$70,000 is depreciation. The goal is not to increase the base rate; the tiered rate can be adjusted if the Council wants to after information is gathered and presented on the actual costs of the new waterline and tank projects.

Mr. Lewis answered for Councilmember Campbell that \$50,000 is the interest on the \$391,500 in the water fund; the City is doing well on interest revenue currently.

***** Motion made by Councilmember Campbell to approve Resolution 2025-01, a Resolution amending the Fiscal Year 2025 Budget which is the period of July 1, 2024, through June 30, 2025. Motion seconded by Councilmember Orme. Vote 5-0. *****

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

No Vote: None

City Manager Report

Mr. Lewis provided a report on the following:

- ✓ The overall email conversion to .gov went smoothly. Old emails will be filtered for the next six months. The existing website now runs under smithfieldutah.gov but can still be found at smithfieldcity.org during the transition.
- ✓ Cemetery mapping software is close to being launched. It will allow for online grave searches and other information.
- ✓ Douglass Mercantile building improvements continue; we are appreciative of Historic Preservation Commission and all their hard work. The RAPZ tax reimbursement was requested and received. Once the funds are used, the next reimbursement will be filed. Next month, a representative from Rocky Mountain Power will be in attendance to present a donation to this project.
- ✓ The state has a grant which can be combined with a RAPZ tax project to improve Forrester Acres Park; more information will be provided later.
- ✓ The speed limit change on 600 South has resulted in 5 warnings and 2 citations since December 1, 2024 per information provided by Chief Allen.
- ✓ Staff Service – Dana Lazcanotegui has been with the City for 1 year; Clay Bodily 22 years, Chief Hunt 20+ years, Chief Allen 20+ years, Chad Daniels 20+ years, Brian Boudrero 4 years. Mr. Lewis thanked all staff for their hard work.

Council Member & Mayor Reports

Wade Campbell

- ✓ Cache Mosquito Abatement District (CMAD) passed their small property tax increase.
- ✓ Library board has new members.
- ✓ Health Days meetings will begin soon.

Todd Orme

- ✓ Douglass Mercantile Building – electrical in place, installation of the south side outer wall, sheet rock will begin soon.
- ✓ Tree Committee – met last night, hope to provide a presentation of proposed changes in March. Excited about James Hunsaker becoming a certified arborist.

Ted Stokes

- ✓ Trails Committee– he is working on a grant application for \$45,000. Working on owner access and owner approval if the power line route is completed.

Jen Staker

- ✓ Health Days Ambassador Pageant is coming up in two months.
- ✓ Arts Council has some good ideas for next year.

Mayor Monson

- ✓ Have received 10 applicants in the last two days expressing interest to serve on the Planning Commission.
- ✓ Smithfield will not be raising garbage rates like some other local communities have done or will be doing.
- ✓ The “3 Things About Smithfield” information will be provided to City staff a few days before it is publicized so they can gather information on any questions they might have.

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

***** Motion to close the regular council meeting and open the closed meeting was made by Wade, seconded by Jenn, and the vote was unanimous. *****

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

No Vote: None

The closed meeting opened at 7:11 p.m.

Those in attendance: Mayor Monson, Todd Orme, Jenn Staker, Sue Hyer, Ted Stokes, Wade Campbell, Justin Lewis, Clay Bodily, Brian Boudrero, Dana Lazcanotegui

***** Motion to close the closed meeting and reopen the regular council meeting was made by Wade, seconded by Jenn, and the vote was unanimous.* ****

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

No Vote: None

The closed meeting closed at 7:25 p.m.

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

***** Motion to close the regular council meeting and open the closed meeting was made by Wade, seconded by Sue, and the vote was unanimous. *****

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

No Vote: None

The closed meeting opened at 7:27 p.m.

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

***** Motion to close the closed meeting and reopen the regular council meeting was made by Wade, seconded by Todd, and the vote was unanimous. *****

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

No Vote: None

The closed meeting closed at 8:37 P.M.

***** The meeting adjourned at 8:38 p.m. *****

SMITHFIELD CITY CORPORATION

Kristi Monson, Mayor

ATTEST:

Dana Lazcanotegui, City Recorder



SMITHFIELD CITY CORPORATION
96 South Main
Smithfield, UT 84335

AGENDA

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Welcome/Pledge of Allegiance and thought/prayer by Jenn Staker

1. Approval of the City Council meeting minutes from December 11, 2024.
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10. Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual. Utah Code Annotated 52-4-205(1)(a).

Adjournment

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

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ORDINANCE 2025-01

AN ORDINANCE AMENDING THE IMPACT FEE FOR WASTEWATER TREATMENT.

WHEREAS, the City of Smithfield (the "City") is a political subdivision of the State of Utah, authorized and organized under applicable provisions of Utah law; and

WHEREAS, the City has legal authority, pursuant to Title 11, Chapter 36a of the Utah Code Annotated, as amended ("Impact Fees Act" or "Act"), to impose development impact fees as a condition of development approval, which impact fees are used to defray capital infrastructure costs attributable to new Development Activity; and

WHEREAS, wastewater treatment service for the City is provided by Logan City Corporation ("Logan City") pursuant to interlocal agreements collectively referred to as the "Logan City Agreements"; and

WHEREAS, the City desires to implement an impact fee for wastewater treatment, referred to hereafter as "Wastewater Treatment Impact Fee" in accordance with applicable provisions of the Impact Fees Act in order to appropriately assign capital infrastructure costs to development in an equitable and proportionate manner as more particularly provided herein; and

WHEREAS, the proposed Wastewater Treatment Impact Fee is based upon Logan City's Regional Wastewater Impact Fees Facilities Plan and Impact Fee Analysis, a copy of which is attached as Exhibit A, which the City Council hereby finds to be a reasonable plan that otherwise complies with the common law and the Act; and

WHEREAS, the proposed Wastewater Treatment Impact Fee established by this ordinance is reasonably related to the cost of providing such public facilities necessitated by anticipated future growth within the City or are reasonably related to public facility costs previously incurred by the City and/or Logan City and said fee does not exceed the highest fee justified by the Impact Fee Analysis prepared by Logan City; and

WHEREAS, the City has provided the required notice and public hearing requirements as established under the Act and related statutes; and

WHEREAS, a public hearing was held before the City Council on Wednesday, December 11, 2019 to receive public input and comment regarding the proposed Wastewater Impact Fee.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SMITHFIELD, STATE OF UTAH, AS FOLLOWS:

1. The following Section, 3.20.100 “Wastewater Treatment Impact Fee” shall be amended as follows with the highlighted being added:

3.20.100 WASTEWATER TREATMENT IMPACT FEE

1. A Wastewater Treatment Impact Fee is hereby established and imposed as a condition of the issuance of a building permit by the City for any development activity which creates additional demand and need for public facilities in accordance with the Act. The Wastewater Treatment Impact Fee shall be \$2,433.00 per Equivalent Residential Unit. Multi-Family Townhomes, Condos, and Apartments Buildings shall pay \$1,703.00 per Unit.
2. If any provision of this ordinance is declared to be invalid or enforceable by a court of competent jurisdiction, the remainder shall not be affected thereby.
3. This ordinance shall become effective after passage by the City Council and public notice as required by law.

ADOPTED and PASSED by the Smithfield City Council this 12th day of February, 2025.

SMITHFIELD CITY CORPORATION

Kristi Monson, Mayor

ATTEST:

Dana Lazcanotegui, City Recorder

ORDINANCE NO. 2025-02

WHEREAS, the City Council of Smithfield City, Cache County, Utah, passed and adopted the Smithfield Municipal Code on November 11, 2015; and

WHEREAS, the City Council has determined there is a need to update, repeal, amend and/or modify certain provisions contained in the referenced Municipal Code;

NOW, THEREFORE, the City Council of Smithfield City, Utah hereby adopts, passes and publishes the following:

AN ORDINANCE AMENDING THE SMITHFIELD CITY MUNICIPAL CODE TITLE 17 “ZONING REGULATIONS”, CHAPTER 17.04 “GENERAL PROVISIONS”, SECTION 17.04.070 “DEFINITIONS” AND ADDING IN ITS ENTIRETY TO CHAPTER 5 “BUSINESS LICENSES AND REGULATIONS”, CHAPTER 5.22 “MOBILE FOOD TRUCKS”, SECTIONS 5.22.010 “MOBILE FOOD TRUCK DEFINITION” AND 5.22.020 “GENERAL PROVISIONS”.

BE IT ORDAINED BY THE CITY COUNCIL OF SMITHFIELD CITY, CACHE COUNTY, UTAH, AS FOLLOWS:

1. The following sections shall be amended as indicated. Those portions which are ~~struck out~~ shall be deleted and those that are highlighted in yellow shall be added.

5.22 MOBILE FOOD TRUCKS

5.22.010 MOBILE FOOD TRUCK DEFINITION

A food truck is a fully encased food service establishment on a motor vehicle or on a trailer that a motor vehicle pulls to transport; and from which a food truck vendor, standing within the frame of the vehicle, prepares, cooks, sells, or serves food or beverages for immediate human consumption. See UCA §11-56-102.

5.22.020 GENERAL PROVISIONS

- A. All materials generated from a mobile food truck that are to be disposed of, should be disposed of properly. Discharge or disposal of any substance, material, food, or waste into the storm drain system is prohibited.
- B. Parking on a park strip, or otherwise landscaped area, is not allowed.
- C. Each mobile food truck shall keep within their possession, and provide for inspection by the City as requested, a copy of a valid business license for the mobile food truck vendor, whether issued by the City or another political subdivision of the State; a valid health department permit whether issued by the local health department of another health department; and evidence of passing a fire safety inspection whether conducted by the City or another political subdivision.

D. Mobile food trucks shall be less than two hundred (200) square feet and shall not interfere with pedestrian access to other businesses on the site.

E. Food trucks and food trailers are prohibited in Residential Zoning Districts except when part of a permitted special event on private property. City sponsored and nonprofit events are exempt from standard fees and application.

F. Permanent utility connections, including culinary water, sewer, power/electricity and storm water are strictly prohibited.

17.04.070 DEFINITIONS

TEMPORARY STRUCTURE: Any building or structure that is designed to be assembled, disassembled or easily moved, without any foundation or footing or site preparation, which is intended for temporary use, when removed, results in no physical alteration of the site.

2. Should any section, clause, or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, in whole or in part, the same shall not affect the validity of the Ordinance as whole, or any other part thereof.

3. All ordinances, and the chapter, clauses, sections, or parts thereof in conflict with provisions of this ordinance are hereby repealed, but only insofar as is specifically provided for herein.

4. This ordinance shall become effective after the required public hearings and upon its posting as required by law.

THIS ORDINANCE shall be attached as an amendment to the Smithfield Municipal Code above referred to.

Approved and signed this 12th day of February, 2025

SMITHFIELD CITY CORPORATION

Kristi Monson, Mayor

ATTEST:

Dana Lazcanotegui, City Recorder