

## SMITHVILLE BOARD OF ALDERMAN

### WORK SESSION

July 19, 2021, 6:30 p.m.  
City Hall Council Chambers

**The meeting was streamed live on the city's FaceBook page.**

#### **1. Call to Order**

Mayor Boley, called the meeting to order at 6:30 p.m. A quorum of the Board was present: Marv Atkins, Kelly Kobylski, John Chevalier and Dan Hartman. Steve Server was present via Zoom. Dan Ulledahl was absent.

Staff present: Cynthia Wagner, Anna Mitchell, Chuck Soules, Chief Lockridge, Matt Denton, Stephen Larson, Jack Hendrix and Linda Drummond.

#### **2. Discussion of Schedule of Fees**

Stephen Larson presented the staff proposed changes to the Schedule of Fees that would begin with the FY22 Budget on November 1.

Proposed Changes to Park and Recreation fees.

Parks and Recreation Athletic Field Fees

<b>Athletic Field Fees</b>	<b>FY21 (Current)</b>	<b>FY22 (Proposed)</b>
Practice (Without Use of Lights)	<b>\$10.00 / Per Field Per Hour</b>	<b>\$15.00 / Per Field Per Hour</b>
Practice (With Use of Lights) <b>(NEW)</b>	<b>No Fee</b>	<b>\$25.00 / Per Field Per Hour</b>
Game	<b>\$15.00 / Per Field Per Hour</b>	<b>Elimination of Fee</b>

<b>Athletic Field Fees</b>	<b>FY21 (Current)</b>	<b>FY22 (Proposed)</b>
Tournament (Without Use of Lights)	<b>\$100 / Per Field Per Day</b>	<b>\$150 / Per Field Per Day</b>
Tournament (With Use of Lights) <b>(NEW)</b>	<b>None</b>	<b>\$250 / Per Field Per Day</b>
Field Dragging and Chalking for Tournaments <b>(NEW)</b>	<b>None</b>	<b>Included in Tournament Fee</b>

Parks and Recreation Adult Recreation Fees

<b>Adult Recreation Fees</b>	<b>FY21 (Current)</b>	<b>FY22 (Proposed)</b>
Kickball Tournament Fee <b>(NEW)</b>	<b>No Fee</b>	<b>Fee Set on Annual Basis</b>
Gravel Grinder Bike Race Fee	<b>Varies with Race Length</b>	<b>Fee Set on Annual Basis</b>
5K Run	<b>\$30.00</b>	<b>Event No Longer Held and Fee Eliminated</b>
1 Mile Dog Run	<b>\$20.00</b>	<b>Event No Longer Held and Fee Eliminated</b>
5K Dog Run	<b>\$40.00</b>	<b>Event No Longer Held and Fee Eliminated</b>

<b>Adult Recreation Fees</b>	<b>FY21 (Current)</b>	<b>FY22 (Proposed)</b>
Softball League	<b>\$500.00/team</b>	<b>Fee Set on Annual Basis</b>
Volleyball League	<b>\$200.00/team</b>	<b>Fee Set on Annual Basis</b>

## Parks and Recreation Shelter Fees

Shelter Use Fees	FY21 (Current)	FY22 (Proposed)
Heritage Park Shelter House	<b>\$50.00 / Day</b>	<b>Combine Both Fees into a Fee Type "Shelter House Fee" of \$50.00 / Day</b>
Smith's Fork Park Shelter House	<b>\$50.00 / Day</b>	

## Parks and Recreation Event Application Fee

Event Application Fee	FY21 (Current)	FY22 (Proposed)
Event Application Fee* <b>(NEW)</b>	<b>No Fee</b>	<b>\$25.00</b>

\*Event application fee used for Tournaments, Green Space events, and Courtyard Park events.

Stephen explained the reason for the event application fee was to encourage event applicants to filled out the form in its entirety and to recoup staff's time for reviewing and processing the application. The application fee would be for tournaments, green space events and events at Courtyard Park.

Alderman Chevalier asked how often applications were turned in incomplete?

Matt Denton, Parks Director, explained that this fiscal year we have had multiple applications turned in for events that have been incomplete and missing a lot of important information that is outlined in the application. Staff then must reach out to the applicant multiple times setting up meetings in order to get all the information needed for the event.

Mayor Boley asked if \$25 will cover staff time or should staff just start rejecting them when they are incomplete?

Matt explained that currently staff has somewhat changed the process before the applicant paid when they turned in the application. Now, we do not have them pay for the event until the application has been completed and it has been reviewed and approved by staff.

## Parks and Recreation Park Event Service Fees

<b>Park Event Service Fees</b>	<b>FY21 (Current)</b>	<b>FY22 (Proposed)</b>
City Staffed Services for Non-City Events (Trash Service & Restroom Cleaning) <b>(NEW)</b>	<b>No Fee</b>	<b>\$30.00 / Hour Per City Staff Member (Optional Add On Fee to Event Fee)</b>

Stephen explained that staff is recommending adding a parks event service fee for non-City events. This would be an hourly add-on fee for an event that would consist of City staff working the event and providing trash service and restroom cleaning. This would ensure people attending the event would have clean restrooms and the trash can would not be overflowing. At this time, staff is proposing it be an add-on option for the event and not a mandatory fee. Applicant having an event and choosing to forgo the staff services will be responsible for making sure the restrooms are clean and the trash is picked up. The \$30 per hour is to help recoup staff cost.

Mayor Boley noted he felt for a one-day event it is fine for it to be optional but for a multi-day event it should be mandatory, due to in the past with multi-day events we have had trash left over night and the restrooms are trashed. He said when people see it left like that it is a reflection on the City and not the event holder. He explained that a one-day event is more manageable because City staff is cleaning the day before and the day after.

Alderman Chevalier agreed with the Mayor and added he wanted it noted that if they chose to waive the add-on service there is no expectation of staff being available to them. He would like that made very clear.

Cynthia also added that she wanted to ensure that our intent was that if they waive that fee and staff goes and inspects the area and the restrooms and they were not left in the same state as received they will be charged.

Mayor Boley noted that it would be held out of the deposit to cover the cost of cleaning. He also explained that a deposit can cover a one-day event but not a multi-day event.

Alderman Kobylski asked if there would be a maximum fee, would they be paying for eight hours at \$30 for each day, or would it be for staff to come a couple of times per day to clean and empty trash?

Mayor Boley said he thinks it should be minimal such as two times per day at two hours per day to check and clean the restrooms and empty the trash.

Alderman Kobylski added that it would make it an additional charge to the event of \$60-\$90 a day.

Mayor Boley also added that it would depend on the event. If it was a one-day event such as an evening concert we may need to have staff, there during the entire event.

Cynthia noted that staff would need to have conversations and explain the City's expectations with the event organizers. She explained that with these changes one of the things staff intends to spend more time working with the organizers and make sure we understand exactly what the event will entail and what event organizers expectations are and make sure they understand the City's. This would also be the time to discuss the cleaning intervals during their event and the coordination of staff.

Stephen noted that staff will revise and make the changes suggested by the Board.

#### Parks and Recreation Green Space Event Fees (Public)

<b>Green Space (Public) (NEW)</b>	<b>FY21 (Current)</b>	<b>FY22 (Proposed)</b>
Heritage Park Green Space (NE Corner)	<b>No Fee</b>	<b>\$100.00 / Day + \$200.00 Damage Deposit</b>
Helvey Park Green Space (West Area)	<b>No Fee</b>	<b>\$100.00 / Day + \$200.00 Damage Deposit</b>
Smith's Fork (N of Restroom Showers, S of Ballfields)	<b>No Fee</b>	<b>\$100.00 / Day + \$200.00 Damage Deposit</b>

#### Parks and Recreation Green Space Event Fees (Private)

<b>Green Space (Public) (NEW)</b>	<b>FY21 (Current)</b>	<b>FY22 (Proposed)</b>
Heritage Park Green Space (NE Corner)	<b>No Fee</b>	<b>\$250.00 / Day + \$200.00 Damage Deposit</b>

Helvey Park Green Space (West Area)	<b>No Fee</b>	<b>\$250.00 / Day + \$200.00 Damage Deposit</b>
Smith's Fork (N of Restroom Showers, S of Ballfields)	<b>No Fee</b>	<b>\$250.00 / Day + \$200.00 Damage Deposit</b>

#### Parks and Recreation Campground Fees

<b>Campground Fees</b>	<b>FY21 (Current)</b>	<b>FY22 (Proposed)</b>
Nightly Use of Campsite at Smith's Fork Campground	<b>\$35.00 / Night</b>	<b>\$40.00 / Night</b>

#### Solid Waste Charges

<b>Solid Waste Monthly Charge</b>	<b>FY21 (Current)</b>	<b>FY22 (Proposed)</b>
Monthly Charge	\$19.90 / Month	\$18.37 / Month
Senior Discount (Age 65 And Older)	None	15% Off Monthly Charge (\$2.76)

Stephen explained that even with the reduction of the fees for solid waste, we are still able to offer the same level of service for solid waste, recycling, yard waste and two bulky item collection events.

#### Development Fees

<b>Water Meter &amp; Service Connection Taps</b>	<b>FY21 (Current)</b>	<b>FY22 (Proposed)</b>
3/4", 1" or 2" Tap	<b>Tap Fee Listed (\$75.00)</b>	<b>Tap Fee: \$75.00 + Meter Supplies Fee Available Upon Request</b>
4" Tap	<b>Tap Fee Listed (\$100.00)</b>	<b>Tap Fee: \$100.00 + Meter Supplies Fee Available Upon Request</b>

6" Tap	<b>Tap Fee Listed (\$120.00)</b>	<b>Tap Fee: \$120.00 + Meter Supplies Fee Available Upon Request</b>
8" Tap	<b>Tap Fee Listed (\$120.00)</b>	<b>Tap Fee: \$120.00 + Meter Supplies Fee Available Upon Request</b>

Stephen noted that these fees are for the meters and supplies for new construction. Our cost of the supplies fluctuates, and staff proposes that we change the wording and asked that they consult the Development Department to get the latest cost.

Alderman Sarver stated he was good with the changes.

Alderman Hartman thanked Stephen for putting this together. He said it is a lot of work researching what surrounding communities are charging and he appreciates the work that went into this.

Stephen acknowledged that Matt did a lot of the researched for the fees for Parks and Recreation.

Alderman Chevalier noted that he thought it was great.

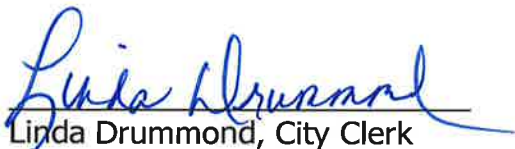
Alderman Kobylski agreed.

Cynthia added that staff will incorporate these changes into the Schedule of Fees. The next step will be Board approval of the amendments to the Schedule of Fees which will be in conjunction to the budget process for implementation November 1.

### 3. **Adjourn**

Alderman Atkins moved to adjourn. Alderman Hartman seconded the motion.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:52 p.m.

  
Linda Drummond, City Clerk

  
Damien Boley, Mayor