



## CITY COUNCIL SPECIAL MEETING

Tuesday, January 06, 2026 at 6:00 PM  
Council Chambers, 60 West Main, Hyrum, Utah

### AGENDA

Public notice is hereby given of a Hyrum City Council Special Meeting to be held in the Council Chambers, 60 West Main, Hyrum, Utah at 6:00 PM, January 06, 2026. The proposed agenda is as follows:

1. **ROLL CALL**
2. **CALL TO ORDER**
3. **WELCOME**
4. **AGENDA ADOPTION**
5. **AGENDA ITEMS**
  - A. Appointments of City Recorder and City Treasurer.
  - B. To review the Hyrum City Council Rules of Order and Procedure for City Meetings.
  - C. Consideration and approval of a Policy for Submission Process and Deadline for City Council Agenda Items.
  - D. Review of City Council Assignments and Citizen Committees.
  - E. Appointment of Hyrum Irrigation Company Board representatives.
  - F. Set dates and times for Strategic Planning Session.
  - G. Discussion on future annexations.
  - H. Discussion of grant opportunities, qualifications, and other relevant factors.
  - I. To discuss improvements and possibilities to the 900 West Bypass Truck Route.
  - J. Consideration and approval of City Manager job description.
6. **INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
  - A. **Resolution 26-01** – An ordinance amending the Hyrum City General Plan to include Chapter 10, Hyrum City Water Use and Preservation.
  - B. **Ordinance 26-01** - An ordinance amending Chapter 2.04 (the City Council) of the Hyrum City Municipal Code to change the City Council Meeting location to 60 West Main, and to include a Workshop Meeting on the third Thursday of each month at 5:30 p.m.

- C. **Ordinance 26-02** - An ordinance creating Chapter 2.14 City Manager of Title 2 Administration and Personnel of the Hyrum City Municipal Code to establish the Hyrum City Manager position.
- D. **Ordinance 26-03** – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-term Rental; amend 17.04.070 Definitions to define and include "Short-term Rental"; and amend Use Regulations in sections 17.28.010, 17.44.020, and 17.45.020 to include Short-term Rental as a conditional use in the Residential Zones R-1 and R-2, commercial Zones C-1 and C-2.
- E. **Ordinance 26-04** – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code Section 17.04.070 Definitions to establish a maximum front yard setback for a dwelling unit and clarify innerblock development may be permitted through an approved Planned Unit Development.

**7. OTHER BUSINESS**

- A. **Closed Session** - To discuss the purchase, exchange, or lease of real property (Utah State Code 52-4-205 (1)(d)).

**8. ADJOURNMENT****9.**

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**Stephanie Fricke  
City Recorder**

Council Members may participate in the meeting via telephonic communication. If a Council Member does participate via telephonic communication, the Council Member will be on speakerphone. The speakerphone will be amplified so that the other Council Members and all other persons present in the Council Chambers will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Hyrum City at 435-245-6033 at least three working days before the meeting.

- 10. CERTIFICATE OF POSTING** - The undersigned, duly appointed and acting City Recorder of Hyrum City, Utah, does hereby certify that a copy of the foregoing Notice was emailed to The Herald Journal, Logan, Utah, posted on the Utah Public Notice Website and Hyrum City's Website, provided to each member of the governing body, and posted at the City Offices, 60 West Main, Hyrum, Utah, this 2nd day of January, 2026. Stephanie Fricke, MMC, Recorder.  
City



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
[www.hyrumcity.gov](http://www.hyrumcity.gov)

## City Council Agenda Information

**To:** Mayor Steve Miller and City Council  
**From:** Stephanie Fricke, City Recorder  
**Date:** December 31, 2025  
**Subject:** Appointment of City Recorder and City Treasurer.

### Legal Requirement

Under Utah Code § 10-3-916, in each city of the third, fourth, or fifth class (or in a town), the mayor with the advice and consent of the city council must appoint a qualified person to serve as City Recorder and a qualified person to serve as City Treasurer.

### Recommendation of Appointments by Mayor Steve Miller:

#### **Stephanie Fricke — City Recorder**

Stephanie Fricke is recommended for appointment as City Recorder. She has over 30 years' experience in government records management, writing legal documents/agreements, public process management including public noticing, annexations, and elections. She is credentialed with the International Master Municipal Clerks Certification, the Utah State Municipal Clerks Certification, and the State of Utah Records Officer Certification. Her background demonstrates extensive expertise in legislative support functions, public transparency requirements, and the management of official city documents and proceedings. Her qualifications clearly satisfy the requirement under state law for a "qualified person" to occupy the office.

#### **Todd Perkins — City Treasurer**

Todd Perkins is recommended for appointment as City Treasurer. He received his bachelor's degree from Utah State University in Accounting and brings over 16 years' experience in municipal treasury/fiscal management, financial records management, and holds the State of Utah Treasurer's Certification, and is bonded (required by law). He is responsible for planning, directing, organizing, and controlling the financial operations of the city, including governmental accounting, internal auditing, bond administration, grant administration, budget management and financial analysis and reporting. Serves as custodian of the city treasury. As a qualified candidate for Treasurer under state law, his appointment fulfills the statutory requirement.

RESOLUTION 24-23

A RESOLUTION APPROVING THE HYRUM CITY COUNCIL RULES OF ORDER AND PROCEDURE FOR CITY MEETINGS

WHEREAS, the City Council finds that Hyrum City ("City") is a municipal corporation duly organized and existing under the laws of Utah; and

WHEREAS, Utah State Code 10-3-606 directs municipal legislative bodies to adopt procedures to facilitate business, ensure equal opportunity, and encourage ethical behavior in civil discourse.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum, Cache County, Utah, that the Hyrum City Council hereby adopts and approves the Rules of Order and Procedure for City Meetings as attached as "Exhibit A".

THIS RESOLUTION shall become effective immediately upon its passage.

ADOPTED AND PASSED by the Hyrum City Council this 20<sup>th</sup> day of June, 2024.

HYRUM CITY CORP.

BY: Stephanie Miller  
Stephanie Miller  
Mayor

ATTEST:

Stephanie Fricke  
Stephanie Fricke  
City Recorder

# **HYRUM CITY COUNCIL**

## **Rules of Order and Procedure for City Meetings**

**(Approved June 20, 2024 – Res. 24-23)**

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## **Section 1 – Role and Authority of the Mayor as Council Chair**

### **1.1 Role of the Mayor as Council Chair**

#### **The Mayor:**

- A. Serves as Council Chair and presides at all City Council meetings.
- B. Determines that a quorum is present before transacting business.
- C. Recognizes and calls upon speakers.
- D. Determines if motions are in order.
- E. Preserves order and enforces the rules of procedures and conduct.
- F. Opens discussion and introduces items listed on the agenda. The Mayor may change the order of the agenda at his/her discretion.
- G. Determines the seating arrangement of Councilmembers. However, any two or more Councilmembers may exchange seats.
- H. While the Mayor has the authority to preserve decorum in meetings, the City Administrator is also responsible for the orderly conduct and decorum of all city employees under the City Administrators direction and control.

## **Section 2 – General Information on Public Meetings**

### **2.1 General Rules**

- A. **Quorum** - The minimum number of City Council members necessary to constitute a quorum is three (3), excluding the Mayor.
- B. **Council Attendance** - Excused absence shall be granted to any Councilmember when requested in advance.
- C. **Robert's Rules of Order**- Robert's Rules of Order, 12th Edition or newer, are adopted and incorporated herein by reference.

### **2.2 Regular Meetings**

- A. **Standing Location, Date and Time** – Regular City Council meetings shall be held on the first and third Thursdays of each month. City Council meetings shall be convened in the City Council Chambers at 60 West Main Street, in Hyrum City, beginning at 6:30 p.m. MST.
- B. **Alternate Location, Dates and Times** – The City Council may meet at alternate locations, dates and times if public notice is given of the change in accordance with Utah State Law.
- C. **Cancellation and/or Rescheduling of Meetings** - Any regular meeting may be canceled or rescheduled by the Mayor or the majority vote of the City Council. The City Recorder shall ensure that any cancellation, alternate date/time or alternate location is published on the City's website or other generally accepted medium, as designated by city ordinance or State Law. The City Council shall have at least one meeting per month.

### **2.3 Workshop Meetings**

- A. When necessary, the City Council may conduct workshop meetings prior to regular City Council meetings, or on other days approved by the City Council, in order to allow the City Council to informally review items of interest. The time of the workshop meeting will be posted in accordance to State Law. The City Council may not take formal action on items during the workshop and shall otherwise comply with State Law.

### **2.4 Special Meetings and Emergency Meetings**

- A. Consistent with State Law, special meetings may be called at any time by the Mayor or by two or more members of the City Council. The City Recorder shall post notice thereof as provided by State Law. Special meetings may be held at any location, if such meetings are conducted in accordance

with State Law.

1. At least three hours' notice will be given of any special meeting.
2. An order of the special meeting is to be entered in the minutes of that meeting.

## Section 3 – Agenda Submission Deadlines and Distribution

### 3.1 Deadline for Submission and Removal of Agenda Items -

- A. **Deadline for the Public** - All items submitted by the public to be presented at a Regular City Council Meeting must be in writing, and include all desired supporting documentation and material. The public deadline for submitting an item to the City Recorder is 5:00 p.m., the Thursday before the next regular scheduled City Council Meeting at which the item(s) are to be presented. As an alternative, the public may raise any item with the City Council that is not on the Council agenda, during a regular meeting's public comment section of the agenda.
- B. **Deadline for City Council** - The deadline for a City Council Member to submit an item to the City Recorder is 5:00 p.m. the Thursday before the next regular scheduled City Council meeting. Items, including staff reports and supporting material, submitted by the City Council to present at the Regular City Council Meeting must be in writing and submitted per the referenced deadlines to ensure sufficient time to complete internal administrative reviews of proposed agenda items.
- C. **Removal of Agenda items –**
  1. Staff Reports must be independent of edits or modifications by members of the governing body prior to their submission to the Recorder and placement on the Council Agenda. If a member of the governing body desires specific information be included in staff reports, such requests shall be directed to the City Administrator.
  2. The Mayor has the authority to remove agenda items unless two Councilmembers have placed it on the agenda.
  3. Individuals may request the Mayor remove an item he or she submitted from the agenda at any time.

### 3.2 Agenda Posting and Material Upload

- A. **Annual Meeting Notice posting in General Circulation** -The City Recorder shall publish in at least one newspaper in general circulation within the city, a statement of dates, times and places of the City Council meetings for the calendar year. Posting shall occur at least one week prior to the first regular meeting of the calendar year. The notice must also be posted on the City's website and Utah Public Notice Website.
- B. **Electronic Postings** – Pursuant to Utah Code Sections 52-4-207, 63G-3-201 and 4-2-103, and State Rule 51-7, Open and Public Meetings Act Electronic Meetings, Hyrum City has approved Resolution 17-09 that allows the City Council and Planning Commission to convene and conduct electronic meetings in accordance with Utah State Code 52-4-207. Alternate and electronic postings, the City Recorder shall post in compliance with the current State Code requirements. City virtual/ remote meetings are governed in the same manner, including posting and noticing requirements, as physically attended and in person meetings.
- C. **Posting of the Agenda** -The Regular City Council meeting agenda shall be posted at least 48 hours before the regular scheduled meeting. Urgent or time sensitive agenda items and agenda information may be posted up until 24 hours prior to the City Council meeting as provided by law. Any emergency items may also be posted up until said 24 hours prior to the City Council Meeting as provided law.
- D. **Conformity** - The City Recorder shall check at reasonable intervals to ensure that these postings remain accurate, are accessible to the public, and conform to State Code.

- E. **Material Upload.** Agenda Material shall be uploaded by 6:30 p.m. 48 hours prior to the regular scheduled City Council Meeting.
- F. **Media Notification** – Media notification shall be accomplished by the City's upload to the Utah Public Notice Website; [utah.gov/pmn](http://utah.gov/pmn).

### 3.3 Agenda Item Information

- A. **Support Material for Agenda Items** - Each agenda item shall be accompanied with any supporting material needed for Councilmembers to take action.
- B. **Numbering and Indexing of Agenda items** – All items shall be numbered or lettered sequentially for purposes of consideration on the Agenda.
- C. **Consent Agenda** - The Consent Agenda shall contain routine, non-controversial items that require City Council action but need little or no City Council deliberation.
- D- **Non-Agenda Items** - While matters not on the agenda may be discussed, no final action can be taken on any matter not on the written agenda.

## Section 4 – Participation in Public Meetings

### 4.1 Councilmembers' Right to Speak

- A. **Requesting to Speak** -While each member has the right to speak, the Councilmember must request this right by addressing the Chair. The Chair must recognize any Councilmember who seeks the floor when appropriately entitled to do so. Upon being recognized, the Councilmember may proceed.
- B. **Staying on Topic** - Councilmembers will limit their comments to the subject matter, time or motion being currently considered by the City Council.
- C. **Interrupting** - A Councilmember, when given the floor, shall not be interrupted while speaking unless called to order by the Chair, unless a point of order is raised by another Councilmember, or unless the speaker chooses to yield a question from another Councilmember. Councilmembers shall not be interrupted in making a motion. Any motion shall be allowed to proceed for a second.

### 4.2 City Employees' Right to Speak

- A. **City Administrator and Administrative Level Officials** - The City Administrator and any other appointed, administrative level official shall be given preference and an opportunity to address questions pertaining to his or her duties, responsibilities, or authority.

### 4.3 General Participation in Public Meetings

- A. **Invited to Attend** - All are welcome to attend City Council public meetings and hearings, and will be admitted up to the fire safety capacity of the room unless other safety restrictions prevent attendance.
- B. **Noticed Agenda Item Representative Addressing City Council** – The Chair must first recognize the party representing a noticed item on the agenda. When called upon, the person will approach the podium and state their name and address to be included in the meeting minutes. If speaking for groups, the name of the group should be stated. No comments will be taken from the public during items noticed on the agenda unless the Chair allows and invites audience comments.
- C. **Public Comment Section for Agenda and Non- Agenda Items**– There shall be a portion of the City Council Meeting designated as Public Comments for non-agenda and agenda items. During this time the public may address non-agenda and agenda items to the Council. This segment shall be limited to twenty (20) minutes, total with each person speaking no more than three minutes. Public is asked not to restate what someone else has previously stated. Public Comments Section on the agenda is for the public to make a statement or to bring an item to the City Council's attention. The

Chair and City Council should not discuss nor comment at this time. If the Mayor determines a public discussion is necessary to address the issue brought to the City Council's attention, he/she may place it on a future City Council agenda.

- D. Scheduled Delegations Equitable Time to Speak** - All persons on the agenda who are acting as presenters shall be given the same amount of time to speak, up to fifteen (15) minutes per presenter. A presenter's time may be extended or shortened at the discretion of the Chair. The City Council shall have the opportunity to ask the presenters relevant questions regarding the presentation.
- E. Sharing Unused Time** - No speaker will be allowed to yield any part of his/her time to another, and no speaker will be credited with time requested but not used by another.
- F. Representative of Noticed Agenda Items Comments** -
  - 1. There shall be no opportunity for public comment on Agenda Items following the *Public Comment section*, of the meeting unless allowed by the Chair.
  - 2. Representative of Noticed Agenda Items:
    - a. The Chair must first recognize any party representing an agenda item.
    - b. Representatives and City Staff comments, limited to ten (10) minutes,
    - c. Mayor and Council questions, deliberation and discussion. This entire comment segment shall be limited to a total of fifteen (15) minutes for each Agenda Item following staff, and sponsor's presentations.
    - d. The Council shall be allowed to deliberate and discuss without interruption. Council may ask additional questions of a representative and City Staff.
    - e. No further comment from representative will be received after an initial motion unless that motion fails for lack of a second.
- G. Rules of Conduct for the Governing Body** – Subject to State Rules, Regulations, or Code, Councilmembers may expel any other Councilmember on a two thirds vote, for acts that in the Council's majority opinion, rise to a degree of substantially disrupting the orderly function of the Meeting.
- H. Rules of Conduct for the Public** - Members of the audience shall not engage in disorderly or boisterous conduct including the utterance of loud, threatening, or abusive language, clapping, whistling, stamping, or other acts that disturb, disrupt, impede, or otherwise render the orderly conduct of the meeting unfeasible. Such demonstrations shall not be permitted and those engaged in such conduct will be removed from the meeting room by the sergeant-at-arms at the discretion of the Chair.
- I. Banners and Signs** - Placards, banners, and signs are not permitted in the City Council chamber or in any room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with agenda items are permitted.

## **Section 5 – Motion Procedures**

### **5.1 Motions**

- A. Any matter that requires a City Council decision shall be brought before the Council by motion.
  - 1. Motions of any kind are not permitted during Workshop meetings or Closed Meetings.
- B. The Chair may call for a motion at any time.
- C. The City Council can make a motion at anytime and shall be recognized by the Chair.

### **5.2 Using General Consent for Motions**

- A. The Chair may use General Consent (also known as Unanimous Consent) with all motions except those motions where the votes are used for purposes of the meeting minutes and require a roll call of the

council. All motions need to include all verbiage relating to the motion.

### 5.3 Allowed Motions

- a. There are three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.
  - 1. **Initial Motion.** -The initial motion is the one that puts forward an item for the City Council's consideration. An initial motion might be: "I move that we adopt...". The commencement of an initial motion suspends debate. The Chair shall recognize the motion and allow for opportunity of a second, at which point, there may be discussion on the motion by the Council, but no further public comment. If there is no second, or a motion is defeated, debate may continue unless, or until there is another motion offered.
  - 2. **Motion to Amend.** - If a Councilmember wants to change the initial motion that is before the City Council, they would move to amend it. A motion to amend might be: "I move that we amend the motion to adopt ordinance number 10-1 with changes in paragraph 1 as follows...." A motion to amend takes the initial motion that is before the City Council and seeks to change it in some way. The motion to amend must be germane to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion.
  - 3. **Substitute Motion.** - If a Councilmember wants to completely do away with the initial motion that is before the City Council, and put a new motion before the City Council, they would make a substitute motion. A substitute motion might be: "I move that we refer ordinance number 10-1 to the planning commission for its recommendation."

### 5.4 Allowed Number of Motions on the Floor at the Same Time

- A. There can be up to three motions on the floor at the same time and no more than three. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

### 5.5 Motions Not Debatable

- A. The following motions are not debatable: a motion to adjourn; a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.

### 5.6 Reconsidering a Motion

- A. A motion to reconsider any item requires a majority vote to pass, but there are special rules that apply only to the motion to reconsider.
  - 1. **Timing.** A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the City Council if the item is properly placed on the agenda.
  - 2. A motion to reconsider cannot be made at a special meeting of the Council unless the number of Councilmembers present at the special meeting equals or exceeds the number present at the meeting when the action was approved.
  - 3. A motion to reconsider can only be made by a member who voted in the majority on the original motion.

### 5.7 Appealing the Ruling of the Chair

- A. Any Councilmember may appeal to the City Council any ruling from the Chair. If the appeal is seconded, the Councilmember making the appeal may briefly explain the reason for the appeal; but there shall be no debate on the appeal, and no other Councilmember shall participate in the discussion. The Chair shall then put the appeal to vote, if a majority of the Councilmembers vote to drop the appeal, the ruling of the Chair is sustained; otherwise it is overruled.

## **Section 6 - Voting Procedures**

### **6.1 Council Voting-**

- A. Methods of Voting** - As prescribed by State Law: Roll Call Votes are to be taken for all ordinances, resolutions, and any action that creates a liability to the City; and when adjourning into a closed session Each Councilmember's vote must be clearly set for the record. No member shall address the Chair or demand the floor while a vote is being taken. No proxy votes or comments are permitted during voting. Every resolution or ordinance shall be in writing before the vote is taken.
- B. Abstention** - Every Councilmember present has the right to abstain from voting. Abstentions are the equivalent to a no vote when determining the outcome of the vote since it takes three yes votes to pass any matter.
- C. Voting Results** - The Chair shall announce the results of the voting, and state whether the matter voted upon passed or failed.
- D. Minimum Vote Required** - The minimum number of yes votes required for passing of any ordinance or resolution or to take any action by the City Council, unless otherwise prescribed by State Law, is a majority of the voting members of the council. Any ordinance, resolution or motion of the City Council having fewer favorable votes than required is defeated and invalid.
- E. Voting by the Mayor** - The Mayor is a non-voting member of the City Council except as provided by State Law:
  - 1. The Mayor by State Law may vote on each matter for which there is a tie vote of the other Councilmembers present; or when the Council is voting on:
    - a. Whether to appoint or dismiss a municipal Administrator; or
    - b. An ordinance that enlarges or restricts the Mayor's powers, duties, or functions
- F. Tie Vote** - A tie vote results in a lost motion. In such an instance, any member of the City Council may offer a motion for further action. If there is no affirmative vote, the result is no action. A vote of 2-2 with one abstention means the motion fails. Only when one Councilmember is absent and the vote is 2-2, the Mayor is entitled to vote.

## **Section 7 – Order of Business for Regular Meetings**

### **7.1 General Order**

- A. City Council Meetings** will be generally conducted in the following order, unless otherwise specified.
- B. Workshop Agenda**
  1. Call to order and announce a quorum is present
  2. Item of business
- C. Regular Meeting Agenda**
  - 1- Call to order and announce a quorum is present
  - 2- Welcome
  - 3- Pledge of Allegiance
  - 4- Invocation or Thought
  - 5- Approval of Minutes
  - 6- Agenda Adoption
  - 7- Public Comment
  - 8- Public Hearing
  - 9- Consent Agenda
- 10- Scheduled Delegations:** This Section shall consist of the following format, in this particular order.
  - a. Public Information Presentations and Reports.

- b. Home Occupation Business Licenses
- c. Subdivision and Zoning Items
- d. City Staff Reports or Requests

**11- Introduction and Adoption of Resolutions and Ordinances**

**12- Other Business:**

- a. Consideration and Appointments to Boards.
- b. Consideration and approval of agreements, contracts, etc.
- c. Award of Bids, Contracts, etc.
- d. Discussions on specific items.
- e. Other items deemed necessary.
- f. Budget report.
- g. Mayor and City Council Reports
- h. Closed Meeting – To discuss (refer to Utah State Code Section 52.4-205).

**13- Adjournment**

**7.2 Mayor and City Council Reports**

- A. To assist keeping City Council Meetings moving in a timely manner, Mayor and City Council reports are limited to five (5) minutes per member. A written report can be provided to the Mayor and City Council including detailed information if needed.

**7.3 Standard Adjournment**

- A. The hour of adjournment is 10:00 p.m., and will not continue beyond that time without a majority vote of the City Council.
  - 1. To assist in making the determination to continue past the hour of adjournment, the City Council may determine if deliberation could be concluded by 10:30 p.m. and continue to that time. Otherwise, all items remaining after the hour of adjournment will be deferred until the next scheduled meeting.

**Section 8 – Order of Business for Public Hearings**

**8.1 General Order**

- A. Unless required by State Code, the decision to hold a Public Hearing shall be subject to the consent of a majority vote of the City Council in an open meeting.
- B. The manner of conducting Public Hearings shall be subject to City Code, State Law, this Section and ultimate Council consent.
- C. Public Hearings will generally be conducted in the following order, unless otherwise specified by Council.
- D. Staff will review the matter, prepare a staff report, and may make a recommendation or propose alternatives to the City Council prior to the Public Hearing.
- E. Notice of statutory Public Hearings will be posted as required by Law. Additional or voluntary Public Hearings should be noticed as practicable or as can be reasonably accommodated.
- F. The members of the City Council will receive the staff report for the matter in the agenda packet prior to the meeting. This provides the Council with an opportunity to study the staff report, which will become part of the Public Hearing record, and to become familiar with the item prior to the Public Hearing.
- G. When the Public Hearing is called, staff will summarize the matter as contained in the staff report or request a continuance to a future meeting. The City Council may ask questions of staff for clarification.
- H. The Chair recommends opening the Public Hearing. A member of the City Council makes a motion to

- open and close public hearings.
- I. Subject to reasonable administrative procedures, all members of the public should be given the opportunity to speak during the Public Hearing. General comments and questions from the public may be limited to maximum of three (3) minutes per person provided, however, the spokesperson for larger groups may be allowed up to five (5) minutes (time permitting). Individuals or groups shall not be allowed to defer any portion of their time to other speakers.
- J. No repetitive or redundant testimony is allowed.
  - 1. A speaker shall not present the same or substantially the same items or arguments to the Council repeatedly or be repetitious in presenting their oral comments.
  - 2. In order to expedite matters and to avoid repetitious presentations, the designation of a spokesperson is encouraged. Any group of individuals wishing to address the Council on the same subject matter is encouraged to designate a spokesperson. With the consent of the City Council, the Chair may extend the time allocations for a designated spokesperson as needed.
- K. Following each presentation, members of the City Council may question the speaker(s).
- L. When all parties have been heard and there are no additional requests to speak, the Chair shall call for a motion to close the Public Hearing.
- M. Upon completion of public comment, the Council shall be allowed to deliberate and discuss without interruption.
- N. If the City Council raises new issues through deliberation and seeks in its discussion to take additional public testimony, the Public Hearing may be reopened. At the conclusion of additional public testimony, the Chair shall again call for a motion to close the Public Hearing.

## **Section 9 – Closed Meeting Refer to UTAH STATE CODE 52-4-204, 205, & 206**

### **9.1 Purpose of Closed Meeting:**

Certain issues prohibited in closed meetings. A closed meeting described under Section 52-4-204 may only be held for the following:

- A. Discussion of the character, professional competence, or physical or mental health of an individual;
- B. Strategy sessions to discuss collective bargaining;
- C. Strategy sessions to discuss pending or reasonably imminent litigation;
- D. Strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, or to discuss a proposed development agreement, project proposal, or financing proposal related to the development of land owned by the state, if public discussion would:
  - 1. Disclose the appraisal or estimated value of the property under consideration; or
  - 2. Prevent the public body from completing the transaction on the best possible terms;
- E. Strategy sessions to discuss the sale of real property, including any form of a water right or water shares, if:
  - 1. Public discussion of the transaction would:
    - a. disclose the appraisal or estimated value of the property under consideration; or
    - b. prevent the public body from completing the transaction on the best possible terms;
  - 2. The public body previously gave public notice that the property would be offered for sale; and
  - 3. The terms of the sale are publicly disclosed before the public body approves the sale;
- F. Discussion regarding deployment of security personnel, devices, or systems;
- G. Investigative proceedings regarding allegations of criminal misconduct;

### **9.2 Prohibited Actions in Closed Meetings:**

*The City Council shall not, in a closed meeting:*

- A. Interview a person applying to fill an elected position;
- B. Discuss filling a midterm vacancy or temporary absence governed by Title 20A, Chapter 1, Part 5, Candidate Vacancy and Vacancy and Temporary Absence in Elected Office; or
- C. Discuss the character, professional competence, or physical or mental health of the person whose name was submitted for consideration to fill a midterm vacancy or temporary absence governed by Title 20A, Chapter 1, Part 5, Candidate Vacancy and Vacancy and Temporary Absence in Elected Office.

### 9.3 Noticing and Posting of Closed Meeting

- A. A Closed Meeting is to be placed upon the City Council Agenda as a Closed Meeting – To discuss items allowed by Utah Code (listed in Section 9.1 above)
- B. Published and posted in accordance with Utah State Law.

### 9.4 Required Statements and Vote to approve Closing Meeting 52-4-204

- A. The following information shall be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved:
  - 1. The reason or reasons for holding the closed meeting;
  - 2. The location where the closed meeting will be held; and
  - 3. The vote by name, of each member of the public body, either for or against the motion to hold the closed meeting.
- B. A closed meeting may be held if: (a) (i) a quorum is present; (ii) the meeting is an open meeting for which notice has been given under Section 52-4-202; and (iii) (A) two-thirds of the members of the public body present at the open meeting vote to approve closing the meeting; (B) for a meeting that is required to be closed under Section 52-4-205, if a majority of the members of the public body present at an open meeting vote to approve closing the meeting;

### 9.5 Records of the Closed Meeting 52-4-206

- A. Except as provided under Subsection (6), if a public body closes a meeting under Subsection 52-4-205
  - 1. the public body:
    - a. shall make a recording of the closed portion of the meeting; and
    - b. may keep detailed written minutes that disclose the content of the closed portion of the meeting.
  - 2. A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment of the closed meeting.
  - 3. The recording and any minutes of a closed meeting shall include:
    - a. The date, time, and place of the meeting;
    - b. The names of members present and absent; and
    - c. The names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.
  - 4. Minutes or recordings of a closed meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.
  - 5. A recording, transcript, report, and written minutes of a closed meeting are protected records under Title 63G, Chapter 2, Government Records Access and Management Act, except that the records:
    - a. may be disclosed under a court order only as provided under Section 52-4-304; and b. shall be disclosed, upon request, to the Office of the Legislative Auditor General under Section 36-12-15.
  - 6. If a public body closes a meeting exclusively for the purposes described under Subsection 52-4-

205(1)(a), (1)(f), or (2);

- a. the person presiding shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss the purposes described under Subsection 52-4-205(1)(a),(1)(f), or (2); and
- b. the provisions of Subsection (1) of this section do not apply.

## **9.6 No Voting in Closed Meeting 52-4-204**

- A. An ordinance, resolution, rule, regulation, contract, or appointment may not be approved at a closed meeting.

## **9.7 Motion to end closed portion of meeting 52-4-204**

- A. A public body may not take a vote in a closed meeting, except for a vote on a motion to end the closed portion of the meeting and return to an open meeting.
- B. A motion to end the closed portion of a meeting may be approved by a majority of the public body members present at the meeting.

## CERTIFICATE

STATE OF UTAH )  
:ss  
COUNTY OF CACHE )

I, Stephanie Fricke duly appointed and acting City Recorder for Hyrum City, Cache County, State of Utah, do hereby certify that the foregoing is a true copy of a Resolution duly adopted and passed by the City Council of Hyrum City, Utah, at a regular meeting thereof, held the 20<sup>th</sup> day of June 2024 which appears of record in the City Recorder's office. I further certify that a quorum was present and acting throughout said meeting and that this Resolution is in full force and effect in the form so adopted and that it has not been subsequently modified, amended, or rescinded.

In witness whereof, I have hereto set my hand this 21<sup>st</sup> day of June 2024.

Stephanie Fricke  
Stephanie Fricke  
City Recorder

(SEAL)

## Resolution 24-23

A resolution approving the Hyrum City Council rules of order and procedure for city meetings.



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
[www.hyrumcity.gov](http://www.hyrumcity.gov)

## City Council Agenda Information

**To:** Mayor Miller and City Council

**From:** Stephanie Fricke, City Recorder

**Date:** December 29, 2025

**Subject:** Consideration and Approval of Policy for Submission Process and Deadline for City Council Agenda Items.

**Summary: City Recorder is recommending approval of the City Council Agenda Submission Policy**

The City Council Agenda Submission Policy is a policy establishing a submission process and deadline. This will aid in legal compliance, enhance transparency, improve meeting efficiency, and allow both staff and council members adequate time to prepare. It supports good governance and strengthens the reliability and professionalism of the City Council's legislative process.



# POLICY

## Submission Process and Deadline for City Council Agenda Items.

### **1. Purpose**

The purpose of this policy is to establish consistent procedures and deadlines for submitting items to be placed on the City Council agenda. The policy ensures that all agenda materials are complete, accurate, legally compliant, and provided to the City Council and public in a timely manner.

### **2. Scope**

This policy applies to:

- All City departments
- Elected and appointed officials
- Outside agencies or individuals requesting placement of an item on the agenda
- Any staff member preparing reports, presentations, or supporting documents for City Council consideration

### **3. Submission Deadline**

All agenda item submissions must be received by the City Recorder's Office **no later than 5:00 p.m. on Thursday of the week prior to the scheduled City Council meeting.**

Items submitted after this deadline will be placed on the next available agenda unless classified as an emergency under Section 9 of this policy.

### **4. Required Documentation**

Each agenda item must include the following materials at the time of submission (*With advance notice the City Recorder may help write resolutions, ordinances, and agreements as needed.*):

1. **Agenda Summary Sheet** (completed and signed by the submitting department)
2. **Staff Report** including:
  - Background and analysis
  - Fiscal impact statement
  - Recommendation(s)
  - Alternatives (if applicable)
3. **Supporting Attachments**, such as:
  - Contracts
  - Resolutions or ordinances
  - Maps, plans, or exhibits
  - Quotes, invoices, or financial documents
4. **Legal Review Sign-off**, when required
5. **Department Director Approval**

Items submitted without complete documentation will be returned to the originating department and may be deferred to a future meeting.

### **5. Internal Department Deadlines**

Departments are encouraged to set internal deadlines earlier than the official deadline to allow:

- Adequate time for drafting
- Interdepartmental review
- Legal and financial review
- Director-level approval

These internal timelines should be communicated to all staff.

## **6. Review and Approval Process**

The City Recorder's Office will:

1. Review submissions for completeness and compliance with this policy.
2. Coordinate with the City Manager's Office to finalize agenda.
3. Prepare and distribute the full agenda packet to the City Council and post the agenda publicly in accordance with legal posting requirements.

The City Manager may modify agenda order or defer items as needed for operational efficiency, clarity, or preparedness.

## **7. Posting and Distribution**

Agendas will be publicly posted and distributed to the City Council in accordance with all applicable legal requirements (e.g., 48-hour regular meeting notice requirement).

Packets will include:

- Staff reports
- Supporting documents
- Presentations (if available)

## **8. Additions or Changes After the Deadline**

Changes to agenda materials after the submission deadline are strongly discouraged. If changes are unavoidable, revised materials must be submitted to the City Recorder's Office as soon as possible for review.

Late-addition items will only be considered when:

- There is a demonstrated need for immediate Council action
- Required materials are complete
- The City Manager approves the addition

## **9. Emergency Items**

An item may be added after the deadline or to a posted agenda only if it qualifies as an **emergency** as defined by applicable open meeting laws.

Emergency items may be added only when immediate action is required and delaying the matter would result in significant harm to the City or the public.

## **10. Responsibilities**

- **Submitting Departments** are responsible for preparing accurate, complete, and timely materials.
- **Department Directors** must ensure all submissions meet internal and external deadlines.
- **City Recorder** ensures compliance with posting requirements and manages agenda preparation, and determines item placement.
- **City Manager** with advice and consent of the Mayor has final approval for all items placed on the agenda.
- **City Attorney** reviews items requiring legal approval or involving potential risk.

## 11. Non-Compliance

Failure to meet the deadline, provide complete documentation, or comply with this policy may result in:

- Deferral of the item to a later meeting
- Return of the item to the originating department
- Additional review requirements for future submissions

Repeated non-compliance will be reported to the City Manager for corrective action.

## 12. Policy Review

This policy shall be reviewed periodically by the City Recorder's Office and City Manager's Office to ensure relevance, efficiency, and compliance with applicable state and local laws. Any amendment to this policy requires approval by the City Council.

Approval Date: \_\_\_\_\_



60 West Main Street  
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Ph. (435) 245-6033  
[www.hyrumcity.gov](http://www.hyrumcity.gov)

## City Council Agenda Information

**To:** Mayor Steve Miller and City Council  
**From:** Stephanie Fricke, City Recorder  
**Date:** December 31, 2025  
**Subject:** City Council Assignments.

### **Summary: Review of Mayor Steve Miller's recommendation for City Council Assignments and Citizen Committees.**

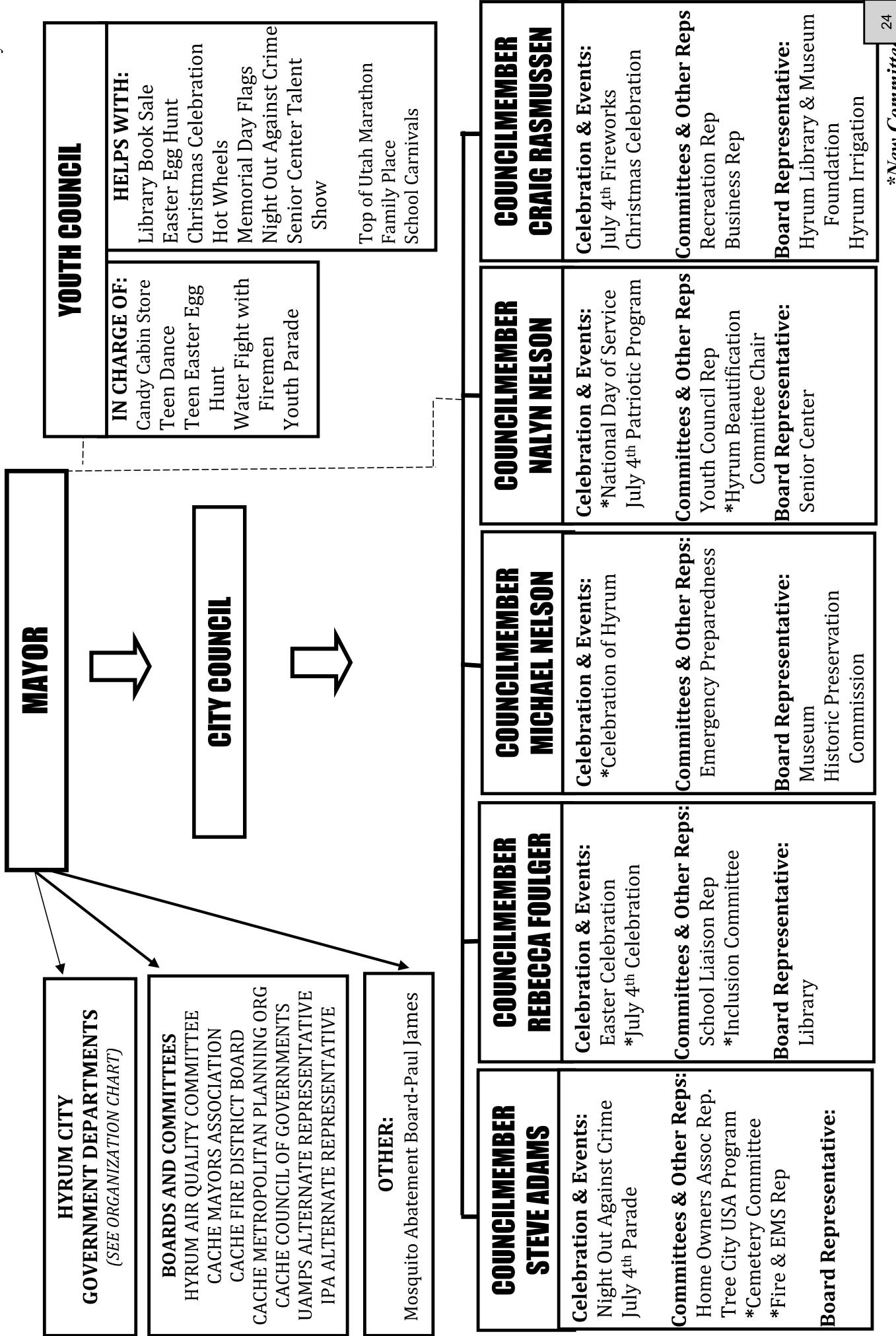
Mayor Miller has reviewed Hyrum City Council Assignments and Citizen Committees. He has created additional citizen committees and has made changes to current assignments. These assignments help Hyrum City government work more efficiently by aligning council members' interests and expertise with key functions of the local government.

City Council assignments are designations given to City Council Members to serve in specific roles beyond general legislative duties. These assignments help:

- Represent the city on boards, commissions, city events, and citizen committees.
- Serve as liaisons between the council and city departments, advisory committees, civic groups, or specific service areas.
- Strengthen communication and governance by having designated council members point people for certain issues or sectors.
- To create greater citizen awareness and involvement in our community.

## HYRUM CITY COUNCIL ASSIGNMENTS & CITIZEN COMMITTEES

January 2026





60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
[www.hyrumcity.gov](http://www.hyrumcity.gov)

## City Council Agenda Information

**To:** Mayor Steve Miller and City Council  
**From:** Stephanie Fricke, City Recorder  
**Date:** December 31, 2025  
**Subject:** Appointments to the Hyrum Irrigation Board.

**Summary: Mayor Miller is recommending appointment of Council Member Craig Rasmussen and Citizen (to be determined) to serve on the Hyrum Irrigation Company Board.**

Hyrum Irrigation Company is a local irrigation company that is not a division of, nor owned by Hyrum City Corporation. Hyrum Irrigation Company was established in 1934 and operates as a shareholder-owned irrigation entity responsible for managing, maintaining, and operating irrigation infrastructure and water delivery systems serving agricultural lands in and around the Hyrum area.

The company owns and maintains canals and water delivery systems that transport irrigation water from local sources to farmers and other irrigation users including to Hyrum City's Irrigation Ponds. Hyrum Irrigation Company holds the underlying water rights, and water is allocated to individual users based on the number of shares they own. The company manages these water rights and ensures equitable distribution in accordance with share ownership. Hyrum City is the largest shareholder in Hyrum Irrigation Company.

Hyrum Irrigation Company is governed by a six-member board of directors. Four board members are elected by the shareholders and must hold at least two shares of Hyrum Irrigation Company stock. The remaining two board members are representatives appointed by Hyrum City, with at least one of those representatives being an elected city official. Hyrum Irrigation Company Board members are responsible for setting policies, establishing assessment rates, overseeing water usage and rights, and ensuring fair and consistent water distribution to shareholders. The board also supervises the water master, who is responsible for monitoring water flows and ensuring delivery through the canal and ditch systems. Board members act in the best interests of the shareholders and address concerns raised by water users.

In the early 1990s, Hyrum City installed its pressurized irrigation system. As part of that installation, individuals connecting to the city's system were required to turn in irrigation shares to Hyrum Irrigation Company equivalent to their irrigation use. As a result, Hyrum City now holds a majority of the shares in Hyrum Irrigation Company. During this transition, the Hyrum Irrigation Company and Hyrum City mutually agreed that two city-appointed representatives could serve on the Hyrum Irrigation Company board without being elected by shareholders.

Mayor Steve Miller is recommending the appointment of Council Member Craig Rasmussen to continue serve on the Hyrum Irrigation Company Board. Council Member Rasmussen currently serves on the board and brings valuable expertise due to his engineering background and extensive knowledge of Hyrum City's pressurized irrigation system, water shares, water flow and distribution, and attending meetings on Hyrum Dam and Porcupine Reservoir, and Utah State water regulations, including water monitoring, assessments, and priority administration. Mayor Miller is also in the process of contacting an additional individual to determine their willingness to serve as the second Hyrum City-appointed representative on the board.



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## City Council Agenda Information

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**To:** Mayor Steve Miller and City Council  
**From:** Stephanie Fricke, City Recorder  
**Date:** December 31, 2025  
**Subject:** Strategic Planning Session

**Summary: Set dates and time for Workshop for Strategic Planning Session in February.**

Mayor Miller wants to hold a City Council Workshop for a Strategic Planning Session in February. The Strategic Planning Session provides an opportunity for City Administration and Department Heads to meet with the City Council to discuss projects that have been accomplished, projects they plan to undertake, review departmental budgets, request future staffing, discuss capital improvement projects, and establish 5, 10, and 15-year plans for their departments.

In the past, this meeting has been held over one day from 8:00 a.m. to 3:00 p.m., however, additional time is needed to more thoroughly discuss future plans and needs with the City Council. The meeting could be held over two days or still hold the meeting with one day but extend the hours.

Minutes from previous strategic planning sessions are attached for reference.

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FEBRUARY 24, 2025

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MINUTES OF A SPECIAL CITY COUNCIL MEETING HELD FEBRUARY 24, 2025  
AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

**CONVENED:** 8:00 A.M.

**CONDUCTING:** Mayor Miller

**ROLL CALL:** Councilmembers Steve Adams, Jared L. Clawson, Paul James, Michael Nelson, and Craig L. Rasmussen.

**CALL TO ORDER:** There being five members present and five members representing a quorum, Mayor Miller called the meeting to order.

**OTHERS PRESENT:** City Treasurer Todd Perkins, Electric Superintendent Larry Coleman, Water & Roads Superintendent Kade Maughan, Parks Superintendent Ned Fredrickson, Library Director Emily Coltrin, Museum Director Jami VanHuss, Utility Billing Clerk Margaret Poppleton, City Planner Tony Ekins, City Engineer Matt Holmes and City Secretary Keesha Rinderknecht. City Recorder Stephanie Fricke recorded the minutes.

**WELCOME:** Mayor Miller welcomed everyone in attendance and invited audience participation.

**AGENDA ADOPTION:** A copy of the notice and agenda for this meeting was emailed to The Herald Journal, posted on the Utah Public Notice Website and Hyrum City's Website, provided to each member of the governing body, and posted at the City Offices more than forty-eight hours before meeting time.

**ACTION**

Councilmember Clawson made a motion to approve the agenda for February 24, as written. Councilmember Adams seconded the motion and Councilmembers Adams, Clawson James, Nelson, and Rasmussen voted aye. The motion passed.

5. WORKSHOP:
  - A. Strategic Planning Session.
6. ADJOURNMENT

**WORKSHOP - STRATEGIC PLANNING SESSION.**

Mayor Miller said this is a Strategic Planning Session meeting and there are a lot of items on the agenda that need to be discussed. It is important that the City Council stays within the time

COUNCIL MEETING CONT.

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allotted on the agenda for each item.

**Budget Review:**

- A. Capital Projects 1, 5, & 10 year Plan
- B. Cash Reserves
- C. Impact Fees for roads
- D. Hire an Accountant

City Treasurer Todd Perkins reviewed the previous year's budget. His biggest financial concern right now is hiring an accountant in the office so that he is compliant with the State Auditors Office. Last August the City Council adjusted the property tax rate and he asked if the City was interested in adjusting them this year or if he should discuss it with the City Council next year. The City Council said due to the financial situation of the City there was no need to consider increasing property taxes this year.

The City is in the process of conducting a water study, sewer study, and General Plan Update which will help guide the City Council on growth, impact fees, infrastructure and rates.

Last years budget included nine new full time employees. This year he has only heard from a couple of departments that want a part time employee to be increased to a full time employee.

City Treasurer Todd Perkins said the City has completed several Capitol Projects over the past few years, however, there are always more Capitol Projects.

The Museum would like to apply for the RAPZ Tax Grant for the Annex of the Elite Hall. RAPZ Tax Grant's have been used for the Elite Hall in the past but it is mainly used to help improve parks.

Three Year Plan - The City Office building is out of space and will need additional room within two to three years. There have been discussions about building living quarters onto the fire station so that it can be a full time fire department. If the living quarters are built the City Office could be built on top of the living quarters. It could be built with 3 floors - main floor fire department, second floor city offices, and third floor for expansion.

Five Year Plan - Additional park property on the southeast and west side of Hyrum. The City is also looking at purchasing property to build a new Public Utilities Building.

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**Electric Utility**

- A. UAMPS Update
- B. Easements for Transmission Line along 4400 South
- C. Grants for Fiberoptic Options
- D. South of Hyrum Dam
- E. Canyon Property, Camp Host
- F. Tree Trimming Service
- G. Personnel (Substation/Generation Employee)
- H. 1 year, 5 year, and 10 year plan

Electric Superintendent Larry Coleman updated the City Council on UAMPS and the challenges that the Power Industry is facing. He is working on getting easements for a transmission line along 4400 South. However, there are a couple of obstacles in getting the easement, such as, acquiring the property and the price of it for an easement, and the possibility of the County and State making 4400 South into Highway 101. The property south of Hyrum Dam is served by Hyrum Power, he will be working with Rocky Mountain Power about trading power lines that are outside City limits for power lines that Rocky Mountain Power owns inside Hyrum City limits. Hiring a campground host helps with vandalism in the area during summer months. Hyrum City needs to continue its tree trimming program to keep tree branches out of the power lines.

Request for 2025-2026 - Continue tree trimming program

One Year Plan - Hammer Substation moving all controls and relays from outside to inside the building; 300 South Upgrade installing new 600 Amp feeder from Hammer; and Reroute 46kv transmission line on 4400 South.

Five Year Plan - Complete 4400 South transmission line; Canyon Power line covert from overhead to underground; and West Point Substation second bay transformer and control building in operation.

Ten Year Plan - Continue to invest in system improvements and upgrade circuits.

Future - 46kv line looped; and secure property for building on substation on Hyrum's southeast boundary.

**Utilities Report**

- A. Water Meters - Replacing Radios

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- B. UAMPS AMI Meters
- C. Needs
- D. Power scheduling
  - Generator Scheduling
  - Watching Prices on Power
  - Digital Newsletters
  - Water and Irrigation Rates
  - Pay as You Go Electricity

Utility Billing Specialist and Power Schedular Margaret Poppleton said there are still water meters that need to be replaced with radio read meters. Due to the time that is involved in replacing a water meter the Water Department waits to replace manual read meters until the meter isn't working. Power Scheduling is busy and can be time consuming from April to October, but it has saved the City a lot of money by being able to run the generators and produce power we need and sale the excess power. The printing company the City has used to print and mail utility bills are no longer offering that service. She is working on finding competitive pricing with another printer. Water and Irrigation rates need to be reviewed and increased or decrease the amount of gallons allowed for the base price from 10,000 gallons to 3,000 gallons. She is also looking at providing pay as you use electricity. This will allow customers who are frequently shut off due to nonpayment to be placed on a pay as you use meter. Utility billing write offs are down from previous years. Researching Utility Customers who have account balances that have to be written off 83% of the write offs are customers renting.

Request for 2025-2026 - Increase Utility Deposit for customers who are renting. Continue to change manually read meters to radio read meters. Provide pay as you use electricity. Increase water rates and reduce base water usage from 10,000 gallons to 3,000 gallons.

#### **Water Reclamation**

- A. Operations & Maintenance
- B. Sewer Line Capacity Study
- C. Millville City Agreement
- D. Board Members - Agenda Postings and Minutes
- E. Needs
- F. 1 year, 5 year, and 10 year plan
- G. Needs 1 certified employee

Water Reclamation Superintendent Angela Pritchett reviewed the progress and positives from the Water Reclamation Department this year: Polymer Savings - Previous Cost \$4.22/lb KUBWATER Current

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Cost \$1.79/lb SNF POLYDYNE Savings of \$2.43/lb with an Annual savings of > \$10,000; New Lakeside Screen Weather Protection Savings - Proposed Lakeside Screen Weather Protection Cost \$17,000 In-house weather protection \$1,500 for a Savings of \$15,500; and Ovivo Drum Screen Replacement - Initial quote to replace drum/hopper/cover spray assembly + \$9,000 field service \$174,607.30 Final quote \$22,000 for rebuild/hopper + \$2,400 service fee for installation startup. Total \$24,400 Savings \$150,000 +. UPDES Permit Renewal Worked together with the State to improve limits. Lift Stations Annual Load Testing & PM's by Cummins. Millville City is in the process of reviewing the agreement between the cities. Needs for the Water Reclamation are: Hire a third operator with experience Competitive pay; Re-evaluate personnel policy/benefits On-call; Water Reclamation Master Plan to ensure there is capacity to bring on Millville City and provide a roadmap for future growth; Safety Officer who can assist in a useful safety program to keep everyone safe and for compliance. Monies allocated for safety Railing/doors/grates/exit signs. Update construction standards - Confusion and frustration with contractors not knowing what the expectations are. Clearly define sewer authority and responsibilities. Fees for additional lateral inspections - often times laterals are not complete upon arrival or do not pass regardless of communicating what the expectations are. Update pretreatment code / permit template / industrial User Application. Hire a Pretreatment Coordinator

2024 Update - Refine PM program to provide better detail and add vehicles and heavy equipment Complete. Hire a third operator Complete but hiring again. Invest resources to train a new team Complete. Update Pretreatment Plan and Permits In-Progress. Develop BMP's to maintain collection system In-Progress. Complete a Sanitary Sewer Collection Master Plan In-Progress. Complete a Water Reclamation Master Plan Put on Hold.

One Year Plan - Replace WRF back up generator. Hire a third operator with wastewater experience. Update Pretreatment Program. Develop BMP's to maintain collection system. Complete Sanitary Sewer Collection Master Plan. Finalize Millville City Agreement & Form a Board. Treat Millville City's wastewater.

Five Year Plan - Engineer a system that prevents MBR overflow. Train operators to use GIS for manhole inspections. Purchase Equipment to clean collection lines. Complete Water Reclamation Master Plan. I & I study for collection system. Grout/replace collection lines to prevent infiltration. State approved pre-treatment program.

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Ten Year Plan - Replace collection lines. Upgrade Water Reclamation Facility. Train for the future Manager. Replace CCTV equipment/trailer.

### **Culinary, Irrigation, Storm Water**

- A. Water Supply
- B. Secondary Water Metering - Options & Costs
- C. Dividing Water & Roads Department
- D. New Supervisor over Water Department
- E. 2 Additional Employees for a total of 3
- F. Future Well
- G. Fixing Swales in Canyon Estates
- H. 1 year, 5 year, and 10 year plan

Water and Road Superintendent Kade Maughan reported that the City has contracted with a consultant for a Water Study. This water study will inventory our lines, water rights and shares, and also help provide information for how much water we have for growth. The State provided an exemption to Hyrum City so that it doesn't have to meter its secondary water system. However, in the future the City will most likely have to install irrigation meters and monitor usage. In preparation for that the City is already requiring developers to install meter barrels for each house on the pressurized irrigation system. The City has been looking for a new Culinary Water and Irrigation Water Superintendent since July. The City has offered the position to someone but he hasn't accepted it yet. He still needs two employees in the water department but has been waiting for the new superintendent to be hired so that the superintendent can help select the employees for his/her department. As the City grows to the southeast the City needs to plan to develop a well on the southeast side of Hyrum. The City's water system can not provide the pressure with the quantity necessary to provide additional growth on the south east side of Hyrum without a new well.

### **Roads**

- A. Possible COG Projects
- B. Construction and Maintenance
- C. This will be its own department and will include Storm Water and the Cemetery. Kade will be over this department.
- D. 1 additional employee
- E. Needs
- F. 1 year, 5 year, and 10 year plan

Water and Road Superintendent Kade Maughan said Mayor Miller is

COUNCIL MEETING CONT.

FEBRUARY 24, 2025

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working with COG to help find funding for roads in Hyrum. There are old culinary water mains that need to be replaced and he likes to replace the lines when the road is being rebuilt. This eliminates a new road from having to be dug up if there is a leak. Hyrum City has grown and it is time for the City to have a Road Department and a Water Department. The Road Department will oversee the cemetery and the storm water department. This years budget has a maintenance position that will help in roads as needed.

**Cemetery**

- A. Future Expansion
- B. Maintenance
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Water and Road Superintendent Kade Maughan said the City needs to have the cemetery expansion property designed so that improvements can start being made to it. The road on 600 East the borders the cemetery needs to be vacated so the original cemetery can extend the expansion property without a road dividing the cemetery.

**Metering**

- A. Update
- B. Needs
- C. Training
- D. Needs Employee For Water Meters

Utilities Meterman Braxton Wood said there are approximately 450 water meters that are not working. Replacing residential water meters is not a high priority since replacing residential water meter can be very labor intensive and the revenue generated from a residential water meter over 10 years may not cover the cost of a new meter and the time to replace the meter. The City needs to look at reducing the base rate number of gallons from 10,000 and then it may make sense to replace water meters. The city has three different water meters that require three different types of reading systems. The new Landis and Gear meters are only lasting about 10 years when it was hoped they would last double that. The City is looking at a new master meter program that would be able to read all meters including power. An employee needs to be hired to help with the maintenance and reading of water meters. He is currently enrolled in the Power Meterman Apprenticeship Program and is finishing his first year.

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One Year Plan - To purchase power meter testing equipment.

**Parks**

- A. Improvements
- B. Future Parks and Trail Sites
- C. Recreation Programs
- D. Summer Help
- E. Canyon Property
- F. Needs
- G. Maintenance
- H. 1 year, 5 year, and 10 year plan

Parks Superintendent Ned Fredrickson said the design for Libbie Springs Park on the West Side of Hyrum needs to be completed. Hyrum City has a lot of parks and the City will need to decide at what level it wants to provide parks to its citizens. The more parks that are built it requires more employees. He currently hires eight to ten seasonal workers and has hired a full time parks maintenance worker that is being transferred from the Wastewater Reclamation Department. He would like to offer a higher wage to the seasonal workers to try and attract more experienced workers. He attended a conference on Playground Safety and Inspection and there are a lot of things in the City parks that need to be updated and/or replaced to provide a safer environment.

One Year Plan - Inspect all parks and playground equipment for safety. Increase rental fee and deposit for the Hornets Field at East Park.

Five Year Plan - Replace AJ's Park playground equipment.

10 Year Plan - Evaluate and upgrade all parks to ensure all playground equipment and buildings meet safety standards.

Future - Purchase park property on the southeast side of Hyrum.

**City Planner**

- A. Planning Commission
- B. Transportation Plan
- C. Zoning & Building Ordinances
- D. Development Committee (public works & staff)

City Planner Tony Ekins said he has been working for Hyrum City for almost a month and he has been busy learning the City Code and coming up with checklists and processes. There are numerous

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housing projects being proposed and built in Hyrum City. It is important these developments meet City Code and built to Hyrum City Standards. Hyrum City is working on its General Plan Update and a Transportation Plan that will help guide development in Hyrum. Once the Transportation Plan and General Plan are updated the Hyrum City Code will need to be amended to reflect these plans.

**City Engineer**

- A. Identify possible parcels of land to purchase for future city needs.
- B. Citizen Serve
- C. Inspections and Other Responsibilities
- D. 1 year, 5 year and 10 year plan

City Engineer Matt Holmes said the City needs to identify possible parcels of land for future growth, such as, public works buildings, parks, storage facilities, wells, etc. Once the potential sites or property has been identified the City can then try to purchase the property when it becomes available.

One Year Plan - Hire a building site inspector.

Five Year Plan - Hire a staff engineer.

**Office**

- A. Cemetery Lots - fees
- B. How many available to purchase
- C. Business Licenses
- D. Newsletter

Office Specialist Keesha Rinderknecht said the City has sold 144 cemetery spaces this past year and there were 69 burials. There are 1,043 spaces still available for purchase in the existing Hyrum Cemetery. This past year she issued 114 Home Occupation Business Licenses; 196 Landlord licenses; 115 Commercial licenses; and 7 Solicitor Licenses.

To Do / Immediate: Determine if fire inspection service fees are being charged for Nibley businesses.

**Library**

- A. Programs
- B. Circulation
- C. Needs

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- D. Fees
- E. Move AC Units
- F. 1 year, 5 year, and 10 year plan

Library Assistant Rosie Johnson said the Library's Summer Reading Program is always a huge success with over 2,500 participants. They hold a summer reading kick off party and then a party to close summer reading. The library is always planning programs that are geared to all demographics that visits the library. Hyrum City is working on renewing its user agreements with Nibley and Wellsville. Costs have increased over the past five years higher than anticipated and the contract price needs to be increased. The Air Conditioning Units need to be moved off of the roof to help with maintenance and longevity of the units.

One Year to Five Year Plan - Heat the sidewalks and/or parking lot on the north side of the building. Four full time employees.

#### **Animal Control**

- A. County Impound and Services
- B. Number of Dogs Licensed
- C. Hours worked weekly
- D. Needs

Animal Control Officer Kirt Lindley said the County Impound Service is great, however, it does take more time to drive to Logan. Currently, he is not being reimbursed for fuel or mileage but is driving his own vehicle. Due to driving into Logan he will also need additional hours. Usually there are around 600 to 700 dogs that are licensed in Hyrum each year. There are 450 dogs licensed for this year but there are still eight more days to go before a late fee is charged.

One Year Plan - Purchase a bite stick and box. Receive mileage reimbursement for driving personal vehicle.

#### **City Nuisance Officer**

- A. Report Noticing Process
- B. Hours Worked Weekly
- C. Needs

Community Improvement Officer Jeff Hertzler said he would like to be able to issue citations for nuisances. Cache County Deputies are busy taking care of more important matters and if he could

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issue citations it would help with nuisance enforcement and free up time for law enforcement officers. He would still work with the Sheriff's office on certain issues and he would also work with the City Attorney.

### **Fire and EMS**

- A. Frequency of Calls
- B. Number of Firemen and First Responders
- C. Future of the Department - County Fire District?
- D. Needs

Fire Chief Tony Stauffer said there were 704 calls last year that averages two a day (443 were medical calls and 261 were fire calls). Thirty eight percent of calls are during day time hours when there is full time coverage. There are 12 firefighters; 5 EMS; and 14 that are both firefighters and EMS. This past fall brought on six new staff that are on probation right now. Hyrum and the areas the Fire Department serve have grown and population requires a full time fire department. In order to accomplish that the Fire Station will need to be added onto to provide living quarters.

### **Museum**

- A. Programs
- B. Elite Hall
- C. Museum Educator 20 hours weekly \$16-17 starting wage
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Museum Director Jami VanHuss said she gave a report at the last City Council Meeting on the Museum and covered most of the topics. In July her hours were reduced to 29.75 hours per week. She is requesting a part time nonbenefitted Museum Educator in the 2025-2026 budget to help her accomplish the goals of the Museum.

### **Maintenance**

- A. We need a full time employee

Mayor Miller said the City is in the process of hiring a maintenance person for buildings, HVAC, and light vehicle maintenance. This person will also help be on call for the Water, Roads, and Cemetery Department.

### **Community / Recreation**

- A. Need a full time employee

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Mayor Miller said the City is in the process of hiring a Community Recreation Director that will be in charge of recreation, activities, 4<sup>th</sup> of July, Easter Egg Hunt, Hyrum Holidays, National Night Out, Baseball/softball, flag football, pickleball tournaments, newsletter, reserving buildings, etc. This is a full time job. This position can also provide support to the Hyrum Senior Center Director and Museum Director.. This position can help bring recreation, arts, and community programs to Hyrum.

**Legal**

- A. Justice Court
- B. County Contract with Sheriff Dept. including Bailiff
- C. Reports
- D. Judge Retiring - Hiring Process

Court Clerk Lori Hatch said the City is in the process of hiring a part time non-benefitted court clerk to help her with responsibilities. Judge Larsen will be leaving in June this year and the State Judicial Committee will be conducting the replacement process for Judge Larsen. Cache County Law Enforcement Contract needs to be renewed this year.

**Personnel Needs**

- A. Need Part time and full time help (budgeted already for this budget), and an additional part time employee in the next budget.
- B. Job Description and Wage Analysis
- C. Contract with a firm to update the personnel policy
- D. Train a Deputy Recorder
- E. Other

City Recorder Stephanie Fricke said Hyrum City has experienced a lot of growth over the past ten years. Even though the population has double the number of employees haven't increased until this last budget year. Every department needs and wants additional employees. Mayor Miller, City Treasurer Todd Perkins and City Recorder Stephanie Fricke want to meet with Supervisors and develop a five year plan for new positions at Hyrum City. This will act as a priority list for determining when new positions should be considered. This will help the City and Supervisors plan for the future.

In order to meet State Auditors requirements for checks and balances there needs to be an additional finance employee. This employee will be hired as an Accountant and will help track

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planning and development fees, bank reconciliations, possibly balance the daily deposit and other accounting duties as needed.

The Job Description and Wage Analysis Study was conducted. Writing the job descriptions was a longer process than anticipated. It is important that job descriptions were an accurate reflection of what the City expects the employee to do not necessarily what the employee thinks is his/her responsibility. The wage analysis study came back and Hyrum City was offering a competitive salary and there are some adjustments that will need to be made. Since January 2024, Hyrum City has hired over 40 employees and is in the process of hiring the following positions that have been budgeted for: Accountant, Community Recreation Coordinator, Assistant Court Clerk, Water Superintendent, 2 Water employees, Maintenance, Wastewater Operator, Public Utilities Director, Water Meter Technician, Campground Host, Parks Seasonal, Deputy Recorder, and an employee in Power Department. Hyrum City has filled the following positions this year: Power Superintendent (twice), Power Distribution Manager (twice), Senior Center Cook (twice), Senior Center Director, Water Operator, Parks Director, Parks Maintenance Worker, Wastewater Operator, library aides, firefighters and EMS, Seasonal workers (14), crossing guards (2). It has been a busy year and she is still in the process of contracting with a firm to update Personnel Policies to ensure it meets State and Federal Laws and accurately reflects the policies and procedures of the City.

In order to fill the positions and to be fair to current employees it is important to offer a competitive salary and benefit package. She asked the City Council to support a matching 401k contribution of up to 2.5% for employees. She is also working with the Health Insurance Agent to offer a High Deductible Insurance Plan along with the Traditional Health Insurance Plan. The High Deductible Insurance Plan maybe more affordable for employees and depending on costs the City may be able to contribute money into the employees HSA. She would also like the cell phone reimbursement to be increased for employees that are required to carry a cell phone. Online On-Boarding Packets - To help with the new hire process she would like to find a company that offers online On-Boarding Packets so that all new hire forms can be submitted electronically rather than by paper.

Hyrum City has over 50 full time equivalent (FTE) employees this year and has to comply with the Affordable Care Act (ACA), which means the City is required to provide anyone working over 30 hours a week with Health Insurance and there are extensive reporting

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requirements to the Federal Government. Part Time employees are being held strictly to a no more than 29.75 hours per week per benefitted employee, and no more than 28.75 hours per week for non benefitted employees.

Moving forward she would like to hire a Deputy Recorder that is looking for a career with Hyrum City. In order to find the right person with the right qualifications she may have to offer that job as a full time position which would need to be approved in next year's budget. She has been here 30 years in May and one of the many responsibilities of a City Recorders job is to know the history and to access documents or information. She had been training Hailey Brown for five years and Hailey was amazing but Hailey has decided to only work 10 hours a week updating the City's website. This year Stephanie has written 45 Resolutions compared to last year at 27 Resolutions; 13 Ordinances compared to 4 ordinances in 2022 and 2021; 24 City Council Meeting Minutes and Agendas; along with numerous contracts and agreements. To help the public, elected officials, and staff access and find documents easier the City Website now hosts and has searchable documents: All City Council Meeting Minutes from 1860 to current; Resolutions and Ordinances from 1976 to current; all Annexation Agreements; and is currently working on having all City Agreements on it as well.

**Senior Center**

- A. Programs
- B. Attendance
- C. Needs - Is there a potential to go full time?
- D. Can Lisa's hours be increased from 28 to 29.75?
- E. 1 year, 5 year, and 10 year plan

Senior Center Director Jesse Walker said he is working on improving and providing various programs for the seniors. He has a new program "Chair Yoga" and he has over 30 people attending it. The Senior Center currently provides 3 meals a week. Lisa Weiss is the new cook and he receives compliments all the time about her cooking. He would like to increase her hours from 28 to 29.75 hours per week so she can have part time benefits. He would also like his position to be full time. He does not have enough time to accomplish everything he needs to do only working 29.75 hours per week.

**ADJOURNMENT:****ACTION****There being no further business before the City Council,**

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**the Council Meeting adjourned at 2:45 p.m.**

ATTEST:

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Stephanie Miller  
Mayor

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Stephanie Fricke  
City Recorder

Approved: March 20, 2025  
As Written

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MINUTES OF A SPECIAL CITY COUNCIL MEETING HELD FEBRUARY 9, 2024 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

**CONVENED:** 8:00 A.M.

**CONDUCTING:** Mayor Miller

**ROLL CALL:** Councilmembers Steve Adams, Jared L. Clawson, Paul James, Michael Nelson, and Craig L. Rasmussen. Councilmember Craig L. Rasmussen arrived at 8:20 a.m.

**CALL TO ORDER:** There being four members present and four members representing a quorum, Mayor Miller called the meeting to order.

**OTHERS PRESENT:** City Treasurer Todd Perkins, Electric Superintendent Tom Cooper, Water & Roads Superintendent Kade Maughan, Fire Chief Tony Stauffer, Parks Superintendent Brad Call, Library Director Emily Coltrin, Museum Director Jami VanHuss, Utility Billing Clerk Margaret Poppleton, City Receptionist Hailey Brown, and City Secretary Keesha Rinderknecht. City Recorder Stephanie Fricke recorded the minutes.

**WELCOME:** Mayor Miller welcomed everyone in attendance and invited audience participation.

**AGENDA ADOPTION:** A copy of the notice and agenda for this meeting was emailed to The Herald Journal, posted on the Utah Public Notice Website and Hyrum City's Website, provided to each member of the governing body, and posted at the City Offices more than forty-eight hours before meeting time.

**ACTION**

**Councilmember Adams made a motion to approve the agenda for February 9, as written. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson James, Nelson, and Rasmussen voted aye. The motion passed.**

5. INTRODUCTION AND ADOPTION OF ORDINANCES:

- A. Ordinance 24-01 - An ordinance repealing and reenacting Title 16 the Subdivision Ordinance of the Hyrum City Municipal Code.
- B. Ordinance 24-02 - An ordinance amending Sections 10.20.090, 10.20.100, and 10.20.105 of Chapter 10.20 of Title 10 of the Hyrum City Municipal Code, to provide an

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exception to allow parking longer than 48 hours on a City street where curb and gutter do not exist.

6. WORKSHOP:
  - A. Strategic Planning Session.
7. ADJOURNMENT

***INTRODUCTION AND ADOPTION OF ORDINANCES:***

**ORDINANCE 24-01 - AN ORDINANCE REPEALING AND REENACTING TITLE 16 THE SUBDIVISION ORDINANCE OF THE HYRUM CITY MUNICIPAL CODE.**

Mayor Miller said Ordinance 24-01 has been discussed in previous City Council Meetings and the proposed ordinance includes the latest draft of all recommended amendments to the ordinance. The proposed amendments are due to Senate Bill 174 that requires numerous changes in the City's subdivision approval process and should have been adopted by February 1, 2024. State Law no longer allows the City to require a Concept Plan nor for the City Council to be a part of the approval process for the Preliminary Plat, and Final Plat approval. The City Council also discussed setting fees to ensure that the professional fees of those members serving on the Administrative Land Use Authority are covered by the developer.

**ACTION**

**Councilmember James made a motion to adopt Ordinance 24-01 repealing and reenacting Title 16 the Subdivision Ordinance of the Hyrum City Municipal Code. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, and Nelson voted aye. The motion passed.**

**ORDINANCE 24-02 - AN ORDINANCE AMENDING SECTIONS 10.20.090, 10.20.100, AND 10.20.105 OF CHAPTER 10.20 OF TITLE 10 OF THE HYRUM CITY MUNICIPAL CODE, TO PROVIDE AN EXCEPTION TO ALLOW PARKING LONGER THAN 48 HOURS ON A CITY STREET WHERE CURB AND GUTTER DO NOT EXIST.**

Mayor Miller said resident Eric Derr has requested the City adopt the proposed changes to allow parking longer than 48 hours on a City Street where curb and gutter do not exist. Eric attended the January 18, 2024 City Council meeting and expressed his concern about receiving a letter from the City asking him to move his trailer off City property. The trailer is permanently parked in the City's right-of-way and Eric feels like he has hauled in gravel for a trailer pad and doesn't see why the City would prohibit him from parking a vehicle in the City's right-of-way when the right-of-way is 100' wide. Ordinance 24-02 proposes amending Sections

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10.20.090, 10.20.100, and 10.20.105 of Chapter 10.20 of Title 10 of the Hyrum City Municipal Code, to provide an exception to allow parking longer than 48 hours on a City street where curb and gutter do not exist.

The City Council discussed the proposed changes and determined it was in the City's best interest to not amend the ordinance. If this ordinance was approved someone could permanently park a trailer or vehicle in front of another resident's property and never move it. The City should include information about the City's parking ordinance in the newsletter to help educate the residents that a vehicle, trailer, etc. can not be parked on City property longer than 48 hours.

**ACTION**  
**Amended**  
**12-10-2024**

~~Councilmember James made a motion to deny the adoption of 24-021 repealing and reenacting Title 16 the Subdivision Ordinance of the Hyrum City Municipal Code and to keep the ordinance as currently written an Ordinance amending Sections 10.20.090, 10.20.100, and 10.20.105 of Chapter 10.20 of Title 10 of the Hyrum City Municipal Code, to provide an exception to allow parking longer than 48 hours on a City street where curb and gutter do not exist. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, and Nelson voted aye. The motion passed.~~

#### WORKSHOP - STRATEGIC PLANNING SESSION.

Mayor Miller said this is a Strategic Planning Session meeting and there are a lot of items on the agenda that need to be discussed. It is important that the City Council stays within the time allotted on the agenda for each item.

##### **Budget Review:**

- A. History - Accomplishments
- B. Cash Reserves
- C. Taxes & Impact Fees

City Treasurer Todd Perkins reviewed the previous year's budget. His biggest financial concern right now is the Electric Department. Property tax rates continues to decrease each year but property taxes are higher than in previous years due to growth. Increasing property tax rates is not popular decision but this would be a good year to consider it. He has scheduled a date with Cache County for a public hearing on increasing taxes Hyrum City has

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extremely low property taxes for Cache Valley and it provides numerous general fund services that other cities do not.

The City is in the process of conducting a water study which will help guide the City Council on growth, impact fees, infrastructure and rates.

This years budget will include requests for employees in numerous departments. The average overall percentage of a budget is around 25% for employees and Hyrum City is currently at 12%.

### **Capitol Projects**

1. 5 year Plan
2. 10 year Plan

City Treasurer Todd Perkins said the City has completed several Capitol Projects over the past few years, however, there are always more Capitol Projects.

One Year Plan - Additional park property on the southeast and west side of Hyrum. The City maybe interested in purchasing property at the mouth of the canyon and by the culinary water reservoirs. This property could have a dual purpose in the water department and also as recreation property. The City is also looking at purchasing property adjacent to the City's gravel pit on the northeast side of Hyrum. This property would be used to build a shop for the Public Utilities Department.

Five Year Plan - A sports complex building in Hyrum. A sports complex recreation facility has been something that has been discussed for years but as Hyrum's population increases it would be beneficial to the residents of Hyrum to have an indoor facility for recreation. As Hyrum continues to grow the City will need to add onto the existing fire station so that it includes living quarters.

### **Electric Utility**

- A. Budget
- B. UAMPS Update - power supplies & costs
- C. Projects
- D. Margaret Poppleton as a scheduler
- E. Canyon Property
- F. Citizen Serve
- G. Needs
- H. 1 year, 5 year, and 10 year plan

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## I. 2 more employees

Electric Superintendent Tom Cooper said he has been working on organization of his department and to set a future plan for employee growth. In order to operate efficiently he needs to hire two linemen or one lineman and one apprentice. Margaret Poppleton is the utility billing clerk but was asked to be the power scheduler in addition to her regular duties. Margaret was willing to accept the additional responsibilities but the amount of time necessary to fill this position is unknown at this time. Margaret will be able to continue do her utility billing clerk as long as the power scheduling job doesn't go over 2 hours a day. Having a power scheduler will hopefully save the City hundreds of thousands of dollars annually on electricity.

Positions added in 2023-2024 - Margaret Poppleton, Power Scheduler; Braxton Wood, Meter Apprentice; and Quentin Voth, Meter Foreman.

Requests for 2024-2025 - two lineman, meter truck, service truck, and 3 phase wire trailer.

One Year Plan - Complete 4400 South Substation; and conduct Master Plan Study of the Electrical System.

Five Year Plan - Transmission system improvements.

Ten Year Plan - Rebuild transmission lines.

*Action Plan* - Reevaluate Electric Impact Fees.

**Meter Department**

- A. New department
- B. Update
- C. Needs
- D. Training
- E. Job Description
- F. Budget

Power Superintendent Tom Cooper said the Meter Department is a new department this year. The Meter Department encompasses not just electric meters, but culinary water meters as well. If the City has to install pressurized irrigation meters then those meters will fall under the Meter Department as well. Due to the electric meters the meter technicians will have to attend meter school and

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it is a four year program. Hyrum City's meter reading equipment and software provider is no longer going to provide updates for the software and equipment and is requiring everyone to upgrade. This would be a substantial cost and is not feasible. Numerous cities use this provider and have contacted UAMPS to see if there is a way UAMPS could create a software that could work with the existing equipment.

Requests for 2024-2025 - Meter apprentice school, meter truck, and possibly another employee to install and read meters on pressurized irrigation system if the law requires it.

One Year to Five Year Plan - Meter Apprentice Program completed by employee; and determination on State Law if City has to install irrigation meters.

*Action Plan - Continue to work with UAMPS and current meter software provider to determine a solution for future readings of meters in Hyrum City.*

**Senior Center**

- A. Programs
- B. Attendance
- C. Needs
- D. Director Retirement
- E. Director limited to 29.75 hours as of July 1, 2024
- F. Needs
- G. 1 Year, 5 year, and 10 year plan

Senior Center Director Vicky McCombs said the Senior Center has a variety of programs that is offered to the seniors. Seniors from all over the Valley attend the activities and eat lunch at the Senior Center.

She is considering retiring October 1, 2024 and a new Director will need to be hired. Her recommendation is to not revise the position description and to keep the position how it is.

The Senior Center Director is a part time benefited position and due to the City being under 50 full time equivalent employees this position has been allowed to work upto 39 hours per week. However, last July Mayor Miller gave each employee that is working between 29.75 hours to 39 hours per week a years notice that these positions would be reduced to 29.75 hours come July 1, 2024 when the City is over 50 FTE "full time equivalent" employees. This

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July the City will be over 50 FTE's and will have to comply with Federal Employment laws that requires health insurance be offered to any employee working 30 hours or more a week. These positions are part time and due to the cost of Health Insurance it is in the City's best interest to hire an additional employee that could work upto 29.75 hours a week and it would still be under the cost of what just the health insurance benefit would cost the City. By hiring an additional employee to help these positions being reduced to 29.75 hours it will allow for cross training and double coverage. Vicky asked the City Council to allow her to continue to work her 39 hours per week until she retires in October. Mayor Miller said the City would be in violation of Federal law if it allowed an employee to work over 30 hours per week without health insurance once it has over 50 FTE.

She needs to replace the custodian and cook at the Senior Center as quickly as possible. These positions have been vacant since January 2024.

Requests for 2024-2025 - Stove top, treadmill, and bike.

One Year Plan - Bathroom tile deep cleaned or replaced.

*Action Plan* - New stove top, flooring in restrooms, and pool table felt replaced.

#### **General Plan**

- A. RFP and Completion Date
- B. Road Master Plan
- C. Zoning and Building Ordinances
- D. Development Committee
- E. Identify possible parcels of land to purchase for city needs
- F. Office space for engineer and planner
- G. Needs
- H. 1 year, 5 year, and 10 year plan

City Engineer Matt Holmes said he hasn't had time to work with a firm to create an RFP to update the General Plan. The General Plan needs to be updated to ensure it is in compliance with State Law, Moderate Income Housing Law, and to revise it so it can be a working document for City Staff, developers and citizens to use to determine what type of growth can be allowed in certain areas. This would help with future annexations and also citizen purchasing homes or businesses to know what the City has planned to have around that area. The City should be proactive rather than

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reactive to growth. Developers should not be planning Hyrum City's growth, but rather the City should have a plan that developers can refer to how growth is going to happen in specific areas. The City Council said they want the RFP to update the General Plan to be a top priority and have the RFP notice by May 1, 2024.

Roads Master Plan - This issue was discussed last year and the Road Master Transportation Plan still needs to be updated. It needs to include future roads and classification of those roads to determine width requirements. Hyrum City is going to continue to grow and without a Transportation Master Plan the City can not require developers to dedicate rights-of-way or build larger roads than necessary. The City also needs to revise the Zoning Ordinance to not allow backyards to face highways. There are other options available such as small access road. The Highways are the gateways to and through our community and we don't want these roads to feel like a tunnel. Also fences along canals need to be addressed because combustible fences are still being built along canals and open ditches. An impact fee needs to be looked at for installation of future roads.

Zoning and Building Ordinances - The Subdivision and Zoning Ordinance needs to be revised to include various zones that can address sensitive areas, storage units only, mixed use zones, and overlay zones that would allow a property owner to choose between two zones. The City's Zoning Ordinances have not been thoroughly reviewed in many years and with revising the General Plan zones should be created to fit the needs of the City. The number of parking spaces needs to be increased for multi-family housing units. More people are living together and there is not enough parking spaces for the number of cars in multi-family areas. This is visible throughout town.

Development Committee - The City is looking at creating an Administrative Land Use Authority and who should be on the committee and if a fee will have to be assessed. Mayor Miller and Matt Holmes will continue to look at options and bring their recommendation for the formation of the Administrative Land Use Authority to the City Council for its approval.

Possible Parcels of land to purchase for city needs - Land by gravel pit for future expansion, land by water reservoirs for a park and water expansion, land on the south side of Hyrum for a park, land on the west side of Hyrum for a regional park area, land near City Office/Shop for future expansion, and land for a sports complex.

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Office space for engineer and planner - The upstairs of the City Office does not have enough space for additional employees so the City Engineer and City Planner will need to be moved to a different area. There are three areas that are proposed for these two offices - upstairs current court clerk office that would need to be remodeled into two offices, offices in office basement, or shop.

Requests for 2024-2025 - New Employee City Planner, and possibly remodel current court clerk office, basement, or shop to create an office for City Engineer and an office for City Planner.

One year Plan - Update General and Transportation Plan.

Five Year Plan - Review all development and design standards; and review all development fee schedules.

Action Plan - RFP for General Plan Update sent out by May 1, 2024; and to object against new Bill being proposed to change impact fees.

### **Culinary, Irrigation and Storm Water**

- A. Water Supply
- B. Secondary Water Metering
- C. Dividing Road and Water Department
- D. New Supervisor for New Department
- E. Two additional employees
- F. Needs
- G. 1 year, 5 year, and 10 year plan

Water Supply - Road and Water Superintendent Kade Maughan said an RFP for updating the City's Water Master Plan has been sent out and the project should hopefully be awarded in March. This Water Master Plan will provide a 40 year growth outlook and plan; review water rights and shares; and GIS all lines and meters. The City also needs to look into and secure all of its water rights. The culinary water system around the City blocks is old and there are sections that should be replaced but he doesn't want to replace the water line until there is money to replace the road and vice versa.

Secondary Water Metering - The City is still trying to figure out the new law to determine if it will have to start metering irrigation water. If meters have to be installed there will be sections throughout the City that will be turned off for the

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irrigation season. The City may want to offer culinary water use for outside watering at a reduced cost. There will be entire sections of town with roads torn up to get the meters installed. This will be at least a three to five year project.

Additional Employees - The Water and Road Department has been short an employee for two years and has not hired the additional employee that was budgeted for this year. Before he hires he would like the City to separate the Water and Road Department into two departments. The City has grown and needs to have two different departments. Currently the Road and Water Department works the majority of the weekends since they snowplow in the winter; take care of culinary water and irrigation water leaks in the spring, summer, and fall; and also are responsible for all burials in the Cemetery including Saturdays. One of his full time employees recently moved to the Meter Department and another part time employee resigned. He is short 3 full time and 1 part time employees. He currently has three full time employees and one part time employee and he needs additional help. His department has the most departments in Public Works and has half as many employees as the Power Department.

Requests for 2024-2025 - Separate Road and Water Department into Water and Irrigation Department and Roads and Storm Water Department, new supervisor in Water Department, new employee in Road Department (in addition to the 2 new employees in Water Department budgeted for in 2023-2024).

One Year Plan - Complete water study, hire 4 new budgeted employees, evaluate water rights; update city ordinances when Water Plan is complete to ensure land that is annexed the City knows whether it needs culinary water rights and/or irrigation shares; cost of water right if purchased from City; and if law requires start preparing for installation of secondary water meters.

Five Year Plan - Develop a water line replacement and road rebuild plan to prioritize sections for replacement and rebuild. That culinary water lines can be replaced when roads are going to be rebuilt.

Ten to Twenty Year Plan - Pipe irrigation water from Highline to Irrigation System.

During the overlay time period the City Council discussed the needs for the Water, Irrigation, and Storm Water Department.

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*ACTION PLAN* - Hire replacement for employee that transferred to Meter Department, hire two new employees that has been budgeted for; hire a consultant to ensure our water rights are secured; and complete Water Master Study.

**Roads**

- A. Possible COG Projects
- B. Construction and Maintenance
- C. Separate Road and Storm Water Department
- D. 1 additional employee
- E. Kade Supervisor over Roads, Storm Water and Cemetery
- F. Needs
- G. 1 year, 5 year, and 10 year plan

Possible COG Projects - Road and Water Superintendent Kade Maughan said the road between JBS and Nibley should be widened all the way rather than just a small section from Nibley to Hyrum. This would allow for better traffic flow. The City also needs funding to help widen the road on 4600 South. The road is narrow and is being used for semi-truck traffic.

Construction and Maintenance - Road and Water Superintendent Kade Maughan said he would like to replace culinary water lines at the same time he is rebuilding roads that way the new road won't have to be dug up if the water line breaks. He would like a plan developed to prioritize the roads and water lines that need to be replaced. He would like the City to look into purchasing property by the old gravel pit on Highway 165 to relocate the City shop in the future and to provide additional buildings for storage.

Requests for 2024-2025 - One new employee.

One Year Plan - Amend ordinance to require developers to stub roads for future in accordance with Transportation Plan; require main utility lines past asphalt and crosses at intersections; concentrate on industrial areas; completion of Master Transportation Plan; Semi's only on 900 West; and update Stormwater Plan.

Five Year Plan - Develop a water line replacement and road rebuild plan to prioritize sections for replacement and rebuild. That culinary water lines can be replaced when roads are going to be rebuilt.

Ten Year Plan - 4200 Bypass Road instead of Main Street.

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*ACTION PLAN* - Update Design Standards for stubbing roads; and develop a plan for roads and water line replacement to determine priority; and the City contact the property owner adjacent to the City's old gravel pit to discuss purchasing at least 10 acres for a future City Shop location that storage buildings could be built immediately for the Roads Department and Electric Department.

**Cemetery**

- A. Fees
- B. Future Expansion
- C. Maintenance
- D. Needs
- E. Asbestos remediation, house demolition
- F. Cemetery Sexton
- G. 1 year, 6 year, and 10 year plan.

City Secretary Keesha Rinderknecht reported on the number of burial spaces available to purchase in the Hyrum Cemetery. There are very few spaces left to purchase except for at the north end of the Cemetery. She wants to look at the State's process for the City to take back Cemetery lots that have not been used and/or an owner can not be found. This would give the City additional burial spaces. Cemetery rates have not been increased since 2018 and costs have increased significantly. The website that hosted Hyrum City's Cemetery information has went out of business and Hyrum City is looking at a new software provider so that the burial and headstone information can be updated and viewed on line.

Fees - There needs to be a headstone moving fee and also an oversized vault fee. People are installing headstones before they have passed away and the City does not charge to move the headstone which if there are two people on the headstone the headstone will be moved four times. Headstone companies charge the city to move the large headstones and the City currently doesn't have a way to recuperate the cost of moving the headstone.

Future Expansion - Roads and Water Superintendent Kade Maughan said the Cemetery is one of his many departments he oversees. The City needs to expand the cemetery to the east on the cemetery expansion property.

Requests for 2024-2025 - Demolition of house 600 East 90 North. Appoint Keesha Rinderknecht as Cemetery Sexton.

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One Year Plan - Mapping of lots for the cemetery property east of the 600 East; and vacate the 600 East road between 50 North and 100 North.

Five Year Plan - Purchase properties along Main at 50 North between 600 East and 700 East; and GIS location of cemetery vaults.

*ACTION PLAN* - Asbestos removal of the home on 600 East 90 North; and amend ordinance and Cemetery Policy to not allow oversized vaults except for in certain areas already sized for larger vaults.

**Office**

- A. Cemetery lots
- B. How many available to purchase
- C. Business License
- D. Dog Licenses
- E. Newsletter

City Secretary Keesha Rinderknecht said there are approximately 1,386 lots left in the existing cemetery and the City has approximately 65 burials a year. In 2023 the City issued 111 Home Occupations; 167 Landlords; 104 Commercial; and 6 Solicitor for a total of 388 Business Licenses. The number of dog licenses continue to go down each year.

**Maintenance**

- A. New Employee
- B. Buildings
- C. Vehicles
- D. On call for Water, Roads, and Cemetery

Mayor Miller said the City needs an employee for maintenance on buildings, HVAC, and light vehicle maintenance. This person could also help be on call for the Water, Roads, and Cemetery Department.

Requests for 2024-2025 - New employee

**Community / Recreation**

- A. New Employee
- B. Job Description

Mayor Miller said it is time for the City to hire a Community Events Planner that could be in charge of recreation, activities, 4<sup>th</sup> of July, Easter Egg Hunt, Hyrum Holidays, National Night Out, Baseball/softball, flag football, pickleball tournaments,

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newsletter, reserving buildings, etc. This could be a part time or full time job it is unsure of how many hours this position will need to accomplish the goals of the job description. Hyrum has a lot of parks and buildings that could be utilized. This position can help bring recreation, arts, and community programs to Hyrum.

Requests for 2024-2025 - New employee

**Parks**

- A. Improvements & New Parks
- B. Future Park and Trail Sites
- C. Recreation Programs
- D. Summer Help
- E. Canyon Property
- F. Needs
- G. Maintenance
- H. 1 year, 5 year, and 10 year plan

Improvements and New Parks - Parks Superintendent Brad Call said he would like to build an ADA playground at East Park. A new sprinkler system is needed at Salt Hollow Park and also the Dog Park. The tennis courts need resurfaced.

Future Park and Trail Sites - A trail needs to be built from the dog park to the vet clinic on 6200 South. Additional soccer fields are needed. Purchase additional park property on Southeast side and West side of Hyrum.

Recreation Programs - The new Community Event Planner will be working with the Parks Department on new activities and programs.

Summer Help - Summer help is hired May 1 through October 31 and there will be 8 to 10 employees.

Canyon Property - There is a possibility that the parks department will mow the Canyon Park Property but all maintenance costs will be paid by the Power Department.

Requests for 2024-2025 - Turn back Mt. Sterling Park to developer, and bleachers for baseball diamonds.

One Year Plan - Tennis courts resurfaced; and new sprinkler system at Salt Hollow Park, East Park, and Dog Park.

Five Year Plan - Add additional pickleball courts south of Salt

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Hollow Park.

10 Year Plan - To build a trail from Dog Park to Veterinary Clinic.

*ACTION PLAN* - Replace sprinkler systems.

**Wastewater Treatment**

- A. Operations & Maintenance
- B. Sewer Line Capacity Study
- C. Millville City
- D. Board Members
- E. Needs
- F. 1 year, 5 year, and 10 year plan

Wastewater Treatment Superintendent Angela Pritchett could not be in attendance but prepared a Power Point Presentation to address the Operations and Maintenance; Sewer line capacity study; Millville City update; 1 year, 5 year, and 10 year plan; and needs.

Requests for 2024-2025 - Hire a third operator; resources for training; competitive pay to attract and retain operators; Water Reclamation and Collection Systems Master Plan; Lateral inspection requirements clearly defined in construction standards; Feeds of additional lateral inspections; Safety Officer who can assist in a useful safety program; and Hyrum City Service Agreements.

One Year Plan Update - Develop a robust preventive maintenance plan in progress; and update pretreatment plans. This past year she has completed the following project from her one year plan last year - Drying bed, headworks screen and compactor projects; Update SECAP; and Developed BMPS to operate the WRF.

One Year Plan - Refine PM Program to provide better detail and add vehicles and heavy equipment; Hire a third operator; Invest resources to train new team; Update pretreatment plan and permits; Develop BMP's to maintain collection system; Complete a Sanitary Sewer Collection Master Plan; and Complete Water Reclamation Master Plan.

Five Year Plan - Replace WRF backup generator; Engineer a system that will not fail during a power outage; Engineer a system that prevents MBF overflow; Train operators to use GIS for manhole inspections; Treat Millville City's wastewater; and State approved Pre Treatment Program.

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Ten Year Plan - I & I study for collection system; replace collection lines; Upgrade Water Reclamation Facility; and train for future Superintendent.

*ACTION PLAN* - To fund a Capital Facilities and Sewer Line Capacity Study; prepare a Preventive Maintenance Program; upgrade line size on 300 North; and to look at replacing the generator.

**Library**

- A. Programs
- B. Circulation
- C. Needs
- D. 1 year, 5 year, and 10 year Plan

Programs - Library Director Emily Coltrin said the Library's Summer Reading Program had over 2,330 people participate in it. There is a kick off party and an end of the summer party. There were over 800 people at the kick off party and over 875 people at the pool party for the end of summer reading program. The library strives to plan program that are geared to all demographics that visits the library. It wants anyone who visits the library to feel welcomed and find information they are looking for. Fall and Winter Programs had over 3,000 people in attendance in the programs. These programs include movies, story time, book club, paint with me night, author visits, and craft time.

The Library has started an adult book club and there are already 16 people in it. Hyrum Library has had the highest circulation for the past three years for those libraries service less than 22,000 patrons. Total circulation for the library for the 2023 calendar year is 312, 714. The library has 4,472 patrons accounts of which 3,853 are active.

Needs - The library needs the back parking lot to have more ice melt applied to keep the patrons safe.

One Year Plan - Add databases to the services we provide, and implement homebound services.

Five Year Plan - Improve communications with library patrons and community; Improve Spanish section of the library and create more outreach opportunities.

Ten Year Plan - Extend the service area.

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**Museum**

- A. Programs
- B. Elite Hall
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Programs - Museum Director Jami VanHuss at the February 1, 2024 City Council Meeting reported on the programs and progress of the Hyrum Museum for 2023. The Museum received \$53,800 in funding from the City; it generated \$25,000 in additional income through grants and donations; and \$35,965 from in kind donations. For every dollar the city budgets to the museum they are able to leverage it to provide more than double that value to the community. Staff provides this value with maximum of 54 hours of work per week. In 2023 the daily visitation and programming attendance increased by 20%.

The Elite Hall needs the sinks replaced in the women's restrooms.

One Year, Five Year, and Ten Year Plans - The Museum has its goals set out for the next ten years and continues to review, update, and add to the goals to ensure the Museum continues to move forward with momentum and professionalism. The Museum provides a great service to the community and visitors both receive resources and benefit in innumerable ways.

Needs - The Museum needs the Hyrum City Council's support by supporting its current staff and providing professional wages.

**Fire and EMS**

- A. Frequency of calls
- B. Number of Firemen and First Responders
- C. Future of the Department
- D. Ladder Truck
- E. Needs
- F. 1 year, 5 year, and 10 year plan

Frequency of Calls - Hyrum City Assistant Fire Chiefs Chris Crockett and Luke Schmidt said last year Hyrum City Fire and EMS Departments responded to an average 15 calls per month for fire and 35 call a month for EMS.

Number of Firemen and First Responders - There are 32 fire fighters

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17 are both fire fighters and help with the EMS Department. There are 14 advanced EMTs.

Future of the Department - Hyrum's population has grown considerably along with the population of the other cities Hyrum contracts with for fire service. Last year Hyrum City worked with Cache County and hired two full time firemen to be here at Hyrum City.

*ACTION PLAN* - To train someone to teach CPR Classes. Review service contracts with Nibley and Millville; and consider purchasing a ladder and brush truck.

**Animal Control**

- A. Future of Animal Control
- B. County Impound and Services
- C. Number of Dogs Licensed
- D. Needs

Kirt Lindley said this past year there has been a couple of transitions with Frank Christiansen retiring and Cache County opening its impound for animals. The impound facility offered by Cache County is a great benefit to Hyrum and helps with his job. However, it does take more time since he has to drive the dogs to Logan rather than to the Blacksmith Fork Vet Clinic.

Requests for 2024-2025 - Increase his hours to 29 hours per week.

**Legal**

- A. Justice Court
- B. County Contract with Sheriff Dept.
- C. Reports
- D. Reformation Legislation
- E. Needs a part time clerk
- F. Office Space

Court Clerk Lori Hatch said Hyrum City's contract with the Sheriff's Department for a bailiff is working out great. The State continues to require additional reports and she needs help. She is asking for a part time assistant clerk to help her with reports and taking fines. There is an office in the basement next to the Council Room that could be used as the Court Clerks office and it would free up the space upstairs that the Court Clerk currently occupies.

**Utilities Report**

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## A. Work Orders

## B. Needs

## C. Concerns

Work Orders - Utility Billing Clerk Margaret Poppleton said the City has over 3,835 utility accounts. There are 138 solar customers and they take a lot of time and attention. There are 207 customer on equal play. She is in the process of having all work orders being digital by this February. This past year the City transitioned from Logan City Solid Waste to Waste Management for Solid Waste Services. All utility customers can sign-up for utility services on line now. Imposed penalties for utility bills paid late which generated \$3,484.62 in just January of 2024.

*Action Plan:* Offer one time incentive for customers to sign up for paperless billing.

Concerns: The number of rental properties has drastically increased which increased the number of people moving in and out. It has also increased the time needed for collections. She suggested increasing the deposit fee for residential and commercial users to help cover the actual cost of utility bill if the customer leaves a delinquent amount owing.

**Office**

- A. City Rentals
- B. Hyrum City Website

City Receptionist Hailey Brown said the Elite Hall isn't used often for events, but is mainly rented for dance classes and the free exercise classes that are offered in the evening. Usage of the Civic Center has increased this past year. The campgrounds are being used more and the City may want to look at increasing the rental fee. The following is a list of parks and properties and the number of times it was rented and the total rental fees:

1. City Square and Bowery	42 times	\$1,400
2. AJ Park	17 times	\$875
3. Salt Hollow Park	56 times	\$1,700
4. Blacksmith Park	64 times	\$1,875
5. Civic Center	180 times	\$16,100
6. Elite Hall	60 times	\$9,655 of which \$6,956 Was from dance classes
7. Canyon Lodge	10 times	\$740
8. CCC Campground	359 spaces	\$3,730
9. Left Hand Campground	423 spaces	\$6,450

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10. Canyon Park Campground 669 spaces \$8,675

Total revenue \$58,156,25

Hailey Brown reviewed some of the new information that is available on the City Website. The website includes all City Council Meeting Minutes from when Hyrum City was incorporated; all ordinances and resolutions from 1999 to present; all annexation agreements; and zoning changes in a searchable format. This allows citizens, Councilmembers, employees, etc. to research minutes, ordinances, and resolutions from anywhere at any time. She has been working on putting all agreements on the website and hopes it will be completed by next year.

### **Community Improvement Officer**

Community Improvement Officer Jeff Hertzler spoke to the City Council on the importance of enforcing its ordinances fairly and responsibly. He knows his job may not be popular to the people receiving letters from him but the majority of the time the complaint has been issued by another resident that would like the issue resolved. He tries to address every issue as friendly as possible but sometimes that approach doesn't work. He appreciates the City Council's support in allowing him to do his job and enforce the City's ordinances.

### **Personnel Needs**

- A. Need help in finance department
- B. Need part time help in utility billing
- C. Job Description and Wage Analysis Study
- D. Compensation Committee
- E. Pay Range Approved by City Council
- F. Contract with a firm to update Personnel Policies
- G. Mental and Financial Help resources for Employees
- H. Online Onboarding Packets

City Recorder Stephanie Fricke said there is a need for additional accounting help in the office. In order to meet State Auditors requirements for checks and balances there needs to be an additional finance employee. This employee will be hired as an Accountant and will help track planning and development fees, bank reconciliations, possibly balance the daily deposit and other accounting duties as needed.

Margaret Poppleton is the City's Utility Billing Clerk but has taken on the responsibility to purchase power. If purchasing power

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is more than a two hour a job per day the City will need a part time utility billing clerk to help her.

The Job Description and Wage Analysis Study is being conducted. Writing the job descriptions has been a longer process than anticipated. It is important that the job descriptions match what the employee is doing and is an accurate reflection of what the City expects the employee to do not necessarily what the employee thinks is his/her responsibility. Almost all the job descriptions have been written and Mayor Miller is reviewing them to ensure that they accurately reflect what the City requires for these positions. Once the job descriptions are accurate then the job will be looked and rated. After that the wage analysis study will be conducted and then a pay range will be proposed to the Compensation Committee. Mayor Miller will ask two City Councilmembers and possibly two other people at large to serve on this committee. The Committee will look at cities with similar populations, budget, etc. to compare the wages with. Then they will make a recommendation for the pay range to the City Council for its approval.

Contract with firm to update Personnel Policies - In next year's budget she is requesting funds to have the Personnel Policy reviewed to ensure it meets State and Federal Laws and accurately reflects the policy's and procedures of the City.

Mental and Financial Help resources for Employees - She would like the City Council to consider offering Mental and Financial Help through a private contractor as a benefit to its employees.

Online On-Boarding Packets - To help with the new hire process she would like to find a company that offers online On-Boarding Packets so that all new hire forms can be submitted electronically rather than by paper.

New Employee Requests from All Departments - City Recorder Stephanie Fricke said Hyrum City will be 50 full time equivalent (FTE) employees this July. Which will require the City to comply with the Affordable Care Act (ACA), which means the City is required to provide anyone working over 30 hours a week with Health Insurance and there are extensive reporting requirements to the Federal Government. As discussed last year Hyrum City has four part time positions (Senior Center Director, Library Director, Museum Director, and Power Dept Purchasing/Assistant) that are not budgeted full time positions but work over 30 hours per week. Mayor Miller spoke with each of these employee last July that their

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hours would be reduced to 29.75 hours as of July 1, 2024.

The following positions are being requested in the 2024-2025 Budget:

Full Time:

Power Department - 2 Lineman  
Water Department - 1 Supervisor; and 1 employee  
Roads - 1 employee  
Maintenance Department - 1 employee  
City Planner - 1 employee  
Community Event Planner - 1 employee  
Accountant - 1 employee

Part Time:

Animal Control increase hours to 29 hours per week  
Assistant Court Clerk - 1 employee

**ADJOURNMENT:**

**ACTION**

**There being no further business before the City Council,  
the Council Meeting adjourned at 3:45 p.m.**

ATTEST:

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Stephanie Miller  
Mayor

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Stephanie Fricke  
City Recorder

Approved: March 7, 2024  
As Written

ATTEST:

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Stephanie Miller  
Mayor

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Stephanie Fricke  
City Recorder

Approved: December 10, 2024  
As Amended

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MINUTES OF A SPECIAL CITY COUNCIL MEETING HELD JANAUARY 27, 2023 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

**CONVENED:** 8:00 A.M.

**CONDUCTING:** Mayor Miller

**ROLL CALL:** Councilmembers Steve Adams, Jared L. Clawson, Paul James, Vicky McCombs, and Craig L. Rasmussen.

**CALL TO ORDER:** There being four members present and four members representing a quorum, Mayor Pro-Tempore McCombs called the meeting to order.

**OTHERS PRESENT:** City Treasurer Todd Perkins, Electric Superintendent Matt Draper, Wastewater Treatment Superintendent Angela Pritchett, Water & Roads Superintendent Kade Maughan, Fire Chief Tony Stauffer, Parks Superintendent Brad Call, Library Director Emily Coltrin, Museum Director Jami VanHuss (by telephone), Utility Billing Clerk Margaret Poppleton, City Receptionist Hailey Brown, and City Secretary Keesha Rinderknecht. Planning and Zoning Board Member Brian Carver, and Meeting Moderator Amy Adams. City Recorder Stephanie Fricke recorded the minutes.

**WELCOME:** Mayor Miller welcomed everyone in attendance and invited audience participation.

**AGENDA ADOPTION:** A copy of the notice and agenda for this meeting was emailed to The Herald Journal, posted on the Utah Public Notice Website and Hyrum City's Website, provided to each member of the governing body, and posted at the City Offices more than forty-eight hours before meeting time.

**ACTION**

**Councilmember Adams made a motion to approve the agenda for January 27, 2023, as written. Councilmember Rasmussen seconded the motion and Councilmembers Adams, Clawson James, McCombs, and Rasmussen voted aye. The motion passed.**

5. AGENDA ITEMS:

A. Workshop - Strategic Planning Session.

6. ADJOURNMENT

**AGENDA ITEMS:**

**WORKSHOP - STRATEGIC PLANNING SESSION.**

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Mayor Miller said she asked Amy Adams to be the moderator of today's Strategic Planning Session. Amy will help keep the agenda item within the time allotted and guide the discussions on department needs; one year, five year and ten year plans; and at the end of the meeting there will be time for the City Council to determine an action plan for each department.

**Budget Review:**

- A. History - Accomplishments
- B. Cash Reserves
- C. Capital Projects
- D. Taxes & Impact Fees

City Treasurer Todd Perkins reviewed the previous year's budget and the accomplishments of each department. His biggest financial concern right now is the Electric Department. The Power Department has used all of its financial reserves and is operating on a month to month balance. Hyrum City's Power Department has spent more than \$6 million in reserves in the past four years, and also has used \$1.5 million that the General Fund transferred to the Power Department in June of 2022. Currently the Power Department's balance is \$1.6 million and the power bill from UAMPS was more than \$1.5 million last month. There is going be over a \$2 million dollar increase in the pressurized irrigation budget next year due to State Law requiring meters be installed on all secondary water users (except agricultural). Property tax rates continues to decrease each year but property taxes are higher than in previous years due to growth. Increasing property tax rates is not popular decision but in the future property taxes should be increased. Hyrum City has extremely low property taxes for Cache Valley and it provides numerous general fund services that other cities do not.

**Electric Utility**

- A. Budget
- B. UAMPS Update - power supplies & costs
- C. Projects
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Electric Superintendent Matt Draper said the electric utility has financial problems due to increasing power costs. Financial reserves have been spent on building a substation and inventory. Some electrical parts are taking a minimum of two years to receive.

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No one knows what the cost of power is going to be in the future but because there are cities that are members of UAMPS that didn't purchase enough power and relied on power from the open market, it has driven up the cost of the open market power and is penalizing all of the other UAMPS members including Hyrum City.

The Power Department needs new equipment and another building to store its equipment.

One Year Plan - Contract for gas for generation plant in Hyrum; complete the 4400 South substation; bring back temporary generators during summer months; and complete power plant substation breaker.

Five Year Plan - New building for equipment; transmission line upgrades.

Ten Year Plan - New substation property; build new substation; loop transmission lines; and upgrade Canyon Lines.

During the overlay time period the City Council discussed the rising costs of electricity and the financial risk that it has upon the City and its citizens. A meeting was held during the lunch break with Dave Berg Consulting about implementing the PPAC charge immediately to help cover power costs. The City Council wants a meeting scheduled with Rocky Mountain Power to discuss the possibility of Hyrum City selling its electric utility to Rocky Mountain Power. The City does not want to wait until the electric utility has depleted all city reserves before looking into the possible sale to Rocky Mountain Power, because it may take a year to two years to finalize the transaction if the City determines that is the best solution to the electric rate crisis.

*ACTION PLAN* - A meeting be scheduled with Rocky Mountain Power to discuss the possible sale of the electric utility; and to immediately increase power rates.

**Wastewater Treatment**

- A. Operations & Maintenance
- B. Sewer Line Capacity Study
- C. Millville City
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Wastewater Treatment Superintendent Angela Pritchett said she has

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been in this position for six months and during this time she has been going through Hyrum City's permits, plans, and projects. The sewer plant has undergone a deep cleaning and paperwork is being organized. It is important to have a clean work environment. She wants the landscaping around the sewer plant property to be cleaned and maintained this summer. She is developing a plan for auditing of the infrastructure, and a preventative maintenance plan for all lift stations. A Capital Facilities Plan needs to be conducted that includes a sewer line capacity study. Millville City is planning on connecting to Hyrum City's sewer system in the spring of 2024. She is unsure if the plant has the capacity to handle Millville's load.

One Year Plan - Develop a robust preventive maintenance plan; complete drying bed, headworks screen and compactor projects; update SECAP and pretreatment plans; develop BMP's to operate the WRF; and evaluate headworks capacity.

Five Year Plan - Develop a master plan; replace back up generator; engineer a system that will not fail during a power outage; engineer a system that prevent MBR overflow; train operators to use GIS to do manhole inspections; and treat Millville City's wastewater.

Ten Year Plan - Update collection lines; construct a system that prevents the possibility of MBR overflow; and train for the future superintendent.

During the overlay time period the City Council discussed the needs for the Wastewater Treatment Plant and the studies that should be conducted to ensure the future of our Wastewater Treatment and Collection System.

*ACTION PLAN* - To fund a Capital Facilities and Sewer Line Capacity Study; prepare a Preventive Maintenance Program; upgrade line size on 300 North; and to look at replacing the generator.

**General Plan**

- A. Road Master Plan
- B. Zoning & Building Ordinances
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Roads Master Plan - The Transportation Master Plan needs to be

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updated to include future roads and classification of those roads to determine width requirements. Hyrum City is going to continue to grow and without a Transportation Master Plan the City can not require developers to dedicate rights-of-way or build larger roads than necessary. The City also needs to revise the Zoning Ordinance to not allow backyards to face highways. There are other options available such as small access road. The Highways are the gateways to and through our community and we don't want these roads to feel like a tunnel. Also fences along canals need to be addressed because combustible fences are still being built along canals and open ditches. An impact fee needs to be looked at for installation of future roads.

General Plan - The City Council discussed hiring a firm to update the General Plan to ensure it is in compliance with State Law, Moderate Income Housing Law, and to revise it so it can be a working document for City Staff, developers and citizens to use to determine what type of growth can be allowed in certain areas. This would help with future annexations and also citizen purchasing homes or businesses to know what the City has planned to have around that area. The City needs to take this time that growth has slowed and look at how it wants the City to grow and make a plan. The City should be proactive rather than reactive to growth. Developers should not be planning Hyrum City's growth, but rather the City should have a plan that developers can refer to how growth is going to happen in specific areas.

Zoning and Building Ordinances - The Subdivision and Zoning Ordinance needs to be revised to include various zones that can address sensitive areas, storage units only, mixed use zones, and overlay zones that would allow a property owner to choose between two zones. The City's Zoning Ordinances have not been thoroughly reviewed in many years and with revising the General Plan zones should be created to fit the needs of the City. The number of parking spaces needs to be increased for multi-family housing units. More people are living together and there is not enough parking spaces for the number of cars in multi-family areas. This is visible throughout town.

Planning Commission Member Brian Carver said he appreciates the City holding this meeting and wanting to update its Zoning Ordinance and General Plan to address the needs of our growing community. He proposed holding a joint meeting with the City Council and Planning Commission to discuss the types of zones and changes that need to be made to the Zoning Ordinance.

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During the overlay time period the City Council discussed the needs of the General Plan and Zoning Ordinances. The City's growth is slowing down and now would be the opportune time to have the General Plan thoroughly reviewed and updated to how the City wants to grow so the Plan can be used to steer development rather than development steering the City. Also while the General Plan is being updated the Zoning Ordinance should be amended as well to include the types of zones that the General Plan may include, such as the items previously discussed.

*ACTION PLAN* - To hold a joint meeting with the Planning Commission to discuss the City Council's vision for Hyrum City and how the two bodies can work together to accomplish the vision. This will include updating the City's General Plan and Zoning Ordinances. A Transportation Study be conducted immediately to help plan for roads in the future.

**Culinary, Irrigation and Storm Water**

- A. Water Supply
- B. Secondary Water Metering
- C. Additional Employees
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Water Supply - Road and Water Superintendent Kade Maughan said the City's needs one more well south of 6600 south and a back up chlorination system. A new well would be approximately 3 million dollars. The City also needs to look into and secure all of its water rights. The culinary water system around the City blocks is old and there are sections that should be replaced but he doesn't want to replace the water line until there is money to replace the road and vice versa.

Secondary Water Metering - The State of Utah is requiring all cities with secondary water to start metering the water. This will require each house to have a meter. The City has applied for a grant from the State to help with the costs of installation of irrigation meters. When the meters are installed there will be sections throughout the City that will be turned off for the irrigation season. The City may want to offer culinary water use for outside watering at a reduced cost. There will be entire sections of town with roads torn up to get the meters installed. This will be atleast a three to five year project.

Additional Employees - The Water and Road Department has been short an employee for two years. Road and Water Superintendent Kade

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Maughan has been waiting to see if the City is going to separate the departments so that the Road and Water Department is not working the majority of the weekends since they snowplow in the winter; take care of culinary water and irrigation water leaks in the spring, summer, and fall; and also are responsible for all burials in the Cemetery including Saturdays. He currently has three full time employees and one part time employee and he needs additional help. He would like to hire at least one person to help with secondary water metering, and two people in the Roads and Water Department. His department has the most departments in Public Works and has half as many employees as the Electric Department.

One Year Plan - Water Rights Evaluation; upsize irrigation line from 850 West to 900 West; hire two to three employees; start preparing for installation of secondary water meters; replace a 6" irrigation line on gravity system from 900 West to 850 West; and hire a consultant to conduct a 30 year water plan.

Five Year Plan - Develop a water line replacement and road rebuild plan to prioritize sections for replacement and rebuild. That culinary water lines can be replaced when roads are going to be rebuilt.

Ten to Twenty Year Plan - Pipe irrigation water from Highline to Irrigation System.

During the overlay time period the City Council discussed the needs for the Water, Irrigation, and Storm Water Department.

*ACTION PLAN* - To fund a 30 year culinary water study; to hire two to three employees; hire a consultant to ensure our water rights are secured; and upsize irrigation line from 850 West to 900 West.

### **Roads**

- A. Possible COG Projects
- B. Construction and Maintenance
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Possible COG Projects - Road and Water Superintendent Kade Maughan said the road between JBS and Nibley should be widened all the way rather than just a small section from Nibley to Hyrum. This would allow for better traffic flow. The City also needs funding to help widen the road on 4600 South. The road is narrow and is being

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used for semi-truck traffic.

Construction and Maintenance - Road and Water Superintendent Kade Maughan said he would like to replace culinary water lines at the same time he is rebuilding roads that way the new road won't have to be dug up if the water line breaks. He would like a plan developed to prioritize the roads and water lines that need to be replaced. He would like the City to look into purchasing property by the old gravel pit on Highway 165 to relocate the City shop in the future and to provide additional buildings for storage.

One Year Plan -

Five Year Plan - Develop a water line replacement and road rebuild plan to prioritize sections for replacement and rebuild. That culinary water lines can be replaced when roads are going to be rebuilt. Also divide the Road and Water Department into two separate departments.

During the overlay time period the City Council discussed the needs of the Road Department.

*ACTION PLAN* - The City look into dividing the roads and water department; start looking into having an engineer look at the water lines and roads to determine priorities for replacement; and the City contact the property owner adjacent to the City's old gravel pit to discuss purchasing at least 10 acres for a future City Shop location but storage buildings could be built immediately for the Roads Department and Electric Department.

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### **Cemetery**

- A. Fees
- B. Future Expansion
- C. Maintenance
- D. Needs

City Secretary Keesha Rinderknecht reported on the number of burial spaces available to purchase in the Hyrum Cemetery. There are very few spaces left to purchase except for at the north end of the Cemetery. She wants to look at the State's process for the City to take back Cemetery lots that have not been used and/or an owner can not be found. This would give the City additional burial spaces. Cemetery rates have not been increased since 2018 and costs have increased significantly. The website that hosted Hyrum

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City's Cemetery information has went out of business and Hyrum City is looking at a new software provider so that the burial and headstone information can be updated and viewed on line.

Fees - There needs to be a headstone moving fee and also an oversized vault fee. People are installing headstones before they have passed away and the City does not charge to move the headstone which if there are two people on the headstone the headstone will be moved four times. Headstone companies charge the city to move the large headstones and the City currently doesn't have a way to recuperate the cost of moving the headstone.

Future Expansion - Roads and Water Superintendent Kade Maughan said the Cemetery is one of his many departments he oversees. The City needs to expand the cemetery to the east on the cemetery expansion property. James Dorigatti owns the house on the northwest corner of the block and he passed away in December. Kade highly recommended the City purchase the house and demolish it so that the road on 600 East between 50 and 100 North can be vacated and the cemetery be fenced from the old cemetery to the expansion area. The road between 50 North and 100 North is a dangerous intersection because of the access being so close to an intersection plus its on a steep hill side. If the City purchases the Dorigatti property the City could own the entire block and expand the cemetery and take care of a potential dangerous intersection.

One Year Plan - Install one way signage throughout the cemetery; purchase the Dorigatti property on the north east side of the Cemetery; and close off the 600 East road between 50 North and 100 North.

Five Year Plan - Purchase properties along Main and 50 North between 600 East and 700 East.

Ten Year Plan - To design the layout of the cemetery expansion property.

During the overlay time period the City Council discussed the needs for the Cemetery and the City Council agreed that the City should consider purchasing the Dorigatti property and close off the road. Also that a new software provider needs to be selected for the City's burial information.

*ACTION PLAN* - Purchase Dorigatti property; close off the 600 East between 50 North and 100 North Road; and to contract with a

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new software provider so that the City's burial information can be viewed online.

### **Maintenance**

- A. Buildings
- B. Vehicles
- C. On Call Hours for Water, Roads, and Cemetery
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Buildings - Road and Water Superintendent Kade Maughan said his four employees also help with maintenance of buildings and vehicles. The City is getting large enough with enough buildings that a full time maintenance person could be hired to handle some of the maintenance projects, such as, HVAC, plumbing issues, cleaning, changing light bulbs, etc.

During the overlay time period the City Council discussed the needs for Maintenance personnel.

*ACTION PLAN* - Develop maintenance plans for all departments that includes preventive maintenance as well; and rather than hiring a maintenance person to contract the work out instead.

### **Parks**

- A. Improvements & New Parks
- B. Future Park and Trail Sites
- C. Recreation Programs
- D. Needs
- E. Maintenance
- F. 1 year, 5 year, and 10 year plan

Improvements and New Parks - Parks Superintendent Brad Call said he would like to build an ADA playground at East Park. A new sprinkler system is needed at Salt Hollow Park and also the Dog Park. The tennis courts need resurfaced. Lights need to be installed at the dog park and skate park.

Future Park and Trail Sites - A trail needs to be build from the dog park to the vet clinic on 6200 South. A trail could also be built on the Little Feeder Ditch easement. Additional soccer fields are needed, he will try to redesign the current soccer fields to add an additional field.

Recreation Program - Hyrum City should contact Nibley City about

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partnering with them rather than hiring a full time recreation director. Nibley City has full time recreation director that is responsible for programs like fall softball, kickball, flag football, concerts in park, etc.

During the overlay time period the City Council discussed the needs of the Parks Department.

*ACTION PLAN* - Redesign the soccer fields; contact Nibley about participating with them in its recreation programs; install an ADA playground; and prioritize sprinkler systems that need replaced.

### **Senior Center**

- A. Programs
- B. Attendance
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Programs and Attendance - Senior Center Director Vicky McCombs said the programs at the Senior Center are well attended and she is even drawing people that speak Spanish so she may need an interpreter. She is constantly changing up or bring in new programs to keep the Seniors actively attending.

One Year Plan - Replace kitchen sinks, refrigerator, curtains and lights. The front doors need repaired because they are heavy to open.

Five Year Plan - Replace pool table, update the bathrooms, and replace furnace.

Ten Year Plan - New carpet and paint.

During the overlay time period the City Council discussed the needs of the Senior Center.

*ACTION PLAN* - To repair or replace the front doors.

### **Library**

- A. Programs
- B. Circulation
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Programs - Library Director Emily Coltrin said the Library's Summer

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Reading Program had over 2,200 people participate in it. There is a kick off party and an end of the summer party. There were over 700 people at the kick off party and over 800 people at the pool party for the end of summer reading program. The Library has started an adult book club and there are already 16 people in it. Hyrum Library has had the highest circulation for the past three years for those libraries service less than 22,000 patrons. The

Needs - The library needs a cash drawer, banners hung, outside irrigation spickets fixed, air ducts cleaned, and air conditioners on top of the roof moved. Since the air conditioning units were moved to the roof there have been constant maintenance issues.

One Year Plan - Increase number of library users.

Five Year Plan - Implement the 1,000 books before Kindergarten program; and improve communication and book selection for Spanish section.

Ten Year Plan - Extend service agreements to Paradise, Avon and Millville.

During the overlay time period the City Council discussed the needs of the Library.

*ACTION PLAN* - To have access to a maintenance contractor to install the cash drawer, fix irrigation spickets, air ducts cleaned, and have air conditioning units looked at to determine if it is feasible to relocate the units.

### **Museum**

- A. Programs
- B. Needs
- C. 1 year, 5 year, and 10 year plan

Programs - Museum Director Jami VanHuss said the Museum finished the H2O Today in the Bear River Heritage Area Exhibit. As part of Utah Humanities Think Water Utah project the Museum engaged in a statewide collaboration and conversation on the already critical and very difficult topic of water in a year when the region suffered through a historic drought. The Museum opened a new display called the Hear of Hyrum which features local businesses on Hyrum's main Street in the 1940's. The Museum received a \$32,000 grant to create and travel a STEM Exhibit on the history and science of vaccinations.

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One Year, Five Year, and Ten Year Plans - The Museum has its goals set out for the next ten years and continues to review, update, and add to the goals to ensure the Museum continues to move forward with momentum and professionalism. The Museum provides a great service to the community and visitors both receive resources and benefit in innumerable ways.

Needs - The Museum needs the Hyrum City Council supports by supporting its current staff and providing professional wages.

**Fire and EMS**

- A. Frequency of Calls
- B. Number of Firemen and First Responders
- C. Future of the Department
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Frequency of Calls - Hyrum City Fire Chief Tony Stauffer said last year Hyrum City Fire and EMS Departments responded to 495 calls in Hyrum, Nibley, and Millville.

Number of Firemen and First Responders - There are 31 fire fighters 17 are both fire fighters and help with the EMS Department. There are 14 advanced EMTs.

Future of the Department - Hyrum City Fire Chief Tony Stauffer said Hyrum's population has grown considerably along with the population of the other cities Hyrum contracts with for fire service. Hyrum no longer has enough volunteers who can respond during the day and currently there are only three people who can respond to calls during the day and that is not enough to provide adequate fire service. He has met with Mayor Miller to discuss his concerns about the lack of fire service personnel during business hours and the need for full time firemen at the City station. He would like the Council to consider hiring two full time firemen to serve weekdays during business hours

During the overlay time period the City Council discussed the needs of the Fire and EMS Department.

*ACTION PLAN* - To consider contracting with Cache County for two full time employees at the Hyrum Fire Station; review service contracts with Nibley and Millville; and consider purchasing a

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ladder and brush truck.

**Animal Control**

- A. Future of Animal Control
- B. County Impound and Services
- C. Number of Dogs Licensed

Future of Animal Control, County Impound and Services - Cache County is opening up its new animal shelter and Hyrum City is in a position where it can contract with the County for animal control services. If the City did this there may be a chance that it could still keep one animal control officer to provide local service and the County could be used as a back-up.

Number of Dogs Licensed - For the past several years there are between 700 to 800 dogs licensed each year.

During the overlay time period the City Council discussed the future of the animal control department.

*ACTION PLAN* - To contact Cache County about providing back up services for animal control if Hyrum City kept one animal control officer.

**Legal**

- A. Justice Court
- B. County Contract and Reports

Justice Court - Court Clerk Lori Hatch said the Justice Court continues to be open five days a week with court held on Tuesday evenings from 4:00 to 6:00 p.m. She would like a new laptop that she can take with her to the court room on court nights.

During the overlay time period the City Council discussed the needs of the Justice Court.

*ACTION PLAN* - To fund the purchase of a new laptop.

**Utilities Report**

- A. Work Orders
- B. Needs
- C. Concerns

Work Orders - Utility Billing Clerk Margaret Poppleton said the City has over 7,000 utility accounts. She has been over utility

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billing for the past 7 years and it has changed so much. There are over 95 solar customers and they take a lot of time and attention. The number of rental properties has drastically increased which increased the number of people moving in and out. It has also increased the time needed for collections. She recommended the City look into Logan City's policy that requires the property owner to be responsible for the electric bill. The City is moving to digital work orders so that the public works can complete the work orders and submit them electronically which will hopefully be more efficient.

During the overlay time period the City Council discussed the needs of the Utility Billing Department.

*ACTION PLAN* - Increase initial fee for solar customers including charges, meters, engineer fees etc.; amend the code to set time frame for billing adjustments; and update code to require property owner to have utility account in their name and not a renter's name.

### **Overlay**

During the overlay time period the City Council discussed the needs of each department and came up with an action plan. The Action Plan is under each department.

### **Office**

- A. City Rentals
- B. Personnel Needs

City Rentals - City Receptionist Hailey Brown said the Elite Hall isn't used often for events, but is mainly rented for dance classes and the free exercise classes that are offered in the evening. Usage of the Civic Center has increased this past year it was down the past two years due to COVID. The campgrounds are being used more and the City may want to look at increasing the rental fee.

Personnel Needs - City Recorder Stephanie Fricke said Hyrum City is almost at 50 full time equivalent (FTE) employees and there are reasons for not wanting to go over the 50 FTE. Once the City is at 50 (FTE) it will have to comply with the Affordable Care Act (ACA), which means the City is required to provide anyone working over 30 hours a week with Health Insurance and there are extensive reporting requirements to the Federal Government. Hyrum City has

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five part time positions that are not budgeted full time positions but when Hyrum City has 50 FTE employees these part time positions that work more than 30 but less than 40 will have to be given health insurance which will cost the City more than \$22,000 per year per employee. Some of the part time employees do not want to be offered the Health Insurance but also can't afford their hours to be cut back to 30. With the economy changing and the City unsure as to whether or not it will continue to have an Electric Department She recommended the City try to stay under the 50 FTE for at least another year until some of the unknowns can be resolved. The Water and Roads Department needs atleast two employees; one employee for the meter position; and a public works director. These three positions along with modifying hours of other temporary seasonal positions will keep the City under the 50 FTE as long as a department doesn't allow part time employees to work over the hours allotted.

**ACTION PLAN** - The City will stay under the 50 FTE employees for this year and that during the budget process the number of new employees approved will not push the City over 50 FTE.

**Welcome to Hyrum's Website**

A. Brief Overview of what is on it.

Brief Overview of City's Website and Employee Portal - City Recorder Stephanie Fricke reviewed some of the new information that is available on the City Website. The website includes all City Council Meeting Minutes from when Hyrum City was incorporated; all ordinances and resolutions from 1999 to present; all annexation agreements; and zoning changes in a searchable format. This allows citizens, Councilmembers, employees, etc. to research minutes, ordinances, and resolutions from anywhere at any time. Soon all agreements will be on the website also. The employee portal was designed to provide City employees information about benefits, on-call, personnel policies and procedures manual, employee calendar, and even access to department forms and policies. The employee portal is accessed through a username and password and is available to all employees.

**ADJOURNMENT:**

**ACTION**

**There being no further business before the City Council,  
the Council Meeting adjourned at 4:15 p.m.**

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ATTEST:

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Stephanie Miller  
Mayor

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Stephanie Fricke  
City Recorder

Approved: March 2, 2023  
As Written



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
[www.hyrumcity.gov](http://www.hyrumcity.gov)

## City Council Agenda Information

**To:** Mayor Steve Miller and City Council  
**From:** Stephanie Fricke, City Recorder  
**Date:** December 31, 2025  
**Subject:** Discussion on future annexation.

**Summary: Discussion and guidance on future annexations.**

With the recent election of a new Mayor and two new City Council members, City Recorder Stephanie Fricke is requesting guidance from the City Council regarding future annexations within Hyrum City.

Hyrum City is currently engaged in several major long-range planning efforts, including updates to the General Plan, the 40-Year Water Master Plan, the Wastewater Treatment and Collections Plan, and the Master Transportation Plan. These studies are intended to guide growth, infrastructure capacity, and the extension of municipal services.

Under direction from the previous Mayor and City Council, the City Recorder was authorized to advise potential annexation petitioners that although state law allows a landowner to submit an annexation petition, any such petition would be denied by the City Council until the City's planning efforts were completed and implementing ordinances adopted. Petitioners were further advised that submitting an annexation petition under those circumstances would result in the loss of all application fees. The City's position was that no annexations would occur until the planning documents were finalized and ordinances were in place that reflected the recommendations of those studies.

Two years ago, state law changed regarding water requirements for annexations. As a result, Hyrum City can no longer require water shares or water rights to be conveyed to the City upon annexation unless the City has an approved 40-Year Water Master Plan that identifies the need for additional water supplies.

Since July 17, 2003, under Ordinance 03-16, Hyrum City has required property annexed into the City to provide a minimum of three acre-feet of water per acre of ground for new development. In anticipation of future annexations, Hyrum City purchased water rights in 2007 to supplement situations where landowners did not possess sufficient water rights. To recoup those costs, the City currently charges an annexation petitioner needing water \$7,000 per acre-foot of water, as established by the 2025 resolution setting the current rate.

Given the change in City leadership, ongoing planning efforts, and changes in state law, City Recorder Stephanie Fricke if the current Mayor and City Council would like her to continue to advise potential annexation petitioners with the same advise she has been giving or if she should be advising them differently.

Included for your information is Resolution 03-02 which approved Hyrum City's Annexation Policy Plan (Declaration Area), which identifies projected growth areas and locations where the City intended to expand municipal services; and Ordinance 03-16 which set the requirement of three acre-feet of water per acre of ground be turned into the City upon annexation.

## ORDINANCE 03-16

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the "Hyrum City Municipal Code", a recodification of municipal ordinances encompassing the "Revised Ordinances of Hyrum City" and ordinances adopted through July 15, 1993; and

WHEREAS, Title 16 of the Hyrum City Municipal Code is known as the Subdivision Ordinance of Hyrum City and sets forth those regulations governing the division, subdivision, and development of land within Hyrum City; and

WHEREAS, prior to amendment, Section 16.20.070 stated the City should have the first right to purchase water shares appurtenant to land being subdivided but imposed no requirements for subdividers or owners/developers to provide water with land considered for development; and

WHEREAS, the City Council adopted Ordinance 02-05, July 18, 2002, amending Section 16.20.070 by imposing requirements for owners/developers to surrender sufficient shares of water stock to the City to meet the needs of the proposed subdivision for secondary water service but did not quantify the amount of water stock required nor did it define alternatives to address land developed without sufficient water stock; and

WHEREAS, Hyrum City is located in a desert area in the fifth year of a serious drought and the City Council desires to ensure adequate water supplies for both culinary and outside watering purposes and to establish water use patterns and habits which will help current and future culinary and secondary water supplies last as long as possible while protecting existing water sources from demands exceeding production capacity; and

WHEREAS, the present secondary system was designed to provide secondary water to a specific area of the City and allowing annexed property and property outside the designated service area for the secondary system to connect to the system will only dilute the amount of water available for the property originally designated to be watered by the secondary system; and

WHEREAS, the amendments proposed herein have been considered and approved by the Planning Commission.

NOW, THEREFORE, following two public hearings as required by Section 10-9-802, Utah Code Annotated, 1953, as amended, the Hyrum City Council hereby adopts, passes, and publishes the following:

AN ORDINANCE AMENDING SECTION 16.20.070 OF TITLE 16 (THE SUBDIVISION ORDINANCE) OF THE HYRUM CITY MUNICIPAL CODE REGARDING SUBMISSION OF WATER RIGHTS OR SHARES FOR NEW DEVELOPMENT IN HYRUM CITY.

1. Section 16.20.070 of Title 16 of the Hyrum City Municipal Code is hereby amended to read as follows:

16.20.070 Water rights.

The intent of this section is to ensure that adequate irrigation water represented by water shares in an irrigation company, canal company, or other company that has appropriated or otherwise controls irrigation water or water rights, accompany, and are maintained with, property proposed for development. Such water shares or water rights required of owners/developers or subdividers shall be provided in accordance with the provisions of this section, thereby enabling the City to meet additional demands for both culinary and secondary water, created by a proposed development, without diminishing the quality, quantity, or level of service to existing users.

A. The City reserves the right to refuse development of property where adequate water represented by water shares or water rights for either irrigation or culinary water are not available for transfer to the City.

B. Each owner/developer of real property, unless included within the original service area of the municipal piped irrigation system as defined on the map attached hereto as Exhibit A, shall be required to provide water rights, shares, or stock representing three acre-feet of water per acre if such property is to be served by the municipal piped irrigation system.

1. For property located within the original service area of the municipal piped irrigation system or located within City limits as of the date of original adoption of this ordinance as shown on the official zoning map as amended March 17, 2003, and attached hereto as Exhibit B, the City will accept whatever rights or shares or stock traditionally associated with the land, even if it totals less than three acre-feet per acre. This exemption does not extend to property under consideration for annexation, specifically 995.20 acres known as the "Richard Miller Annexation"

or any other property outside City limits as of the date of adoption of this ordinance.

C. If the owners/developers of a proposed development located outside the bounds of the original service area of the municipal piped irrigation system or located within City limits as of the date of original adoption of this ordinance as shown on the official zoning map as amended March 17, 2003, and attached hereto as Exhibit B, choose to exclude such property from service by the municipal piped irrigation system and choose not to pay the amount set by the City per share of water or water rights that would otherwise be required to be paid in lieu of transferring the required shares of water or water rights upon development, the City may limit the area per lot allowed for landscaping that requires watering or otherwise impose controls or restrictions on use of culinary water for outside watering. In addition, even if the owners/developers choose to pay the amount currently established by the City Council per share of water or water rights, but no such rights exist for purchase, or the purchase price exceeds the rights/share cost component of the impact fee established for development of land lacking or bearing insufficient water, or the amount of money the City has available for this purpose, the City may 1) refuse the proffered payment; 2) limit the area per lot or otherwise allowed for landscaping requiring watering; or 3) impose other controls or restrictions on the use of culinary water for outside watering.

D. The amount to be paid by the owners/developers in lieu of a transfer to the City of the stated amount of water and/or water rights shall be fixed from time to time by resolution enacted by the City Council and may be changed where deemed appropriate by the City Council.

E. The City Council, at its discretion, may request an independent study funded by the owners/developers to determine the amount of culinary water required to serve property proposed for development and obligate the owners/ developers to provide sufficient water shares or rights to meet said water requirement and, if the owners/developers are unable to provide the necessary water, the City may impose the same type of restrictions referred to in subsection C above and in appropriate cases may refuse to allow development of the property in question.

F. In lieu of transfer of water shares or rights, the City may assess impact fees sufficient to procure water for development, in addition to limiting landscaping or imposing other controls over use of water. In appropriate cases, the City reserves the right

to refuse development of property where adequate water transfers cannot be made. In addition, in appropriate cases, the City Council may allow a credit against the amount of impact fees due as a means for paying some or all of the purchase price for shares, or rights purchased pursuant to Subsection G, below.

G. The City shall be given first option to purchase any water shares or rights appurtenant to or historically used with the property proposed for development beyond those needed to meet the requirements for adequate water for the development as set forth herein. The purchase price for said shares or rights shall be the current market price as determined by independent appraisal.

H. Where water shares or rights are associated with property, but said property cannot be served by the municipal piped irrigation system, the water shares/rights shall be transferred to the City, if the City can beneficially use them, and the City shall provide culinary water for irrigation purposes under predetermined restrictions for outside watering in the development and in the amounts equivalent to the water represented by the water shares or water rights transferred to the City.

I. Where a water conservation plan or other approved study funded by the owners/developers shows the development will require less water than three acre-feet per acre per year, an exception may be granted by the City Council. Such exception shall include an evaluation of the water shares or water rights, and the amount of water they represent, as it relates to the area of landscaping to determine the amount of water needed to support the landscaping proposed for the development. Xeriscape or open space that is to be left in an undisturbed, native vegetative state, and without irrigation, may be considered as part of such a plan and, therefore, may reduce the amount of water needed for the development. Such xeriscape or open space shall be marked on the plat and accompanied by conditions, covenants, and restrictions (CC&R's) requiring perpetual maintenance of such xeriscape and open space. The analysis and recommendations for a requirement for less than three acre-feet of water shall be provided to the City. The City may seek an independent review of said study or analysis to determine the adequacy of the plan. Where supported by independent study, the City Council may waive a portion of the standard requirement for the transfer of water shares or water rights and/or reduce the amount of fees to be paid, as required herein and accept, as a condition of development, the adoption and implementation of a water conservation plan.

J. The owners/developers of all newly-annexed property must be able to transfer the required water or water rights to the City or no connection to the City's secondary system will be allowed and the City may limit the area per lot or otherwise allowed for landscaping requiring water or impose other controls or restrictions on use of culinary water for outside water. Such restrictions and regulations may, however, under this section or any other, be made applicable to both the use of culinary and secondary watering for outside purposes, in order to work towards the goal of having available culinary and secondary water for as long as possible.

2. REPEALER. All ordinances, resolutions, and zoning maps of the City, or parts thereof inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.

3. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance, the zoning map, or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.

4. EFFECTIVE DATE. This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

5. ADOPTION. This ordinance is hereby adopted and passed by the Hyrum City Council this 17th day of July, 2003.

HYRUM CITY

BY: Gordon M. Olson  
Gordon M. Olson  
Mayor

ATTEST:

Stephanie Fricke  
Stephanie Fricke  
City Recorder

Posted: July 22, 2003

CERTIFICATE OF POSTING

STATE OF UTAH )  
: ss  
COUNTY OF CACHE )

I, Stephanie Fricke, duly appointed and acting City Recorder for Hyrum City, Cache County, State of Utah, do hereby certify that a copy of the foregoing is a true, complete, and correct copy of an Ordinance adopted and passed by the City Council of Hyrum City, Utah, at a regular meeting thereof, held the 17th day of July, 2003, which appears of record in the City Recorder's office. A quorum was present and acting throughout said meeting and this Ordinance is in full force and effect in the form so adopted and has not been subsequently modified, amended or rescinded. I further certify that I, on the 22nd day of July, 2003 in Hyrum City, did post the attached Ordinance in a likely manner in each of three public places as follows:

Hyrum Civic Center	83 W. Main	Hyrum, Utah
Hyrum Thriftway	780 E. Main	Hyrum, Utah
First Security Bank	10 W. Main	Hyrum, Utah

In witness whereof, I have hereto set my hand this  
22nd day of July, 2003.

Stephanie Fricke  
Stephanie Fricke  
City Recorder

(SEAL) Ordinance 03-16

Amending Section 16.20.070 regarding submission of water rights or shares for new development in Hyrum City.

RESOLUTION 03-02

A RESOLUTION ADOPTING THE HYRUM CITY ANNEXATION POLICY PLAN.

WHEREAS, provisions of 10-2-400 of the Utah State Code require municipalities to adopt an Annexation Policy Plan which sets forth guidelines and criteria for future annexations; and

WHEREAS, the Hyrum City Planning Commission has prepared Hyrum City's Annexation Policy Plan taking into consideration population growth projections, expansion of municipal services and how they will be financed, the interests of neighboring political entities, and the City's General Plan; and

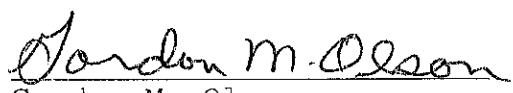
WHEREAS, the Hyrum City Council held a public hearing on January 2, 2003 to consider the proposed Annexation Policy Plan and has considered all written and oral statements made at the public hearing objecting to or supporting the City's Annexation Policy Plan.

NOW, THEREFORE, be it resolved that the Hyrum City Council hereby approves and adopts the Hyrum City Annexation Policy Plan attached hereto as Exhibit A.

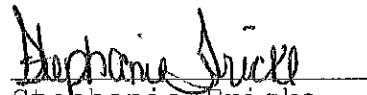
BE IT FURTHER RESOLVED, that this resolution shall become effective upon adoption.

ADOPTED AND PASSED by the City Council this 16<sup>th</sup> day of January, 2003.

HYRUM CITY

  
Gordon M. Olson  
Mayor

ATTEST:

  
Stephanie Fricke  
City Recorder

## HYRUM CITY

### ANNEXATION DECLARATION POLICY PLAN

#### The Character of the Community

Retain much of the rural character of today's community. Maintain a balance of rural, agricultural, recreational, commercial, and light manufacturing. Maintain open agricultural areas around the City. Consider transfer of development rights and other methods of ensuring these green belts.

#### The Need of Municipal Services

Areas to be annexed will need to be provided with electrical, water, fire protection, police protection, sewer and possibly irrigation water services.

#### The Municipalities Plan for Extension of Services

A condition of annexation may be to require the owner(s) of the property being annexed to provide a plan showing how initial water, sewer, and electrical lines will be extended to their property and an agreement to pay for the extensions

The City Engineer should approve any extension plans and provide inspections during construction.

Long term effects on the infrastructure should be considered, including the potential for increasing the capacity of water, sewer, etc.

#### How the Services Will be Financed

The City may pay a percentage of costs depending on potential benefits or liabilities the development brings to the City.

#### An Estimate of the Tax Consequences to Residents Both Current and Within the Expansion Area

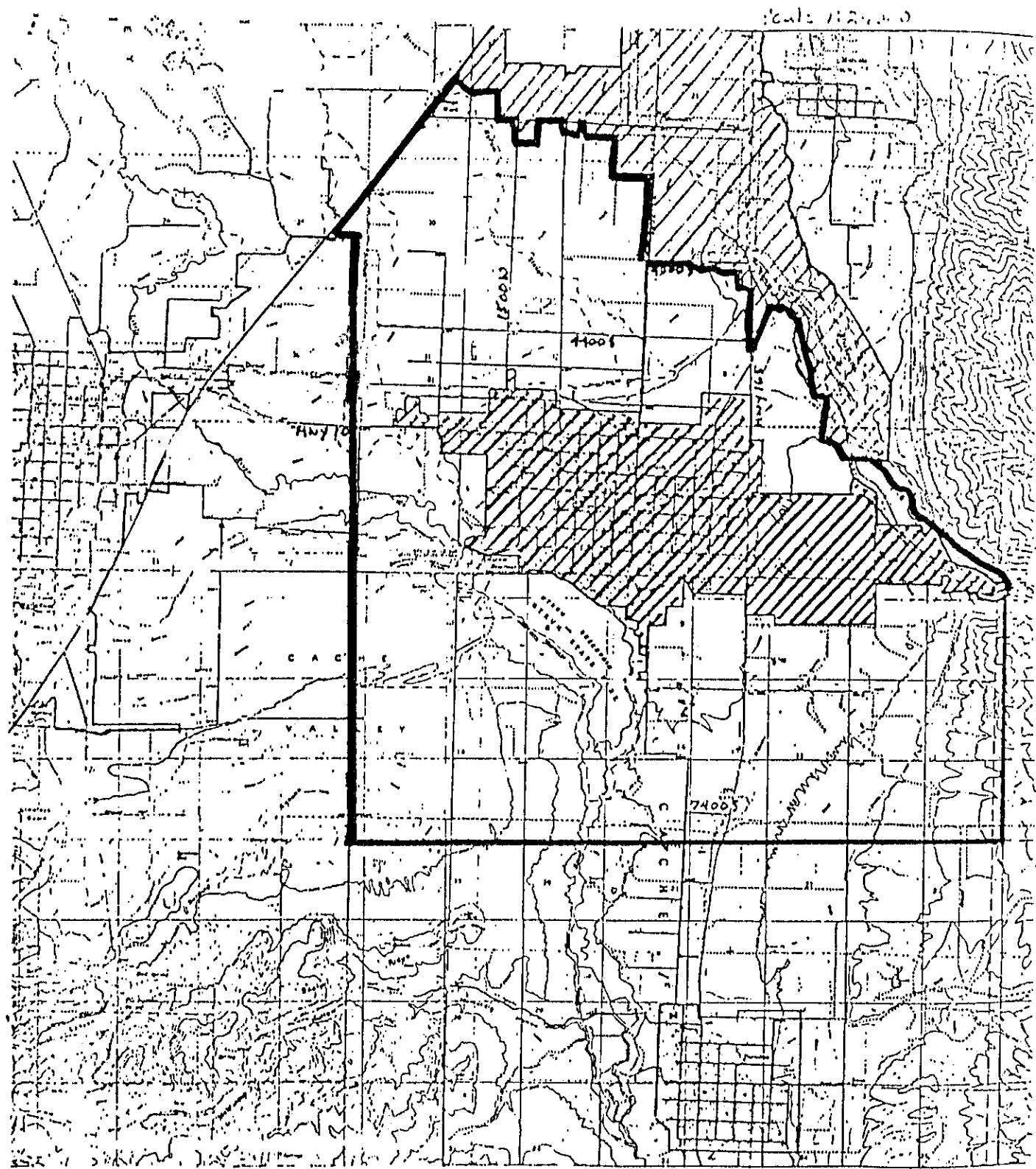
This will vary widely with the size and location of the proposed annexation.

Current Residents: Though impact on current residents should be kept to a minimum, they may face future tax increase to pay for maintenance of the enlarged infrastructure.

Expansion Area Residents: Will have City taxes added to their tax bill. Special tax consideration may be given to agricultural activities.

#### The Interests of All "Affected Entities"

Hyrum City will consider all affected entities interests when evaluating proposed annexations.

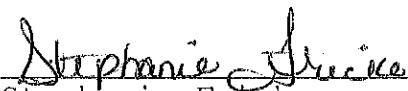


## CERTIFICATE

STATE OF UTAH )  
:ss  
COUNTY OF CACHE )

I, Stephanie Fricke duly appointed and acting City Recorder for Hyrum City, Cache County, State of Utah, do hereby certify that the foregoing is a true copy of a Resolution duly adopted and passed by the City Council of Hyrum City, Utah, at a regular meeting thereof, held the 16th day of January, 2003 which appears of record in the City Recorder's office. I further certify that a quorum was present and acting throughout said meeting and that this Resolution is in full force and effect in the form so adopted and that it has not been subsequently modified, amended or rescinded.

In witness whereof, I have hereto set my hand this 23rd day of January, 2003.

  
\_\_\_\_\_  
Stephanie Fricke  
City Recorder

(SEAL)

Resolution 03-02

Annexation Policy Plan

## RESOLUTION 25-03

A RESOLUTION AMENDING THE HYRUM CITY WATER RIGHTS PER ACRE FOOT OF WATER FEE IN LIEU OF DEDICATION OF WATER UPON APPROVAL BY THE CITY COUNCIL FOR PROPERTY ANNEXED INTO HYRUM CITY AFTER JULY 17, 2003.

WHEREAS, Hyrum City own and operates a municipal culinary water utility and a pressurized irrigation utility that is solely responsible for delivering water to all residents within Hyrum City limits; and

WHEREAS, Section 16.20.070 Water Rights of the Hyrum City Municipal Code ensures that adequate culinary and irrigation water accompany property proposed for annexation and development; and

WHEREAS, such water rights and/or shares required of owners/developers shall be provided and dedicated to the City in accordance with Section 16.20.070 to enable the City to meet additional demands for both culinary and secondary water created by proposed development and property without diminishing the quality, quantity, or level of service of existing water users; and

WHEREAS, in planning for growth, Hyrum City has purchased certain water rights that, upon the City Council's discretion and approval, a property owner/developer that does not currently have nor historically had the required water or water rights may pay a fee to the City in lieu of dedicating the water needed to meet the requirements of Section 16.20.070; and

WHEREAS, on May 24, 2007 the Hyrum City Council set the water rights per acre foot of water fee for property annexed into Hyrum City at \$3,500 per acre foot; and

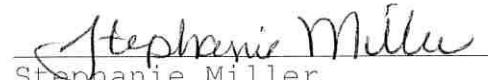
WHEREAS, after careful consideration and considering the market value of water per acre in Cache County, the Hyrum City Council has determined that it is appropriate to increase the water rights per acre foot of water for property annexed into Hyrum City.

NOW, THEREFORE, be it resolved that the Hyrum City Council hereby approves and adopts the Hyrum City Water Rights Per Acre Foot of Water Fee for property annexed into Hyrum City after the date of adoption of this Resolution in lieu of dedication of water upon approval by the City Council to be \$7,000 per acre foot of water. This fee may be revised from time to time by resolution.

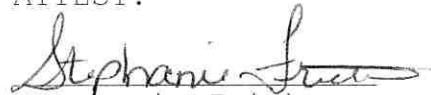
BE IT FURTHER RESOLVED, that this resolution shall become effective upon adoption.

ADOPTED AND PASSED by the City Council this 16<sup>th</sup> day of January, 2025.

HYRUM CITY

  
Stephanie Miller  
Mayor

ATTEST:

  
Stephanie Fricke  
City Recorder

## CERTIFICATE

STATE OF UTAH )  
:ss  
COUNTY OF CACHE )

I, Hailey Brown duly appointed and acting Deputy Recorder for Hyrum City, Cache County, State of Utah, do hereby certify that the foregoing is a true copy of a Resolution duly adopted and passed by the City Council of Hyrum City, Utah, at a regular meeting thereof, held the 16<sup>th</sup> day of January 2025 which appears of record in the City Recorder's office. I further certify that a quorum was present and acting throughout said meeting and that this Resolution is in full force and effect in the form so adopted and that it has not been subsequently modified, amended, or rescinded.

In witness whereof, I have hereto set my hand this 17<sup>th</sup> day of January 2025.

Hailey Brown  
Hailey Brown  
Deputy Recorder

( SEAL )

## Resolution 25-03

A. J. H. G. VAN DER HORST

City water rights per acre foot of water fee in lieu of dedication of water upon approval by the City Council for property annexed into Hyrum City after July 17, 2003.

# ***Hyrum City***

## **JOB Description**

**Title:** **City Manager**      **Code:** \_\_\_\_\_  
**Division:** **Executive**      **Effective Date:** \_\_\_  
**Department:** **Administration**      **Last Revised:** \_\_\_\_\_

**General Purpose:** As the Chief Administrative Officer, oversees planning, directing, organizing, and controlling administrative processes for efficient city operation.

**Supervision:** Reports to Mayor and City Council, providing guidance to department heads and overseeing all city employees.

**Essential Functions:**

- Directs municipal services and activities, ensuring efficient personnel utilization.
- Manages day-to-day operations and develops policies.
- Defines and evaluates performance, conducts research, and advises governing body.
- Negotiates contracts, ensures compliance with laws and regulations, and oversees city Code.
- Prepares annual city budget, monitors fiscal activity, and provides financial reports to City Council.
- Directs department head evaluations, represents city in various capacities, and facilitates public access to government.
- Manage grant writing efforts, identifying funding opportunities and coordinating grant applications.
- Oversees project management initiatives, ensuring timely and successful completion of city projects.
- Point person in resolving citizen complaints and disputes. The Manager may involve other city employees as needed to resolve issues.

**Additional Responsibilities:**

- Resolves employee complaints, administers grievance process, and coordinates public relations activities.
- Supervises public property and assists in long-range planning.

**Minimum Qualifications:**

- **Education:** Master's degree in relevant field
- **Experience:** Ten years of managerial experience or equivalent.

- **Knowledge, Skills, and Abilities:** Proficient in city management, budgeting, negotiation, and problem-solving. Strong leadership, communication, and computer skills required.

**Special Qualifications:** Must be bondable

**Work Environment:** Typical office setting with occasional travel required. Requires physical activities and exposure to stress associated with high-level decision making.

**Disclaimer:** In compliance with ADA, reasonable accommodation will be considered on a case-by-case basis. Job descriptions are not exhaustive and may be modified without notice. The document supersedes earlier versions.

I have reviewed the above disclaimer and job description.\_\_\_\_\_

(Employee)

Date: \_\_\_\_\_



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
www.hyrumcity.gov

## City Council Agenda Information

**To:** Mayor Miller and City Council

**From:** Tony Ekins, City Planner

**Date:** January 2, 2026

**Subject:** Resolution 26-01 – Amend the Hyrum City General Plan to include a new Chapter 10: Water Use and Preservation Element; and amend Table of Contents to include new Chapter 10: Water Use and Preservation Element.

**Summary:**

Hyrum City staff is requesting the Water and Use Preservation Element of the General Plan be adopted by the City Council to guide future decisions on how Water is used, preserved, and future land use is coordinated. The Water Use and Preservation Element at this time will be an element of the current General Plan and is also part of the current General Plan Update and may require minimal revisions while the City moves forward to the completion of the overall General Plan Update.

**Planning Commission Recommendation:**

On December 11, 2025, the Planning Commission held the required public hearing and made a motion (3-0) recommending approval to the City Council with the following recommendations:

1. Include an action item in Water Goal 1 Objectives to include the creation of a landscape requirements ordinance that includes water-wise landscaping standards.

**City Council Meeting Details:**

- Meeting Date: January 6, 2025
- Council Role: Legislative with Roll Call Vote

**Attachments:**

1. Prepared Resolution

## RESOLUTION 26-01

A RESOULTION APPROVING THE WATER USE AND PRESERVATION ELEMENT AND INCLUDING IT AS CHAPTER 10 IN THE HYRUM CITY GENERAL PLAN

WHEREAS, Utah State Code, Section 10-20-401 requires each municipality to prepare and adopt a comprehensive, long range general plan for: (a) present and future needs of the municipality; and (b) growth and development of all or any part of the land withing the municipality; and

WHEREAS, the Hyrum City Council approved Resolution 08-21 adopting the revised Hyrum City General Plan on June 5, 2008; and

WHEREAS, the Hyrum City General Plan has been prepared to act as an advisory guide for land use decisions, to guide the growth, development, and improvement of the City; and

WHEREAS, the Hyrum City General Plan focuses on improving the physical environment of the City as well as the quality of life of the citizens; and

WHEREAS, The Utah Legislature passed S.B. 110 in 2022 which required municipalities to include a plan for water use and preservation as an element in their General Plans; and

WHEREAS, the water use and preservation element shall consider applicable water conservation goals and promote water efficiency for both current and future development; and

WHEREAS, the Hyrum City Council supports the concepts and guidelines for planning and land use as set forth in the Hyrum City General Plan.

NOW, THEREFORE, upon recommendation of the Planning Commission, and following a public hearing as required by Utah State Law, the Hyrum City Council hereby adopts, passes, and publishes the Water Use and Preservation Element (Hyrum City General Plan Chapter 10) attached hereto as Exhibit "A"

BE IT FURTHER RESOLVED, that this resolution shall be effective upon approval.

APPROVED AND PASSED by the Hyrum City Council this 6<sup>th</sup> day of January, 2026.

HYRUM CITY

BY: \_\_\_\_\_

Steve J. Miller  
Mayor

ATTEST:

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Stephanie Fricke  
City Recorder

<b>Roll Call Vote -</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Nalyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

### 10.1. INTRODUCTION

Utah is among the fastest growing and driest states in the nation. By 2065 the population is expected to double, increasing demand for and stretching finite water resources even further. Utah is the second driest state in the nation and has seen historic drought levels in recent years. Water conservation is an issue that touches everyone. Ensuring we continue to have enough water for the future is a major concern of state and local leaders, water providers, and the public. The use and preservation of water resources have emerged as a major concern on the state level, as indicated by S.B. 110: Water as Part of the General Plan, a law that was adopted in 2022 and which requires municipalities and counties to amend their general plan to consider how land use impacts water use.

As a community with moderate room to grow over the next 25 years, water use challenges in Hyrum are a function of continued population growth while satisfying the anticipated demands, maintaining and improving the current distribution system, and achieving the city's water conservation goals. This section describes the water system and provides a snapshot of current and future water use in Hyrum. It also outlines existing and proposed water planning goals and strategies and recommends additional goals and policies that will reduce water demands as part of current and future developments.

In 1998, the Utah Legislature passed the Water Conservation Act, which was amended again in 2022, requiring water agencies with more than 500 drinking water connections to submit water conservation plans to the Utah Division of Water Resources and update the plans every five years. The purpose of a water conservation plan is to provide information regarding existing and proposed water conservation measures that will help conserve water in the state so that adequate supplies of water are available for future needs. Water conservation plans include water use reduction goals as well as implementation strategies. The current *Hyrum Water Conservation Plan* was updated and adopted in 2022 and outlines the goals below.

- Reduce residential water use in gallons per capita per day (GPCD)
- Increase repair and maintenance to improve system operation

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

- Increase education for residential and industrial users in implementing conservation practices
- Encourage adoption of water efficient landscaping

### 10.2. WATER PROFILE

Hyrum City acquires its water from three (3) wells and four (4) springs. It maintains 11,527 acre-feet of culinary water rights, 3,301 shares of irrigation, and three (3) culinary water storage tanks totaling 5 million gallons. This water demand and capacity is obtained from the 2008 Potable and Secondary Water Systems 50-Year Demand Projections provided by Aqua Engineering.

In addition to these sources, water rights, and storage tanks, the City has a culinary distribution system with line sizes ranging from 3-inches to 18-inches. The City also has a dedicated irrigation system with line sizes ranging from 4-inches to 27-inches and approximately 100 acre-feet of irrigation storage. Culinary water is stored in three tanks near the mouth of Blacksmith Fork Canyon, with one tank capable of storing 1 million gallons, and two tanks each with a capacity of 2 million gallons. Irrigation water is stored in a system of reservoirs in the southeast quadrant of the City that hold up to 100 acre-feet. The Wastewater Treatment Facility clarifiers provide an additional 0.7 acre-feet of storage.

The Utah Division of Water Resources uses one method to calculate all water delivered to all customers in Utah. It is calculated by dividing total culinary water use by the total population and expressed in gallons per capita per day (GPCD).

$$\text{Water Use} \\ \text{GPCD} = \text{_____} / 365 \\ \text{Population}$$

In 2021, Hyrum averaged approximately 235 GPCD in water use, compared to 293 GPCD statewide, and 184 GPCD nationally. Hyrum's per capita water consumption has typically been higher than State and national averages due to the high use of industrial and commercial customers. It also includes some residential landscape irrigation since 574 homes in Hyrum are not connected to the

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

secondary irrigation system. While the city encourages new development to connect to the secondary irrigation system, connection has not been consistently required. This has created concerns regarding water delivery and satisfactory pressure levels in several residential neighborhoods as outdoor irrigation use conflicts with indoor use.

Hyrum City currently has an exemption from State requirements to meter all secondary water use by 2030 due to the system running primarily off of stream flow. While the system does have storage water shares, the storage is placed in the system between the stream flow and users and thus acts only as a subsidy to the irrigation supply when stream flows are low.

### 10.3. REGIONAL COLLABORATION

Local water suppliers have the best information regarding their own systems, challenges, and opportunities. Since water exists and flows freely across political boundaries, coordinated planning efforts between local, regional, and state entities are also important. Hyrum City can work with other suppliers and other entities to establish policies and partnerships that allow for a comprehensive regional approach to water-supply management that will promote water-use efficiency programs, ensure that plans provide for adequate water supplies and maximize water conservation and reuse, and communicate with the public the importance of water conservation as it relates to quality of life.

The Utah Regional Municipal and Industrial (M&I) Water Conservation Goals Report presents a suite of regional goals and practices for residential, commercial, institutional, and industrial water use. The purpose of the report is not to provide a detailed water conservation plan for all regions in the state, but to guide the state's water industry in planning future infrastructure, policies, and programs consistent with Utah's semi-arid climate and growing demand for water. As cited in the Hyrum Water Conservation Plan, the Regional Conservation Goals propose that the Bear River Region, of which Hyrum is a part, consider a goal of decreasing water use by 18% of the 2015 use baseline by 2030 and a 24% reduction of the 2015 baseline by 2040. Local water suppliers, local communities such as Hyrum, and

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

businesses are encouraged to adopt this target as they implement water conservation efforts and pursue regional water goals.

For the purpose of measuring progress in implementing water efficiency policies, the State of Utah requires Hyrum City's GPCD reported for 2015 as the benchmark for improvements. In 2020, the State Division of Water Resources (DWRe) published Municipal and Industrial Water Use Data for 2015\*, however this number is not representative of the city's actual water use due to city water policies at the time which reported all water produced by the city's sources before releasing excess water back into the Blacksmith Fork River. This inflated the amount of metered water, as well as the amount of wasted water in records prior to 2020. Hyrum City reported a total use of 5,797 acre-feet for 2015. With an estimated population of 8,070, this equaled a GPCD of 641. The majority of this water was discharged back into the Blacksmith Fork River after having been metered and reported as used. Additionally, the majority of Hyrum City's culinary water is consumed by industrial uses. In 2016, the JBS USA meat processing complex, a major user of Hyrum City's culinary water, completed a major expansion and modernization of its facilities, resulting in considerable water savings. In addition to these changes in industrial consumption, the city also modified their water metering policy to record only water entered into the culinary delivery system as used. By 2020, reported GPCD had dropped to 245. City conservation and education efforts over the past five years have further reduced GPCD to 244 in 2024.

(Water Use reported in Acre Feet Annually)							
Year	Population	Residential	Commercial	Industrial	Institutional	Total	GPCD
*2015	8,070	739	-	4,939	117	5,797	641
2020	9,446	860	36	1,515	185	2,595	245
2021	9,999	903	37	1,539	153	2,640	235
2022	10,597	862	47	1,606	142	2,686	226
2023	10,792	890	63	1,606	124	2,713	224
2024	10,891	1,138	75	1,628	136	2,979	244.2

Source: Utah Water Use Data Report Form for Hyrum City, 2020-2024.

Utilizing current conservation efforts, the city is on track to reduce GPCD to below 200 by 2030.

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

### 1. Effect of permitted development or patterns of development on water demand and water infrastructure

Population growth through 2050 will come with an increased demand for water. The average Utah household uses approximately 0.8 acre-feet of water per year. An acre-foot of water is approximately 325,852 gallons, or the amount of water needed to cover one acre of ground in one foot of water.

Year	Population	Households	Acre Feet of Water
2024	10,849	3,592	3,857
2050	24,428	8,143	7,494

Projection of 3.3% Growth Rate

Assuming an average annual increase of 3.3% in population between 2024 and 2050, future demand including residential and industrial use could be as high as 7,494 acre-feet- an increase of up to 94% over current use if no additional conservation measures are implemented.

The City provided 3,857 acre-feet of potable water in 2022, a year of considerable drought. The city has rights to up to 11,527 acre-feet available. Some additional water rights may be acquired through annexation and development of agricultural land. However, new major water source acquisitions are unlikely in future. The best alternative to meeting future demand will be through conservation of existing resources.

The City also requires additional storage and distribution capacity, both for culinary and secondary, as development continues to accommodate population growth. The city is currently investigating options for an additional storage tank for culinary water.

Reclaimed water from the wastewater treatment facility has extended the supply of available secondary irrigation water by approximately 4,300 acre feet per year with 3,400 acre-feet of storage, but without additional storage and distribution capacity in the southeast quadrant of the community from the canal-served portion of the system, Hyrum will struggle to adequately deliver irrigation water to residents in the near future.

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

Rapid development over the last 10 years has placed stress on the existing water systems. Growth has not outpaced the availability of water, but has strained the capacity of the delivery system, particularly on the eastern and western edges of the community.

### AGRICULTURAL USE

Agricultural land in and around Hyrum has been declining steadily in recent years due to development pressure, rising operational costs, infrastructure constraints, and strain from drought conditions. This trend is expected to continue, reducing overall agricultural water demand while shifting pressures onto municipal and secondary water systems as former farmland is converted to M&I uses. As agricultural land within the City's annexation declaration area is incorporated, the accompanying water rights are often transferred to Hyrum as part of development agreements. This has allowed the City's water supply to increase modestly over the years.

### RESIDENTIAL USE

Residential use accounts for the majority of the city's water demand, with consumption varying widely across housing types and densities. Single-family homes use the most water, while townhomes and multi-family units typically consume less. Lot size, development density, landscaping irrigation, and indoor appliance efficiency all influence the rate of consumption. The city's un-metered and unlimited use of secondary irrigation water is the largest and most discretionary component, representing 50-70% of total household consumption. Encouraging connection to the secondary system, and reducing irrigated landscape requirements are two of the most effective and cost-efficient strategies for lowering municipal water demand.

### INDUSTRIAL USE

Industrial water uses place significant demand on Hyrum City's water supply. The prominent food manufacturing facilities in and near the City consume nearly 1.5 million gallons of water daily, or 60% of the total current water use. While the sale of this water is a source of income to the community, as well as a driver of other local economic activity, it still provides opportunities for system efficiency and

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

conservation. Encouraging the adoption of new technologies and processes that reduce water use extends the city's water supply and reduces costs for industrial operators. Locating new industrial development near major transportation corridors and existing utilities supports efficient water delivery and management. As with commercial areas, conservation strategies such as drought-tolerant landscaping, on-site stormwater reuse, and smart irrigation can reduce overall demand while enabling sustainable industrial growth and compatibility with surrounding land uses.

### COMMERCIAL USE

Commercial water demand in Hyrum varies depending on development type and scale. Neighborhood and community centers generally use moderate amounts for landscaping, building operations, and maintenance, while regional commercial areas tend to require more due to larger building footprints, extensive landscaping, and higher customer or employee activity. Mixed-use developments that combine commercial and residential functions can help concentrate water demand, improve infrastructure efficiency, and create more vibrant, walkable neighborhoods. Thoughtful site planning—such as locating commercial uses near major roadways and existing infrastructure—can further reduce water and energy demand while preserving Hyrum's small-town character. Incorporating water-wise landscaping, stormwater capture, and smart irrigation technologies support both efficient and visually appealing commercial development.

### INSTITUTIONAL USE

Institutional water use in Hyrum, including schools, parks, and government buildings, accounts for a small portion of overall municipal demand but remains an important focus for conservation. Much of this use occurs outdoors on school grounds, ball fields, and public parks, providing opportunities to showcase water-efficient practices. By implementing water-wise landscaping, native plantings, and efficient irrigation technologies such as smart controllers, pressure regulators, and automatic shut-off systems, the City can reduce water demand, lower maintenance costs, and enhance the long-term sustainability and resilience of its properties while serving as an example for the broader community.

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

### PUBLIC PERSPECTIVE

As part of Hyrum's efforts to integrate water and land use planning, the city gathered residents' views on water use, conservation, and local development that can guide strategies for reducing water demand in both existing and future development. An online survey was distributed through the community between July and August of 2025 and a public open house was held in August of 2025 as part of the city's General Plan update public involvement.

#### Key takeaways from the public:

- There are concerns about system capacity to adequately serve existing development while also serving new growth.
- The community in general is concerned about the availability of water. There is interest in more collective conservation methods. Regardless of how much surplus water the city has, sustainability and stewardship are keys to the future.
- There is some interest in incentives to upgrade appliances or replace less efficient plumbing fixtures.

#### 2. Methods of reducing water demand and per capita water use for existing development

The Hyrum Water Conservation Plan outlines several Best Management Practices to educate residents and municipal water consumers and encourage the reduction of per capita water consumption. These practices include:

- Use of water-wise landscaping, efficient home appliances, etc.
- Provide educational materials from USU Extension
- A community demonstration garden on public property that showcases low-water landscaping plants and materials (Heritage Trail and in city ROW)
- Progressively scale rate pricing based on quantity used
  - Regularly update this scale
- Manage water shortages, such as during emergency events
- Disallow lawn on parking strips or areas less than eight feet in width in new development

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

- No more than 50% of front and side yard landscaped area in new residential development is lawn
  - Unless small residential lots with less than 250 sq ft of landscaped area'
- New commercial, industrial, institutional, and multi-family development common area landscapes shall not have more than 20% lawn, outside of active recreation areas
- Seek out and address leaks, theft, or inaccurate meters
- Coordinate with secondary water providers to accurately measure use and bill appropriately for irrigation, especially residential and commercial landscaping
  - Encourage limited outdoor watering during periods of drought

### 3. Methods of reducing water demand and per capita water use for future development

To reduce per capita water use in future development Hyrum recommends the following policies:

- Progressively scale rate pricing based on quantity used
  - Regularly update this scale
- Expedite plan reviews for projects that use water conservation measures and require buildings to improve water efficiency as a condition of renovation, additions
- Promote use of captured rainwater, graywater, or recycled water as preferred source of non-potable water needs
- Smaller lot sizes use less water for landscape irrigation, multi-family housing uses even less water per capita
- Require water-wise landscaping design in new developments
- Transfer water rights - new residential and commercial development must offset anticipated water to be used through conservation, or transfer enough water rights to serve the entire development at build-out

### 4. Modifications that can be made to a local government's operation to reduce and eliminate wasteful water practices

Hyrum also recognizes the role that the municipality plays in ensuring that public uses of water are efficient and is always

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

considering new practices to reduce and eliminate inefficient water use:

- Include water-wise building retrofit ideas for public facilities into General Plan
- Develop and implement water-wise landscaping guide for public facilities
- Meter and bill city authorized municipal use by department
- Meter and bill for authorized contractor use

### 10.4. WATER GOALS AND ACTIONS

#### Water Goal 1

Keep Hyrum a water-wise community for generations to come by reducing water demand per capita consumption for existing development.

##### Objectives:

- Provide outreach and education to residents about water conservation, such as encouraging the installation of water efficient fixtures and appliances.
- Review landscaping and zoning standards to ensure they do not create barriers for residents seeking to implement water-wise landscaping improvements.
- Create a landscape guide and practical tools to help residents and commercial property owners install or update water-efficient landscaping.
- Develop water distribution system leak repair plan.
- Continue to implement and annually update a tiered fee structure for metered water to incentivize efficient use and conservation of culinary water.

#### Water Goal 2

Promote water-wise development that reduces water demand per capita for sustainable growth.

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element

### Objectives:

- Review existing and proposed land use patterns and encourage development that reduces water demand through the General Plan, zoning, and other planning tools.
- Identify regulatory barriers that may discourage developers from adopting water-efficient landscaping practices and provide incentives to encourage sustainable landscaping and irrigation strategies.
- Prioritize water-efficient landscaping and irrigation at the design stage to avoid costly retrofits.

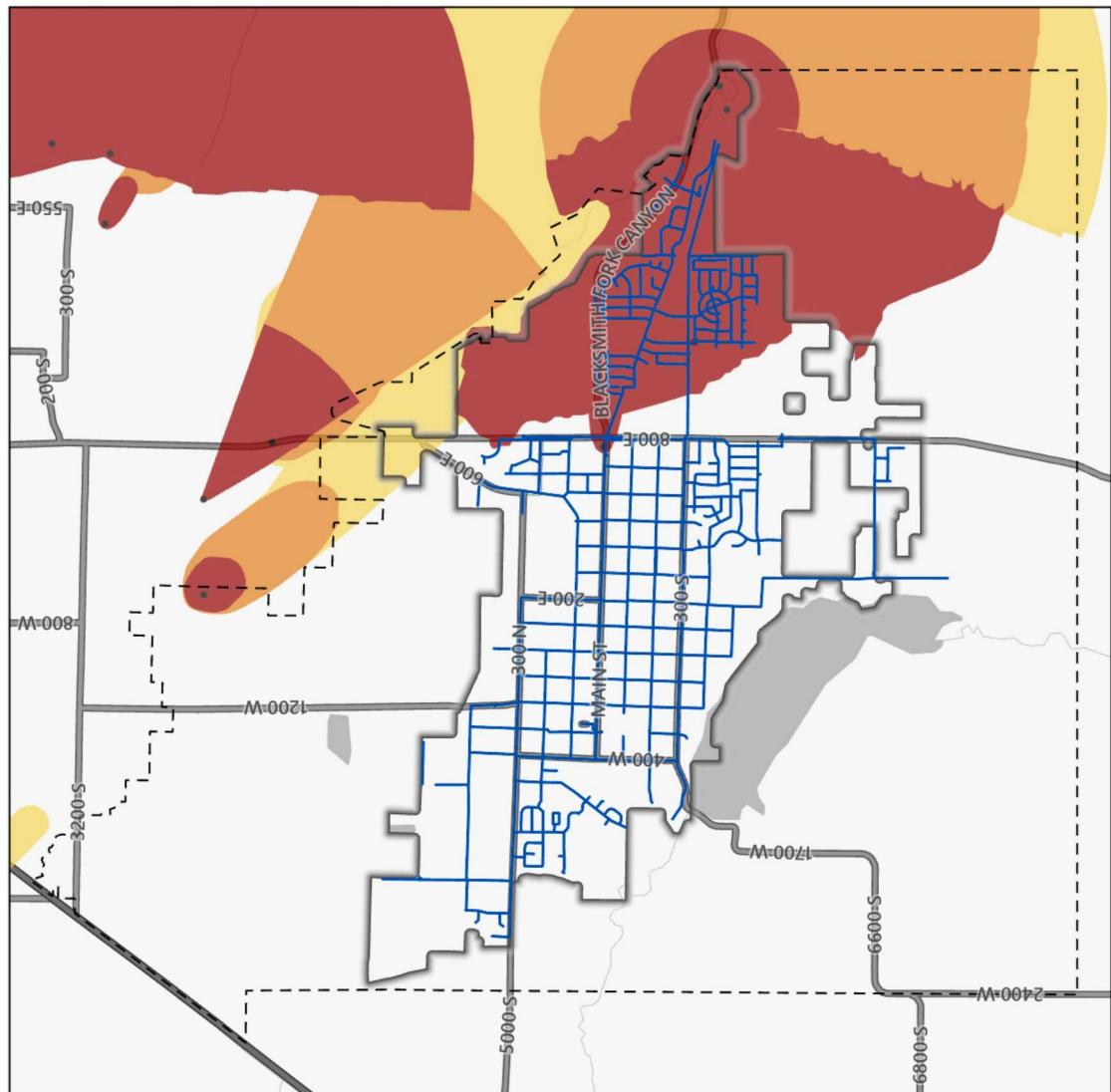
### Actions:

- In coordination with the State Department of Environmental Quality, maintain groundwater recharge zones and well and spring source protection zones to restrict development that might encroach on community water sources and negatively impact water quality.
- Connect residents with USU Extension information on landscaping and infrastructure efficiency.
- Develop an annual community water usage report to educate residents on community water needs and availability.
- Evaluate municipal facilities and operations to identify wasteful water practices that may be reduced or eliminated.
- Develop landscaping options within a public street that do not require the use of lawn or turf in park strips/street medians.
- Regularly consult with the Utah Division of Water Resources for information and technical resources regarding regional water conservation goals, including how the implementation of the City's land use element and the water use and preservation element may affect the Great Salt Lake and overall Bear River Watershed health.

# Hyrum City General Plan



## CHAPTER 10: Water Use and Preservation Element



## ORDINANCE 26-01

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the "Hyrum City Municipal Code", a recodification of municipal ordinances encompassing the "Revised Ordinances of Hyrum City" and ordinances adopted through July 15, 1993; and

WHEREAS, Chapter 2.04 of Title 2 of the Hyrum City Municipal Code sets the time, place and frequency of City Council meetings; and

WHEREAS, the City Council has concluded to amend the place, frequency, and time of City Council meetings.

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

AN ORDINANCE AMENDING CHAPTER 2.04 (THE CITY COUNCIL) OF THE HYRUM CITY MUNICIPAL CODE TO CHANGE THE CITY COUNCIL MEETING LOCATION TO 60 WEST MAIN, HYRUM UTAH, AND TO ADD A WORKSHOP MEETING ON THE THIRD THURSDAY OF EACH MONTH AT 5:30 P.M.

BE IT ORDAINED by the City Council of Hyrum City, Cache County, State of Utah, as follows:

1. Section 2.04.010 of Chapter 2.04 City Council of Title 2 of the Hyrum City Municipal Code is hereby amended as follows:

**2.04.010 Meetings time, place and frequency.**

A. Regular Meetings - The governing body shall hold two regular meetings which shall be held on the first and third Thursday of each month in the Hyrum ~~Civic Center~~ City Council Chambers, ~~83~~ 60 West Main, Hyrum, Utah. Council meetings shall begin at six-thirty p.m.; provided that:

- 1.A If meeting date falls on a legal holiday, the meeting may be canceled or rescheduled and proper notice shall be given accordingly.
- 2.B If there is no business to conduct, no meeting will be held.

B. Workshop Meeting - The governing body shall hold a workshop each month which shall be held on the third Thursday of each month in the Hyrum City Council Chambers, 60 West Main, Hyrum, Utah at 5:30 p.m.

- 1. If meeting date falls on a legal holiday, the meeting may be canceled or rescheduled and proper notice shall be given accordingly.

Ordinance 26-01

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2. If there is no business to conduct, no meeting will be held.

2. REPEALER. All ordinances, resolutions, and zoning maps of the city, or parts thereof inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.

3. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.

4. EFFECTIVE DATE. This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

5. ADOPTION. This ordinance is hereby adopted and passed by the Hyrum City Council this 6<sup>th</sup> day of January, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve J. Miller  
Mayor

ATTEST:

---

Stephanie Fricke  
City Recorder

Posted: \_\_\_\_\_

## ORDINANCE 26-02

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the "Hyrum City Municipal Code", a recodification of municipal ordinances encompassing the "Revised Ordinances of Hyrum City" and ordinances adopted through July 15, 1993; and

WHEREAS, Title 2 of the Hyrum City Municipal Code sets forth certain regulations pertaining to administration and personnel, including the establishment of several positions within the City; and

WHEREAS, due to growth, complexity, and operational demands of Hyrum City, the City requires a professional City Manager to ensure efficient, effective, and accountable municipal services; and

WHEREAS, Utah State Code Section 10-3b-403 authorizes municipalities to adopt an ordinance to allow for the appointment of a City Manager to perform executive and administrative duties that the City Council by ordinance delegates to the City Manager; and

WHEREAS, Utah State Code Section 10-3b-403 also restricts the City from removing from the Mayor and/or delegating to a City Manager any of the Mayor's legislative or judicial powers or ceremonial functions, the Mayor's position as Chair of the City Council, and any ex officio position that the Mayor holds; and

WHEREAS, the Mayor and City Council of Hyrum City have found it necessary to create the position of City Manager to promote professional oversight of City operations, improve long-term planning, enhance coordination among departments, and allow elected officials to focus on policy and legislative responsibilities.

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

AN ORDINANCE CREATING CHAPTER 2.15 CITY MANAGER OF THE HYRUM CITY MUNICIPAL CODE.

BE IT ORDAINED by the City Council of Hyrum City, Cache County, State of Utah, as follows:

1. Chapter 2.15 City Manager of Title 2 of the Hyrum City Municipal Code is hereby added as follows:

**Chapter 2.15 City Manager**

Ordinance 26-02

Page 2

- 2.15.010 Office Created**
- 2.15.020 Appointment**
- 2.15.030 Residence**
- 2.15.040 Office**
- 2.15.050 Resignation**
- 2.15.060 Other Employment**
- 2.15.070 Bond**
- 2.15.080 Condition and Term**
- 2.15.090 Compensation**
- 2.15.100 Duties, Control and Discretion**
- 2.15.110 Limitations**

**2.15.010 Office Created**

The office of City Manager has been heretofore established and shall continue in force and effect as an appointed office of the City. (Ord.26-02)

**2.15.020 Appointment**

The Mayor of Hyrum City, by and with the consent of the City Council, shall appoint a qualified person to the office of City Manager. The term of office, salary, benefits, duties and termination of the City Manager shall be set out in written contract prior to the time of appointment, which contract shall be negotiated and approved by written resolution of the City Council.

The appointment of the City Manager are subject to the provisions of section [10-3b-302\(1\)\(b\)\(ii\)\(A\)](#), Utah Code Annotated, 1953 as amended, providing for the mayor to vote as a voting member of the City Council, the City Council shall appoint and dismiss the City Manager in accordance with section [10-3b-303](#), Utah Code Annotated, 1953, as amended. (Ord.26-02)

**2.15.030 Residence**

The City Manager must reside within 15 miles of Hyrum City at the time of his or her appointment and while employed by Hyrum City. If City Manager does not live within 15 miles of Hyrum City a reasonable period of time may be issued to relocate by the Mayor as part of the final job offer. (Ord.26-02)

**2.15.040 Office**

The City Manager shall maintain an office in City hall and shall spend such time in the performance of his/her duties as is necessary or as may be required from time to time by the Mayor, but not less than forty (40) hours per week. (Ord.26-02)

Ordinance 26-02

Page 3

**2.15.050 Resignation**

Before voluntarily resigning from the position of City Manager, the City Manager shall give the Mayor at least thirty (30) days' notice in writing of his or her intent to resign. (Ord.26-02)

**2.15.060 Other Employment**

The City Manager shall not accept any outside employment in addition to employment by the City without prior annual written approval of the Mayor and City Council. (Ord.26-02)

**2.15.070 Bond**

Before taking office, the City Manager shall file with the City Recorder a surety bond, conditioned upon honest and faithful performance of his duties, in the sum indicated in HCC 2.12.050. The premiums of the bond shall be paid by the City. (Ord.26-02)

**2.15.080 Condition and Term**

The City Manager shall serve at the pleasure of the Mayor and City Council. The Mayor and City Council may set the terms and conditions of employment of the City Manager by duly executed contract. The City Manager may be removed and the employment contract terminated with or without cause by a majority vote of the City Council. (Ord.26-02)

**2.15.090 Compensation**

The salary, benefits, and other compensation of the City Manager shall be set from time to time by the City Council. (Ord.26-02)

**2.15.100 Duties, Control and Discretion**

Generally: The City Manager shall be at all times under the control and supervision of the Mayor and shall administer the day to day operations of the City and its services according to the policies and programs established by the Mayor and City Council. The Mayor and City Council shall retain all rights, obligations, duties and responsibilities not specifically delegated in this chapter to the City Manager and also those as to which delegation to a City Manager is prohibited by law.

Specific Duties: The City Manager has full discretion in administering the affairs of the City within and according to the parameters of policy adopted by the City Council. Whenever a

Ordinance 26-02

Page 4

question of the interpretation or operation of City policy arises, the City Manager shall consult with the Mayor, who has full executive authority to interpret, apply and implement City policy, subject to review, further direction and revision of policy by the City Council at its meetings. Whenever the Mayor has been called upon to interpret, apply or implement City policy, the City Council shall be notified thereof at or prior to the next meeting of the City Council, in order that the City Council may consider City policy in light of its executive interpretation, application, implementation and administration.

The following duties and the authority to perform them are hereby delegated to the City Manager:

A. The City Manager shall be the chief administrative officer of the City government and require the faithful performance of all administrative duties, and shall:

1. **Enforce City and State Code:** Faithfully execute and enforce all applicable laws, ordinances, rules and regulations, and see that all franchises leases permits, contracts, licenses, and privilege granted by the City are observed.
2. **Implement Policy:** The City Manager shall implement all policy changes and directives of the mayor and the City Council through regularly scheduled staff meetings; is responsible to carry out the policies and programs established by the City Council; and organize and direct the management of the executive affairs of the municipality in a manner consistent with state laws and with City ordinances.
3. **Hire And Remove Employees:** The City Manager may, under the direction of the Mayor, have the authority to hire and remove employees as provided herein. The City Manager shall also be responsible for reviewing the status and performance of any personnel being considered for promotion in and discharge, transfer, or demotion from employment with the City. The City Manager shall also perform annual performance evaluations of all employees except for any performed by department heads or other City supervisors.
4. **Supervisory Responsibilities:** The City Manager provides supervision for the efficient and orderly day to day operations and business of the City. The mayor may also assign, with council approval,

Ordinance 26-02

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specific supervisory duties over City departments.

The City Manager will resolve employee complaints, administer grievance process, and coordinates public relations activities. Supervise Departments: The City Manager shall direct and supervise the administration of all City departments, offices and agencies, except as otherwise provided by the City Council.

5. **City Budget:** The City Manager shall prepare with the assistance of the City Treasurer and Mayor the annual budget. The City Manager monitors fiscal activity, and provides financial reports to Mayor and City Council, and keep the City Council advised as to the financial condition and needs of the City;
6. **Review Contracts:** The City Manager shall negotiate, review, ensure compliance with laws and regulations, and make recommendations to the mayor and City Council concerning all proposed contracts to which the City may be a party, and shall see that the terms of any contract to which the City is a party are fully performed by all parties thereto.
7. **Propose Plans and Programs:** The City Manager shall propose plans and programs concerning the development, operation and needs of the City and submit such plans to the mayor and City Council for consideration.
8. **Management Controls:** The City Manager shall set performance standards and exercise managerial control to ensure that the City government is functioning in the most efficient and effective manner, as determined by the mayor and City Council.
9. **Purchasing And Claims:** The City Manager or designee shall act as purchasing agent for the City, and as such shall implement and enforce all provisions of the ordinances of the City relating to purchasing. The City Manager or designee may compromise and settle any claim by and against the City if the payment in compromise is one hundred thousand dollars (\$100,000) or less. The City Manager shall, on a periodic basis, advise the City Council concerning pending claims against the City and those which have been settled.
10. **Grant Writing:** Manages grant writing efforts,

Ordinance 26-02

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identifying funding opportunities and coordinating grant applications.

11. **Project Management:** Oversees project management initiatives, ensuring timely and successful completion of project.
12. **Property Care:** To keep or cause to be kept a current inventory showing all real and personal property of the City and its location. The City Manager shall be responsible for the care and custody of all City property, including equipment, buildings, parks and all other City property which is not by law assigned to some other officer or body for care and control. The City Manager shall assist in long range planning of public property.
13. **Citizen Relations:** The City Manager will be the point person in resolving citizen complaints and disputes. The City Manager may involve other City employees as needed to resolve issues.
14. **Organization:** The City Manager shall recommend creation and organization of all necessary departments, divisions, bureaus and offices necessary for the government of the City to the mayor and the City Council for consideration and implementation.
15. **Meetings of the City Council:** The City Manager shall attend all City Council meetings and such other meetings as requested by the mayor and/or City Council.
16. **Additional Duties:** The City Manager may have such other powers and shall perform such other duties and obligations as may be required of him or her by state law or by ordinance, resolution, or policy of the City Council.
17. **Emergencies:** The City Manager shall notify the City Council and the mayor of any emergency existing in any department or matter under his or her supervision. (Ord.26-02)

#### **2.15.110 Limitations**

- A. **Other Employment:** The City Manager shall not accept any outside employment in addition to employment by the City without prior written approval of the City Council.
- B. **Powers Of Mayor Not Delegated:** The legislative and judicial powers of the Mayor, his or her position as Chairperson of the City Council, and any ex officio

Ordinance 26-02

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position he or she may hold, shall not be delegated to the City Manager. (Ord.26-02)

2. REPEALER. All ordinances, resolutions, and zoning maps of the City, or parts thereof inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.

3. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.

4. EFFECTIVE DATE. This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

5. ADOPTION. This ordinance is hereby adopted and passed by the Hyrum City Council this 6<sup>th</sup> day of January, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve J. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Posted: \_\_\_\_\_



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
www.hyrumcity.gov

## City Council Agenda Information

**To:** Mayor Miller and City Council

**From:** Tony Ekins, City Planner

**Date:** January 2, 2026

**Subject:** Ordinance 26-03 – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-term Rental; amend 17.04.070 Definitions to define and include "Short-term Rental"; and amend Use Regulations in sections 17.28.010, 17.44.020, and 17.45.020 to include Short-term Rental as a conditional use in the Residential Zones R-1 and R-2, commercial Zones C-1 and C-2.

**Summary:**

The proposed application is initiated by Hyrum City to create a Short-Term Rental ordinance that aims to regulate residential rental structures and units for fewer than thirty (30) consecutive days in duration.

**Planning Commission Recommendation:**

On December 11, 2025, the Planning Commission held the required public hearing and made a motion (3-0) recommending approval to the City Council.

**City Council Meeting Details:**

- Meeting Date: January 6, 2026
- Council Role: Legislative with Roll Call Vote

**Attachments:**

1. Prepared Ordinance

## ORDINANCE 26-03

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the "Hyrum City Municipal Code", a recodification of municipal ordinances encompassing the "Revised Ordinances of Hyrum City" and ordinances adopted through July 15, 1993; and

WHEREAS, Title 17 of the Hyrum City Municipal Code is known as the Zoning Ordinance of Hyrum City and sets forth regulations governing land use within the municipal limits; and

WHEREAS, Section 17.04.040 allows Title 17 of the Hyrum City Municipal Code, the Zoning Ordinance, to be amended by the City Council following fourteen days' notice and a public hearing; and

WHEREAS, the City Council has determined there is a need to amend Title 17 to further clarify those regulations governing zoning and other regulations controlling land use and development within Hyrum City.

NOW THEREFORE, upon recommendation of the Planning Commission and following a public hearing as required by Section 17.04.040, the Hyrum City Council hereby adopts, passes, and publishes the following:

AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL CODE TO CREATE CHAPTER 17.62 SHORT-TERM RENTAL; AMEND 17.04.070 DEFINITIONS TO DEFINE AND INCLUDE "SHORT-TERM RENTAL"; AND AMEND USE REGULATIONS IN SECTIONS 17.28.010, 17.44.020, AND 17.45.020 TO INCLUDE SHORT-TERM RENTAL AS A CONDITIONAL USE IN THE RESIDENTIAL ZONES R-1 AND R-2, COMMERCIAL ZONES C-1 AND C-2.

1. Section 17.04.070 Definitions of the Hyrum City Municipal Code is hereby added to read as follows:

Short-Term Rental (STR) - "Short-Term Rental" means "Short-term rental" means a residential unit or any portion of a residential unit that the owner of record or the lessee of the residential unit offers for occupancy for fewer than 30 consecutive days.

2. Section 17.28.010 Use Regulations of the Hyrum City Municipal Code is hereby added to read as follows:

17.28.010 Use Regulations

C. Conditional uses:

3. Short-Term Rental.

3. Section 17.44.020 Use Regulations of the Hyrum City Municipal Code is hereby added to read as follows:

17.44.020 Use Regulations

C. Conditional uses:

4. Short-Term Rental.

4. Section 17.45.020 Use Regulations of the Hyrum City Municipal Code is hereby added to read as follows:

17.45.020 Use Regulations

C. Conditional uses:

4. Short-Term Rental.

5. Section 17.62 Short-Term Rental of the Hyrum City Municipal Code is hereby added to read as follows:

17.62 Short-Term Rental

A. Definitions. For the purpose of this section, the following definitions shall apply:

1. Residential Unit - "Residential Unit" means a residential structure or any portion of a residential structure that is occupied as a residence.

B. Purpose and Intent.

1. The purpose and intent of this chapter is to provide short-term rental (STR) options intended for fewer than thirty (30) consecutive days in certain zoning districts in a residential unit or any portion of a residential unit.

C. Conditional Use Permit and Short-Term Rental Business License Required.

1. No residential unit shall be occupied or rented as an STR without first obtaining a Hyrum City conditional use permit and short-term rental business license.

D. Operational Strategy Plan Required.

1. The owner or operator of a STR shall submit with the conditional use permit an operational strategy plan that outlines the operation and property management and post the post the operational strategy plan on-site. The operational strategy of the STR shall include the following:
  - a. On-site parking plan with parking designations.
  - b. Routine outdoor property maintenance.
  - c. Temporary garbage and refuse storage and collections.
  - d. Emergency existing plan.
  - e. Emergency contact lists.
  - f. Contact information of the direct person in charge of the STR.
2. The owner or operator of a STR that does not live within the city limits shall provide a property manager and property manager contact list.

E. Plot Plan and Floor Plan Required.

1. A plot plan that includes property lines, location of all building structures including setbacks from property lines, entrances, and designated off-street parking.
2. A floor plan drawn to scale with labels on rooms indicating the proposed uses and include the square feet clear floor space area of each room.
3. Site plan approval may be required as regulated by this Title.
4. Zoning clearance may be required as regulated by this Title.

F. Locations.

1. No more than one (1) STR shall be permitted per 500 (500) people of the Hyrum City total population as estimated by the current Utah State Tax Commission Population (i.e., 10849 population / 500 people = 22 STR permits).
2. The STR shall only be permitted in a single-family and multi-family residential structure; or within a permitted development specifically planned as a mixed-use commercial residential site with a qualifying residential unit.

3. No more than one (1) STR shall be permitted in a multi-family residential structure. (i.e., if the multi-family residential structure is a fourplex only one (1) unit may be permitted as a STR).
4. No STR shall be permitted within six-hundred-sixty (660) feet of a property line that is owned or operated by a private or public school.
5. No STR shall be permitted within a detached accessory building, tents, yurts, recreational vehicles, campers, or any other similar structure that cannot be permitted for permanent residential use.

G. Occupancy.

1. The STR maximum occupancy shall be no more than one (1) occupant per two hundred (200) square feet of open-floor space area of the residential structure or portion of residential structure that is occupied as a STR. (i.e., if the open-floor space area is 2,400 square feet, the maximum occupancy shall be no more than twelve (12) occupants).

H. Standards.

1. The STR is subject to Hyrum City zoning ordinance, business license ordinance, and conditional use permits ordinance.
2. The STR is subject to Hyrum City nuisance ordinances regarding garbage collection and disposal, weed control, noise disturbance, and offenses against public peace, morals, and welfare.
3. The STR exterior lighting shall prevent glare onto adjacent properties and shall be dark-sky sensitive.
4. The STR sleeping rooms shall provide emergency egress that meets current building code.
5. The STR sleeping rooms shall be equipped with smoke detectors.
6. The STR shall be limited to two (2) dogs on the premises.
7. The STR signage is limited to one (1) non-internally illuminated sign, no larger than three (3) square feet, and shall only be mounted to the wall of the building.

I. Parking Requirements.

1. A total of one (1) additional off-street parking space will be provided per two (2) rooms.
2. Parking stalls are to be nine (9) feet by twenty (20) feet and of a hard surface such as asphalt, cement, brick, gravel or road base.
3. All required STR parking must provide adequate provision of ingress and egress by standard-sized automobiles.
4. All required STR off-street parking and the parking of trailers, boats, ATVs, or similar vehicles associated with the guest use shall be contained on the lot or parcel of the licensed STR.
5. No on-street parking or parking within the public right of way is permitted for vehicles associated with the guest use.

J. Fire Safety Inspection Required.

1. The STR business license application shall be referred for approval to the Hyrum City Fire Department for investigation and inspection as to whether or not all ordinances and codes pertaining to fire and safety compel compliance prior to the issuance of a Short-term Rental Business license.
2. Automatic sprinklers may be required based on International Fire Code mandates for building occupancy, size, occupant load, and hazardous materials stored.
6. REPEALER. All ordinances, resolutions, and zoning maps of the city, or parts thereof inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall not be construed as reviving any law, order, resolution or ordinance or part thereof.
7. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or

paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.

8. **EFFECTIVE DATE.** This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

9. **ADOPTION.** This ordinance is hereby adopted and passed by the Hyrum City Council this 6<sup>th</sup> day of January, 2026.

HYRUM CITY

BY: \_\_\_\_\_

Steve J. Miller  
Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Posted: \_\_\_\_\_

<b>Roll Call Vote -</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Nalyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
[www.hyrumcity.gov](http://www.hyrumcity.gov)

## City Council Agenda Information

**To:** Mayor Miller and City Council

**From:** Tony Ekins, City Planner

**Date:** January 2, 2026

**Subject:** Ordinance 26-04 – An ordinance amending Title 17 Zoning of the Hyrum City Municipal Section Code 17.04.070 Definitions to establish a maximum front yard setback for a dwelling unit and clarify innerblock development may be permitted through an approved Planned Unit Development.

### **Summary:**

The proposed amendment is initiated by Hyrum City to establish a maximum front yard setback to clarify the definition of innerblock development.

### **Planning Commission Recommendation:**

On December 11, 2025, the Planning Commission held the required public hearing and made a motion (3-0) recommending approval to the City Council.

### **City Council Meeting Details:**

- Meeting Date: January 6, 2026
- Council Role: Legislative with Roll Call Vote

### **Attachments:**

1. Prepared Ordinance

## ORDINANCE 26-04

WHEREAS, on January 6, 1994, the Hyrum City Council passed and posted an ordinance adopting the "Hyrum City Municipal Code", a recodification of municipal ordinances encompassing the "Revised Ordinances of Hyrum City" and ordinances adopted through July 15, 1993; and

WHEREAS, Title 17 of the Hyrum City Municipal Code is known as the Zoning Ordinance of Hyrum City and sets forth regulations governing land use within the municipal limits; and

WHEREAS, Section 17.04.040 allows Title 17 of the Hyrum City Municipal Code, the Zoning Ordinance, to be amended by the City Council following fourteen days' notice and a public hearing; and

WHEREAS, the City Council has determined there is a need to amend Title 17 to further clarify those regulations governing zoning and other regulations controlling land use and development within Hyrum City.

NOW THEREFORE, upon recommendation of the Planning Commission and following a public hearing as required by Section 17.04.040, the Hyrum City Council hereby adopts, passes, and publishes the following:

AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL CODE SECTION 17.04.070 DEFINITIONS TO ESTABLISH A MAXIMUM FRONT YARD SETBACK FOR A DWELLING UNIT AND CLARIFY INNERBLOCK DEVELOPMENT MAY BE PERMITTED THROUGH AN APPROVED PLANNED UNIT DEVELOPMENT.

1. Section 17.04.070 Definitions of the Hyrum City Municipal Code is hereby added to read as follows:

Innerblock development - "Innerblock development" means residential development of any dwelling units within the interior of existing blocks. Innerblock development is only permitted in the R2a zone or approved as a planned unit development. For the purpose of this definition, any dwelling unit setback back further than two times (2x) the regulated zoning front yard setback is considered Innerblock development.

2. REPEALER. All ordinances, resolutions, and zoning maps of the city, or parts thereof inconsistent herewith, are hereby repealed, but only to the extent of such inconsistency. This repealer shall

not be construed as reviving any law, order, resolution or ordinance or part thereof.

3. DECLARATION OF SEVERABILITY. Should any provision, clause, or paragraph of this ordinance or the application thereof to any person or circumstance be declared by a court of competent jurisdiction to be invalid, in whole or in part, such invalidity shall not affect the other provisions or applications of this ordinance or the Hyrum City Municipal Code to which these amendments apply. The valid part of any provision, clause, or paragraph of this ordinance shall be given independence from the invalid provisions or applications and to this end the parts, sections, and subsections of this ordinance, together with the regulations contained therein, are hereby declared to be severable.

4. EFFECTIVE DATE. This ordinance shall become effective upon posting three (3) copies in three (3) public places within Hyrum City.

5. ADOPTION. This ordinance is hereby adopted and passed by the Hyrum City Council this 6<sup>th</sup> day of January, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve J. Miller  
Mayor

ATTEST:

---

Stephanie Fricke  
City Recorder

Posted: \_\_\_\_\_

**Roll Call Vote -**

	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Councilmember Steve Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rebecca Foulger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Michael Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Nalyn Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Craig Rasmussen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>