



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, October 15, 2025**. The meeting will begin at 6:30 PM.

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

1. Approval of the city council meeting minutes from September 10, 2025.
2. Public comment on items not on the agenda or agenda items not requiring a public hearing during the council meeting.
3. Approval of Zachary Smyer as Birch Creek Golf Course Superintendent.
4. Discussion and possible vote on Resolution 2025-09, a Resolution supporting America250 Utah and recognizing and approving of the America250 Smithfield Utah Committee.
5. Discussion and possible vote on Resolution 2025-10, a Resolution amending the Prevailing Fee Schedule of the City.
6. Interviews with applicants applying to fill the city council member midterm vacancy through December 31, 2027.
7. Discussion and possible appointment of a new city council member to serve through December 31, 2027.

Adjournment

A training session will be held with Craig Call and the City Council and Planning Commission from 5:30 P.M. – 6:20 P.M.

*****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](#)



SMITHFIELD CITY COUNCIL MINUTES September 10, 2025

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

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), Shawn Bliss (Library Director), Brian Boudrero (Planning Manager), Clay Bodily (City Engineer), Shawn Bliss (Library Director)

Visitors: Zane Hyer, Aaron Rudie, Dave Forrester, Chris Olsen, Mike Monson, Caralee Stokes, Debbie Zilles

Approval of the City Council meeting minutes from August 27, 2025 meetings.

*****Motion made by Councilmember Campbell to approve the meeting minutes from the August 27, 2025 meeting. Councilmember Orme 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.

No resident input

Youth Council Update

Brooklyn Evans, a third-year member of the Youth Council, reported that the group recently held its opening social. She shared that the annual Teddy Bear Picnic will take place on Saturday, February 13th, from 1:00 to 3:00 p.m. at the pavilion by the library. The event will include story time, snacks, face painting, and bracelet making. She also noted that the Youth Council will have a float in Sky View's homecoming parade on Tuesday, September 16th.

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”.

Mr. Boudrero said there have been some inquiries about mobile businesses having permanent signage. The proposed change would include the addition of the wording in Section 5.22.020:

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.

6:37 p.m. Public Hearing Opened

There were not any comments or questions.

6:38 p.m. Public Hearing Closed

Discussion and possible vote on Ordinance 2025-18

Mayor Monson expressed appreciation that the wording is being clarified, noting it has caused problems over the past couple of years where it has not been clarified in the code.

Councilmember Orme asked about the phrase “must be able to be removed” and whether a maximum time limit exists for how long a mobile vendor may remain in one location. Mr. Boudrero explained that while there are right-of-way guidelines, mobile vendors are typically situated on commercial or private property.

Councilmember Campbell asked if the wording in line H should be changed from “each day.” Mr. Boudrero responded that the language is consistent with Logan City and Sandy City codes. He clarified that while food trucks must be able to move each day, they are permitted to remain in the same location for more than one day.

*****Motion made by Councilmember Campbell to adopt 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”. Councilmember Staker seconded the motion. The motion was approved 5-0.*****

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

No Vote: None

City Manager Report

- The 3-million-gallon water tank project will have a mandatory pre-bid meeting on Thursday, September 18th, allowing contractors to ask the engineering firm questions. The bid opening is scheduled for October 7th, and the project is expected to take at least 18 months to complete.
- The Planning Commission recently requested a survey regarding a General Plan question. A total of 440 responses were received.
- Golf Course update: rounds sold between January 1st and September 5th were 34,683 in 2023, 39,604 in 2024, and 42,617 in 2025, showing steady growth in usage. Staff was commended for their efforts. The busiest day of the week is Thursday, the slowest is Friday, and Sunday has become one of the busiest days.
- The City has approved a request for use of the City Council Chambers on October 23rd at 7:00 p.m. by a committee discussing the Cache County form of government. The event is an Open House not sponsored or endorsed by Smithfield City; the City is only providing the facility.
- Trees have been removed at the 400 West and 800 West bridge projects, and the walls are now being cut off so the bridges can be expanded.
- A waterline problem at 100 North 200 West is going to require a significant waterline repair and road repair. The City is working with UDOT to determine the necessary actions.
- Bidding for the tree trimming project has closed. Two firms have been awarded contracts. One will begin work within the next few weeks, and the other will start within the next month. The City will continue to update the Council on progress.
- The Smithfield Lions Club is working to schedule a “Meet the Candidates” night. The City has agreed to advertise the event on their behalf but will not sponsor or endorse any candidate.
- City staff have received frequent inquiries about election candidate information. Each candidate was allowed to submit a one-page biography, which is posted on the City’s website for resident’s to review.
- The General Election will be held on Tuesday, November 4th.

Council Member & Mayor Reports

Todd Orme

- The Tree Committee’s next meeting will be held on Tuesday, October 7th at 6:00 p.m.
- Historical Society update: no recent work has been done on the Douglass Mercantile building. The Founder’s Day celebration is scheduled for Saturday, October 4th at 7:00 p.m. at the Senior Citizen Center.

Wade Campbell

- The Library Committee discussed details of the upcoming Art Gala.

- The Cache Mosquito Abatement District reported recent fraud on their finance account. Although no funds were lost, the account will be changed and new security measures implemented. They also noted a few cases of West Nile Virus have been reported statewide.

Jenn Staker

- The annual Health Days scholarship pageant will be on Saturday, March 7, 2026.
- The Library Art Gala event will be held on Saturday, September 27th at 7:00 p.m.
- She suggested linking the city calendar to the “Three Things You Need to Know” reminders that go out each week.

Sue Hyer

- A Localscapes class is scheduled for Saturday, September 13th at 10:00 a.m. at the library.

Ted Stokes

- The Smithfield Chamber of Commerce met last week, where the Storybook Festival committee gave a presentation. Jessica Higginbotham is serving as the event lead.
- Trails Committee – nothing to report.
- He issued a public apology for a statement made at the last property tax rate hearing, where he objected by saying, “the City and the Council are doing a disfavor to disguise this increase as a tree increase.” He explained that he regretted using the word “disguise,” as it implied dishonesty on the part of the Council. He emphasized that this was not his intent and expressed that the Councilmembers are people of great integrity.

Mayor Monson

- The National Day of Service is Saturday, September 13th. It will begin in Hyde Park and more information is available. Signs and QR codes are available. The biggest quilting bee will be held from 9:00 am to noon at the Civic Center (Armory).
- Trick-or-Treat Street will be held on Friday, October 17th from 4:30-8:00 p.m.

*** The meeting adjourned at 6:56 p.m. ***

SMITHFIELD CITY CORPORATION

Kristi Monson, Mayor

ATTEST:

Dana Lazcanotegui, City Recorder



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4. Discussion and possible vote on Ordinance 2025-18
5. City Manager Report
6. City Council & Mayor Reports
7. Adjournment

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Resolution 2025-09

Supporting America250 Utah

and

Recognizing and Approving of the America250 Smithfield Utah Committee

Whereas, Governor Spencer J. Cox and the Utah State Legislature created the America250 Utah Commission (also known as America250 Utah);

Whereas, the mission of America250 Utah is to commemorate and celebrate, reflect on our nation’s past, build community, and look toward the future by educating, engaging, and uniting Utahns and visitors to our state;

Whereas, America250 Utah is seeking partnerships with counties and municipalities to further its mission;

Whereas, this partnership will be formed by creating a local committee called the America250 Smithfield Utah Committee;

Whereas, the America250 Smithfield Utah Committee will focus on important events, people, and places within Cache County to commemorate and celebrate Cache County and Smithfield City’s role in America’s 250th anniversary; and

Whereas, local projects will enhance tourism, community building, and economic development opportunities.

Now, therefore be it *RESOLVED*, that the Smithfield City Council:

1. Hereby recognizes the America250 Smithfield Utah Committee as its official committee, chaired by Velisa (Lisa) Schmuhl and co-chaired by Holly Smith, both currently of Smithfield, Utah;
2. Will partner with America250 Utah;
3. Will support signature programs of the America250 Utah Commission;
4. Will support the America250 Smithfield Utah Committee in its local efforts to educate, engage, and unify Utahns and our visitors in Cache County and Smithfield City; and
5. Will appropriate funds to the America250 Smithfield Utah Committee for use as directed by the Committee Chairs for local America250 Utah events and promotion. Funds include all stipends or funds provided by the State of Utah and Cache County, any approved allocation of city funds, and all funds raised or donated for local America250 Utah initiatives.

Approved and signed this 15th day of October, 2025

SMITHFIELD CITY CORPORATION

Kristi Monson, Mayor

ATTEST:

Dana Lazcanotegui, City Recorder

RESOLUTION 2025-10

SMITHFIELD CITY’S PREVAILING FEE SCHEDULE

WHEREAS, Smithfield City, being an incorporated City, desires to provide a combined and complete schedule of fees charged by the City; and,

WHEREAS, Smithfield City has referenced several assessed fees throughout the Municipal Code as being identified on the most current prevailing fee schedule; and,

WHEREAS, these fees are changed from time to time; and,

WHEREAS, in the process of daily administration of the City, it is deemed to be more efficient to consolidate all assessed fees on one schedule,

NOW, THEREFORE, be it resolved;

That the Smithfield City Prevailing Fee Schedule be adopted setting forth the fees to be charged from **April 1, 2026** until a future update by the city council.

	<u>Current</u>	<u>Proposed</u>
<u>Green Fees</u>		
<u>Regular – 9 Holes</u>		
Monday – Thursday	\$19.00	\$21.00
Friday, Sat, Sun, Holiday	\$21.00	\$23.00
<u>Regular – 18 Holes</u>		
Monday – Thursday	\$38.00	\$42.00
Friday, Sat, Sun, Holiday	\$42.00	\$46.00
<u>Senior – 9 Holes</u>		
Monday – Thursday	\$17.00	\$19.00
Friday, Sat, Sun	\$19.00	\$21.00
Holiday	\$21.00	\$23.00
<u>Senior – 18 Holes</u>		
Monday – Thursday	\$34.00	\$38.00
Friday, Sat, Sun	\$38.00	\$42.00
Holiday	\$42.00	\$46.00
<u>Punch Pass</u>		
Regular 20 Rounds – 9 Holes	\$340.00	\$360.00
Senior 20 Rounds – 9 Holes	\$300.00	\$320.00
Regular 20 Rounds – 9 Holes W/Cart	\$500.00	\$520.00
Senior 20 Rounds – 9 Holes W/Cart	\$460.00	\$480.00

	<u>Current</u>	<u>Proposed</u>	
Christmas/Valentines/Spring Regular 20 Round – 9 Holes (December 1 st – March 31 st)	\$300.00	\$320.00	
Christmas/Valentines/Spring Senior 20 Round – 9 Holes (December 1 st – March 31 st)	\$260.00	\$280.00	
Regular 10 Rounds – 9 Holes	\$180.00	\$190.00	
Senior 10 Rounds – 9 Holes	\$160.00	\$170.00	
Black Friday 10 Round – 9 Holes	\$150.00	\$170.00	
 <u>Sky View/Green Canyon Golf Team</u>			
Boys & Girls – 20 Player Max – Freshman - Seniors	\$300.00	\$500.00	
Range Pass – 10 small buckets – high school season only	\$40.00	Remove this item	
High School Tournament			
Per Player – Varsity	\$20.00	\$30.00	
Per Player – Junior Varsity	\$10.00	\$15.00	
Per Coach	\$30.00	Remove this item	
Coach/Spectator Cart Fee	\$18.00	\$25.00	
Season Pass (Opening – 10/31)	\$1,300.00	\$1,500.00	(Effective 04/15/2026)
Fall Season Pass	\$400.00	Remove this item	

Approved and signed this 15th day of October, 2025.

SMITHFIELD CITY CORPORATION

Kristi Monson, Mayor

ATTEST:

Dana Lazcanotegui, City Recorder