



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, September 10, 2025**. The meeting will begin at 6:30 PM.

Welcome/pledge of allegiance and thought/prayer by Sue Hyer

1. Approval of the city council meeting minutes from August 27, 2025.
2. Public comment on items not on the agenda or agenda items not requiring a public hearing during the council meeting.
3. Introduction and Public Hearing for the purpose of discussing Ordinance 2025-18, an Ordinance amending the Smithfield City Municipal Code Title 5 "Business Licenses and Regulations", Chapter 5.22 "Mobile Food Trucks", Section 5.22.020 "General Provisions".
4. Discussion and possible vote on Ordinance 2025-18.
5. City Manager Report
6. 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.



SMITHFIELD CITY COUNCIL MINUTES August 27, 2025

The Smithfield City Council met in a regularly scheduled meeting at 96 South Main Street, Smithfield, Utah on Wednesday, 27, 2025, at 6:30 p.m. Mayor Monson was in the chair.

Opening remarks by Ted Stokes

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

City Staff: Justin Lewis (City Manager), Dana Lazcanotegui (City Recorder), Travis Allen (Police Chief), Jeremy Hunt (Fire Chief)

Visitors: Caralee Stokes, Lee Helms, Zane Hyer, and Debbie Zilles

Approval of the City Council meeting minutes from July 9, August 13 and August 19, 2025 meetings.

*****Motion made by Councilmember Campbell to approve the meeting minutes from the July 9, August 13 and August 19 meetings. Councilmember Stokes seconded the motion. The motion was approved 5-0.*****

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

No Vote: None

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

Lee Helms recently met with Mayor Monson and City Manager Justin Lewis to discuss possible improvements to 400 West from 400 North, going north. The proposal was for a 66-foot-wide easement and 42-foot-wide roadway. The existing homes were constructed meeting the regulations that were in place at the time they were built. The City now wants to survey this area, around 7-9 homes, which is wasting taxpayer dollars. He paid \$1,500 to have his personal lot surveyed two years ago. He does not know if the plan is to go to the Olsen property, but if they do part of it, they might as well do it all. He thinks this process needs rethinking. There is no room for a 66-foot right-of-way with the setbacks currently in place. They were told that they could not have sidewalk next to the curb because children might fall into the roadway, but he pointed out the area around the skate park is much more hazardous.

City Manager Report

- ✓ Thanks should go out to Mr. Bodily and Mr. Wright for all their hard work; the three-million-gallon water tank project is ready to go out to bid in the next two weeks.
- ✓ Staff will be meeting the Army Corps of Engineers next week to discuss the 1000 South stormwater retention pond to determine what mitigation will be required.
- ✓ 400 West and 800 West bridge projects will begin next week with tree trimming. After that, the sides of the bridges will be cut off. When the project is complete both bridges will be widened 10 feet to the east and 20 feet to the west. Asphalt will be put down next spring. Mr. Lewis answered for Councilmember Orme that the bridges will remain passable during the construction.
- ✓ Tree bidding projects will close next week.
- ✓ Two more roads to seal coat which will finish next week. Chip sealing will occur in September. All information will be announced to the residents.
- ✓ 400 North from 360-500 East waterline project will begin next week.
- ✓ Mr. Bodily is in communication with the engineering firm about the final United States Forest Service requirements for the spring line project.
- ✓ The last day the splash pad will be open is Labor Day, Monday, September 1st.
- ✓ Mr. Lewis is on the Regional Wastewater Treatment Rate Committee. They are in the process of a biomag expansion project. The total project cost is \$6.978 million, with a \$5,000,000 federal grant to help pay for the project. The purpose of the project will be to increase waste capacity from 17,100 pounds per day to 37,530 pounds per day. The bid opening was May 14, 2025 and the project was awarded to COP Construction. The project is anticipated to be completed in April 2027. With three bioreactors the plant runs at approximately 18,000,000 gallons per day; they have the capacity of 21,000,000 gallons per day. Long-term there will be another bioreactor that will increase capacity another 6,000,000 gallons per day. The intent is to complete the project in the next 3-5 years.
- ✓ October 8th will be the first live streaming of the meeting through a City YouTube channel. They will be saved so residents can watch them later if they choose to do so.
- ✓ School has started, crossing guards are in place except for 100 North 600 West where there is new signage installed by UDOT (Utah Department of Transportation).
- ✓ Thanks to Ms. Lazcanotegui, who has taken over several new roles as part of her City Recorder position and is doing an amazing job. Human Resources responsibilities were added earlier this year.

- ✓ Mr. Lewis will work with the landowner of the private road near Lee's Marketplace to work out a solution for traffic concerns in that area with the focus area being the corner on the south side of Subway.

Council Member & Mayor Reports

Todd Orme

- ✓ Tree Committee – will begin meeting again next month.
- ✓ Historical Society met with Historic Preservation Committee. There is a need for two new members; names will be presented to the City Council in November for approval. He asked if the City could apply for the CLG (Certified Local Governments) grant again this year because it was not awarded. Mr. Lewis will check into that.

Ted Stokes

- ✓ Smithfield Chamber of Commerce will be meeting on Thursday, September 4th – the Storybook Festival will do a presentation.

Jenn Staker

- ✓ Senior Citizens doing well.
- ✓ Health Day Ambassadors have wrapped up for the season until the pageant in March 2026.
- ✓ Summer concerts, three of them, have finished, attendance was down a bit, looking ways to looking to advertise better.
- ✓ Four representatives from Smithfield will be serving on a board to work on activities to celebrate America's 250th birthday next summer. The theme is "Together In Freedom" and some events can be incorporated into local activities.
- ✓ The Library will celebrate all the art they received and have hung. The event is black-tie and will be held Saturday, September 27th from 7:00-8:30 p.m. A string quartet will be in attendance.

Sue Hyer

- ✓ Youth Council started with an opening social, the first meeting will be Thursday, September 4th.

Wade

- ✓ Library Board is having a meeting tonight.
- ✓ Cache Mosquito Abatement District (CMAD) discovered fraud on their account. They are working with Zion's Bank to resolve the issue. They will be a meeting tomorrow night to discuss fraud controls.

Mayor Monson

- ✓ Fruits and vegetables are being shared at the bin at the Rec Center.

- ✓ A new mural on the side of the old theatre will begin this fall with a Mental Health theme. The artist will be including volunteers such as the Youth Council, and Hope Squad.
- ✓ She has responded to the citizen who asked the mayor and council questions about the green waste program.

The council took a short recess at 6:54 P.M.

The council meeting was reconvened at 6:57 P.M.

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

A 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 6:57 P.M.

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

A 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 7:21 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).

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 7:21 P.M.

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

A 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 9:18 P.M.

The meeting adjourned at 9:18 P.M.

SMITHFIELD CITY CORPORATION

Kristi Monson, Mayor

ATTEST:

Dana Lazcanotegui, City Recorder



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4. City Council and Mayor Reports
5. Closed Meeting to hold a strategy session to discuss the purchase, exchange or lease of real property. Utah Code Annotated 52-4-205 (1) (d).
6. 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

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ORDINANCE NO. 2025-18

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 5 “BUSINESS LICENSES AND REGULATIONS”, CHAPTER 5.22 “MOBILE FOOD TRUCKS”, SECTION 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.

5.22.020 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.
- G. No permanent signs shall be used to advertise the conduct of a food truck or mobile business at the premises other than that which is physically attached to the vehicle.
- H. All business activity related to mobile food vending shall be of a temporary nature and must be able to be removed from the premises each day.

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 2025-18

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 10th day of September, 2025

SMITHFIELD CITY CORPORATION

Kristi Monson, Mayor

ATTEST:

Dana Lazcanotegui, City Recorder