



## CITY COUNCIL MEETING

Thursday, January 15, 2026 at 6:30 PM  
Council Chambers, 60 West Main, Hyrum, Utah

### AGENDA

Public notice is hereby given of a Hyrum City Council Meeting to be held in the Council Chambers, 60 West Main, Hyrum, Utah at 6:30 PM, January 15, 2026. The proposed agenda is as follows:

1. **ROLL CALL**
2. **CALL TO ORDER**
3. **WELCOME**
4. **PLEDGE OF ALLEGIANCE**
5. **INVOCATION**
6. **APPROVAL OF MINUTES**
7. **AGENDA ADOPTION**
8. **PUBLIC COMMENT**
9. **PUBLIC HEARING**
  - A. [To receive public comment to establish the salary of a City Manager for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code.](#)
10. **SCHEDULED DELEGATIONS**
  - A. **Fire Chief Tony Stauffer** - To discuss ambulance service in Hyrum City.
  - B. [Autumn McMonigle - To request approval of a Home Occupation Business License at 84 South 400 East for a skin care business.](#)
11. **INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES**
  - A. [Resolution 26-02 - A resolution authorizing Councilmember \\_\\_\\_\\_\\_ to automatically succeed to the position of Mayor Pro Tempore.](#)
  - B. [Resolution 26-03 - A resolution appointing Power Superintendent Larry Coleman as Hyrum City's Intermountain Power Agency \(IPA\) Representative and Mayor Steve Miller as the Alternative Representative.](#)
  - C. [Resolution 26-04 - A resolution appointing UAMPS Member Representatives.](#)
  - D. [Ordinance 26-02 - An ordinance creating Chapter 2.12 City Manager of Title 2 Administration and Personnel of the Hyrum City Municipal Code to establish the Hyrum City Manager position.](#)

- E. [Ordinance 26-07 - An ordinance amending Chapter 2.12, Section 2.12.010 Salaries of the Hyrum City Municipal Code, to set the salary of the Hyrum City Manager.](#)

**12. OTHER BUSINESS**

- A. Discussion on Elite Hall Annex.
- B. To discuss improvements and possibilities to the 900 West Bypass Truck Route.
- C. Discussion of grant opportunities, qualifications, and other relevant factors.
- D. Consideration and appointments to the Planning Commission.
- E. Budget report.
- F. [Consideration and approval of a Policy for Submission Process and Deadline for City Council Agenda Items.](#)
- G. [Review of City Council Assignments and Citizen Committees.](#)
- H. Mayor and City Council reports.

**13. ADJOURNMENT**

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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.

**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 **9th day of January, 2026**. Stephanie Fricke, MMC, City Recorder.



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

## City Council Agenda Information

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**To:** Mayor Steve Miller and City Council  
**From:** Stephanie Fricke, City Recorder  
**Date:** January 9, 2026  
**Subject:** Public Hearing and Ordinance 26-07 setting the salary for the Hyrum City Manager.

**Summary:** State Law requires a public hearing and an ordinance to be adopted to set the salary of the City Manager.

Ordinance 26-07 establishes the fiscal year 2025–2026 salary for the City Manager. In accordance with Senate Bill 91, Section 10-3-818, a public hearing is required prior to setting compensation for certain city employees, including elected officials, appointed officers, the City Manager, department heads, and assistant department heads. The authorized compensation ranges for these positions are codified in Hyrum City Code Section 2.12.010.

Based on the recommendation of Mayor Miller, a review of comparable pay ranges, and consideration of Hyrum City's adopted budget, the proposed annual salary range for the City Manager is a minimum of \$130,000, a midpoint of \$160,000, and a maximum of \$185,000. In addition to base salary, current policy provides for a monthly cell phone allowance of \$85, a safety incentive of \$10 per month contingent upon an accident-free team and completion of required safety training, an annual appreciation bonus of \$433.13 at the discretion of the Mayor, and a salary enhancement of 0.70% to help offset the employee's contribution to the Utah Retirement System (URS) Pension Plan.



## NOTICE OF PUBLIC HEARING

The Hyrum City Council will hold a public hearing Thursday, January 15<sup>th</sup>, 2026 at 6:30 p.m. in the City Council Chambers, 60 West Main, Hyrum, to establish the salary of a City Manager for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code as follows:

POSITION	TYPE	PAY RANGE 2025-2026			PHONE ALLOWANCE	SALARY	SAFETY INCENTIVE	APPRECIATION
		MINIMUM	MID	MAXIMUM	PER MONTH	ENHANCEMENT	MONTHLY	BONUS
City Manager	Salary	\$130,000.00	\$160,000.00	\$185,000.00	\$85.00	0.70%	\$10.00	\$433.13

The public is invited and encouraged to attend this hearing.

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Stephanie Fricke  
Hyrum City Recorder

Published date: December 30, 2025

Posted: State Public Notice Website;  
Hyrum City Website; and  
Hyrum City Office, Senior Center, and Library, Riddleys  
Grocery Store, Cache Valley Bank, Short Stop on  
December 30, 2025

## ORDINANCE 26-07

AN ORDINANCE AMENDING CHAPTER 2.12, SECTION 2.12.010 SALARIES OF THE HYRUM CITY MUNICIPAL CODE, TO SET THE SALARY OF THE HYRUM CITY MANAGER.

WHEREAS, Senate Bill 91 modified Section 10-3-818 that provides provisions relating to the compensation of certain City employees; and

WHEREAS, Utah State Code Section 10-3-818 requires a public hearing and for the compensation or compensation schedule to be set by Ordinance for elected officials, appointed officers, City Manager, City Department Heads, and Assistant Department Heads.

BE IT ORDAINED by the City Council of Hyrum City, Cache County, State of Utah, that Chapter 2.12, Section 2.12.010 of the Code of Revised Ordinances of Hyrum City is amended to read:

1. The salaries of the City Manager of Hyrum City shall be paid in the amount as below specified:

POSITION	TYPE	PAY RANGE 2025-2026			PHONE	SALARY	SAFETY	APPRECIATION
		MINIMUM	MID	MAXIMUM	ALLOWANCE		INCENTIVE	
City Manager	Salary	\$130,000.00	\$160,000.00	\$185,000.00	\$85.00	0.70%	\$10.00	\$433.13

This ordinance shall be effective January 15, 2026.

ADOPTED AND PASSED this 15<sup>th</sup> day of January, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve Miller  
Mayor

ATTEST:

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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"/>



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Hyrum, Utah 84319  
Ph. (435) 245-6033  
www.hyrumcity.gov

## City Council Agenda Information

**To:** Mayor Miller and City Council

**From:** Keesha Rinderknecht, Business License Specialist

**Date:** December 29, 2025

**Subject:** Consideration and Approval of a Home Occupation Business License Policy for Submission Process and Deadline for City Council Agenda Items.

**Summary:** **Business License Clerk is recommending approval of the Home Occupation Business License for Tenacity Rose Aesthetics**

**Summary:**

The proposed application was submitted by Autumn McMonigle for Tenacity Rose Aesthetics, a skin care business located at 84 South 400 East in Hyrum. Application has been reviewed and meets all requirements of Hyrum City's Municipal Code Section 5.04.200.

**Recommendation:**

Business License Specialist Keesha Rinderknecht is recommending approval to the City Council with the following recommendations:

1. Applicant meets all requirements of Business License Home Occupation Code.

**City Council Meeting Details:**

- Meeting Date: Jan 15, 2026
- Council Role: Legislative with Vote

**Attachments:**

1. Business License Application
2. Home Occupation Business License Application
3. Hyrum Fire Department Self-Inspection Worksheet



60 West Main Street  
Hyrum, Utah 84319  
435-245-6033  
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## BUSINESS LICENSE APPLICATION

For businesses with a permanent physical location in Hyrum City limits.

Business Name: Tenacity Rose Aesthetics

"Doing Business As": Esthetician

Business Address: 84 S. 400 E. Hyrum UT, 84319

Mailing Address: " "

Business Phone #: (435) 760-8947

E-mail: tra.tenacityrose@gmail

Website:

Utah State Tax Commission Sales Tax #: 6046 30 4747

State and/or Federal License #: 11048356-1109

Nature of Business: Skincare

Owner Name: Autumn McMonigle

Manager Name: Autumn McMonigle Manager Phone #: (435) 760-8947

Manager Address: 84 S 400 E Hyrum Ut 84319

Businesses must register with the Utah Division of Corporations [www.business.utah.gov/registration](http://www.business.utah.gov/registration). Businesses involved with the sale of tangible goods must provide evidence of a State Sales Tax Number from the State Tax Commission. If your profession is regulated by the Utah Department of Occupational & Professional Licensing, a copy of that professional license must be provided.

I affirm that: I am an authorized agent of the business for which application is being made, and the information on this form is both complete and accurate to the best of my knowledge.

A. McMonigle  
Owner Signature

Autumn McMonigle  
Printed Name

12/05/25  
Date

### Office Use Only

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_ License #: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_





60 West Main Street  
Hyrum, Utah 84319  
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## HOME OCCUPATION BUSINESS LICENSE

Name: Autumn McMonigle

Date Submitted: 12/03/25

Address: 84 S. 400 E.

Telephone Number: (435) 760-8947

Name of Business: Tenacity Rose Aesthetics

1. What is the proposed home occupation? Aesthetics, lash lifts, & Skin care

2. How many clients will be coming to the home at any one time during a daily interval? 1

3. What provisions are available for off street parking? My driveway

4. What type of equipment, materials, machinery, tools, and merchandise stock are involved in the home occupation? Microneedling & Skincare

5. What type of modifications to the residential structure are anticipated because of the home occupation? None

ALL HOME OCCUPATIONS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS OF ZONING ORDINANCE 17.04.470 (please initial)

AM A. "Home occupation" means an occupation performed wholly within a residence or the yard and accessory buildings being a part of such residence. Home occupations shall not change the character of the residence or the residential neighborhood. A business license is required for some home occupations. They shall be issued for a one-year period and are renewable. The City Council may review a license in reaction to neighbor's complaints and may revoke it if evidence warrants this action.

AM B. Two levels of home occupations exist. Both are required to maintain all of the standards of a home occupation business license.

- AM C. Level one applicants are in occupation categories that the City Council has determined have virtually no negative impact on residential neighborhoods. Level one applicants do not require a license. Occasional businesses operated by a minor are not required to obtain a business license.
- AM D. All applicants whose home occupations receive commercial delivery service, has signage advertising the business, performs services in view or hearing of the public, or has customers coming to the residence, are considered level two home occupations and require a license. They also may be required to meet with the City Council and explain how their home occupation is in conformance with the home occupation standards. The City Council may attach limitations or conditions to their licenses.
- AM E. Home occupation standards:
- AM 1. The exterior of the home will not be modified in any way to accommodate the home occupation (i.e. loading ramps, loading doors, etc).
  - AM 2. The occupation will be conducted entirely within the house, yard, and existing outbuildings.
  - AM 3. The home occupation license covers only residents of the home.
  - AM 4. No outside storage of goods or materials is permitted.
  - AM 5. Pedestrian and vehicular traffic will not be in excess of that normally associated with a residential neighborhood.
  - AM 6. One sign will be permitted on the property. It must meet the requirements of 17.72.010 "Name Plate".
  - AM 7. The home occupation must be operated in full conformity with fire, health, building, electrical, plumbing codes, and all State and City laws and ordinances.
  - AM 8. No noise, odor, light, vibrations or dust in excess of that normally associated with a residential neighborhood shall pass beyond the premises.
  - AM 9. Business shall be conducted only between the hours of 7:00 a.m. and 9:00 p.m.
  - AM 10. State licenses will be required for "Professional Child Care".
- AM F. The City Council may, at their discretion, waive certain of the above standards for the elderly or handicapped.

In order to guarantee that the Home Occupation, once authorized, will not become a nuisance to the neighbors, the City Council may impose other reasonable conditions initially and also subsequently to protect the public health, safety, peace, and welfare of the residents of the surrounding area.

Applicant's Affidavit: I (we), Autumn McMonigle, affirm that I (we) am (are) the owner(s) or authorized agent(s) of the owner of property involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans and other exhibits are complete, to the best of my (our) knowledge and, that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

Property Owner(s) Signature: A. McMonigle

Applicants Signature: A. McMonigle

435 245-6033  
Keisha

Section 10. Item B.

~~Tony Stauner~~  
FIRE CHIEF

Hyrum City Fire Department  
30 North 100 West  
Hyrum, Utah 84319  
(435)245-7634



Chris Crockett  
ASST. CHIEF/FIRE OPERATIONS

LUKE SCHMID  
ASST. CHIEF/EMS OPERATIONS

Home Occupation Self-Inspection Worksheet

Business Name: Tenacity Rose Aesthetics  
Owner: Autumn MacMonigle Phone #: (435) 760-8947  
Business Address: 84 S. 400 E. Hyrum, Utah 84319  
Business Description: Aesthetics, Skincare

"Home Occupation" means an occupation performed wholly within a residence or the yard and accessory buildings being a part of such residence. Home occupations shall not change the character of the residence or the residential neighborhood.

This business qualifies as a "Home Occupation" as defined above.

☒ YES ☐ NO

**Directions:** Respond to the following questions as you do a walk-through inspection of your home. Mark the appropriate boxes. All items marked NO must be corrected and marked YES before returning this form. **Sign and return the form to Hyrum City.** If you need assistance or have any questions, please contact the Hyrum City Fire Department.

Are the address numbers on your home and visible from the street?

☒ YES ☐ NO

Is the yard around your home free from combustible debris and weeds?

☒ YES ☐ NO

Do you have a working fire extinguisher?

☒ YES ☐ NO

Is the travel path to all electrical panels is 30" wide and 72" high?

☒ YES ☐ NO

Are all circuit breakers and/or fuses properly labeled?

☒ YES ☐ NO

Are extension cords used properly and only for temporary purposes?

☒ YES ☐ NO

Is there a 36" clearance around household heat sources?

☒ YES ☐ NO

(example: water heaters, furnaces, fireplace, wall heaters, and/or other appliances)

Have all smoke detectors been tested/new batteries within the last year?

☒ YES ☐ NO

Have all carbon monoxide detectors been tested/new batteries within the last year?

☒ YES ☐ NO

Do you have a fire escape plan for your home and business?

☒ YES ☐ NO

\*Have you practiced the plan?\*

Business Owner Signature A. MacMonigle Date: 12/3/25

I declare under penalty of perjury under the laws of the State of Utah that the above is true and that I have personally ascertained and seen that all items checked "YES" are correct to the best of my knowledge.



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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:** January 9, 2026  
**Subject:** Resolution 26-02 – A resolution authorizing a Councilmember to automatically succeed to the position of Mayor Pro Tempore.

**Summary: The City Council will need to select a City Councilmember to serve as Mayor Pro Tempore in the absence of Mayor Miller.**

A Mayor Pro Tempore is necessary to ensure continuity, stability, and effective leadership within a municipal government. This role provides a clear line of authority when the mayor is absent, unavailable, or unable to perform official duties, allowing city operations and decision-making to proceed without interruption. By presiding over council meetings in the mayor's absence, the Mayor Pro Tempore helps maintain order, uphold procedures, and ensure that the legislative process continues smoothly.

Additionally, the Mayor Pro Tempore often serves as a key liaison between the mayor, city council, and the community. This position supports shared leadership, distributes responsibilities, and promotes collaboration among elected officials. Having a Mayor Pro Tempore also strengthens governance by preparing experienced council members for executive responsibilities, fostering institutional knowledge and leadership development. Overall, the role safeguards consistency in governance, reinforces accountability, and helps ensure that the city remains responsive and well-governed at all times.

## RESOLUTION 26-02

A RESOLUTION AUTHORIZING COUNCILMEMBER \_\_\_\_\_ TO  
AUTOMATICALLY SUCCEED TO THE POSITION OF MAYOR PRO TEMPORE.

WHEREAS, the City Council desires to appoint one member of the governing body to automatically succeed to the position of mayor pro tempore whenever the mayor is absent; and

WHEREAS, the City Council passed and posted Ordinance 84-10, an ordinance authorizing a designated member of the City Council to automatically succeed to the position of mayor pro tempore whenever the mayor is absent; and

WHEREAS, Ordinance 84-10 provides that the appointment of the councilmember to serve a one-year term as mayor pro tempore shall be by resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum City, Cache County, State of Utah, that Councilmember \_\_\_\_\_ shall automatically succeed to the position of mayor pro tempore in the absence of the mayor during the calendar year 2026.

This resolution shall be effective upon adoption.

ADOPTED AND PASSED by the Hyrum City Council this 15<sup>th</sup> day of February, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve Miller  
Mayor

ATTEST:

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

Roll Call Vote -	Aye	Nay	Absent
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"/>





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## City Council Agenda Information

**To:** Mayor Steve Miller and City Council

**From:** Stephanie Fricke, City Recorder

**Date:** January 9, 2026

**Subject:** Resolution 26-03 – A resolution appointing Power Superintendent Larry Coleman as Hyrum City's Intermountain Power Agency (IPA) Representative and Mayor Steve Miller as the Alternate Representative

**Summary:** IPA requires the City Council to approve a Resolution appointing Hyrum City's Representative and Alternate Representative to serve at attend IPA Meetings. Currently Larry Coleman is serving as Hyrum City's Representative and Mayor Steve Miller will replace former Mayor Stephanie Miller as the Alternate Representative to UAMPS.

An IPA representative for a city acts as the main point of contact and liaison between Hyrum City and the Intermountain Power Agency—a consortium that owns and operates large power generation facilities (like the Intermountain Power Plant) supplying electricity to member cities and utilities.

### 1. Represent the City's Interests

- Attend board meetings or committee meetings where decisions about power supply, rates, resource planning, and contracts are discussed.
- Advocate for the city's priorities and concerns in IPA decision-making.

### 2. Information & Communication

- Keep city officials and utility managers informed about IPA policies, projects, costs, and changes affecting power supply.
- Explain complex energy issues (e.g., resource diversification, emissions reduction planning, rate structures) in terms the city can use for budgeting and planning.

### 3. Decision Participation

- Participate in votes or consensus discussions on matters such as:
  - Power purchase agreements
  - Long-term planning (e.g., transitioning from coal to cleaner resources)
  - Capital projects and financing
  - Operational changes
- Ensure the city's utility needs and financial constraints are considered.
- Reports back to city council, utility board, or city management on IPA activities and implications for the city budget and services. Cities rely on consistent, affordable, and compliant power supply. An IPA representative ensures the city's voice is heard, its needs are represented, and it stays informed and prepared for changes in the energy landscape.

RESOLUTION 26-03

A RESOLUTION APPOINTING POWER SUPERINTENDENT LARRY COLEMAN AS HYRUM CITY’S INTERMOUNTAIN POWER AGENCY (IPA) REPRESENTATIVE AND MAYOR STEVE MILLER AS THE ALTERNATE REPRESENTATIVE.

BE IT RESOLVED by the City Council of Hyrum City:

- 1. That Hyrum City’s Power Superintendent Larry Coleman is hereby appointed as its Representative to Intermountain Power Agency (“IPA”).
- 2. That Mayor Steve Miller is hereby appointed as Hyrum City’s alternate representative to Intermountain Power Agency (“IPA”).
- 3. That this resolution shall remain in effect until repealed by another resolution appointing a different Representative to IPA.

THIS RESOLUTION shall become effective upon adoption.

APPROVED AND ADOPTED this 15<sup>th</sup> day of January, 2026.

HYRUM CITY CORP.

\_\_\_\_\_  
Steve Miller  
Mayor

ATTEST:

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

Roll Call Vote -	Aye	Nay	Absent
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"/>





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## City Council Agenda Information

**To:** Mayor Steve Miller and City Council  
**From:** Stephanie Fricke, City Recorder  
**Date:** January 9, 2026  
**Subject:** Resolution 26-04 – A resolution appointing UAMPS Member Representatives.

**Summary:** UAMPS requires the City Council to approve a Resolution appointing Hyrum City's Representative and Alternate Representative to serve at attend UAMPS Meetings. Mayor Steve Miller is recommending the replacement of former Mayor Stephanie Miller with himself.

An appointed member serving as Hyrum City's representative to Utah Associated Municipal Power Systems (UAMPS) is responsible for representing the interests of Hyrum City in matters related to power supply, energy resources, and long-term utility planning. This role includes attending UAMPS meetings, participating in discussions and votes on policies, budgets, contracts, and power projects, and staying informed about regulatory, financial, and operational issues that impact municipal power systems.

The appointed representative serves as a liaison between UAMPS and the city's governing body, providing regular updates, recommendations, and relevant information to city officials. They are expected to review agendas, reports, and technical materials in advance to make informed decisions that align with Hyrum City's goals, financial capacity, and risk tolerance. Additionally, the representative must act in the best interest of Hyrum City and its residents, uphold ethical standards, and collaborate with other member cities to support reliable, affordable, and sustainable power services through UAMPS.

Currently, Power Superintendent Larry Coleman is serving as Hyrum City's Representative and Councilmember Steve Adams is serving as second alternate to UAMPS Board as appointed by Resolution 24-32 on September 20, 2024.

RESOLUTION 26-04

A RESOLUTION APPOINTING UAMPS MEMBER REPRESENTATIVES.

BE IT RESOLVED by the City Council of Hyrum City, Utah:

1. That Hyrum City's Power Superintendent Larry Coleman is hereby appointed as its Representative to Utah Associated Municipal Power Systems ("UAMPS") effective September 20, 2024 together with such alternate or alternates as the Mayor shall appoint.
2. That the Mayor and City Council hereby appoints Mayor Steve Miller as the first alternate effective January 15, 2026, and Councilmember Steve Adams as the second alternate effective September 20, 2024.
3. That this resolution shall remain in effect until repealed by another resolution appointing a different Representative to UAMPS.

APPROVED AND ADOPTED this 15<sup>th</sup> day of January, 2026.

\_\_\_\_\_  
Steve Miller  
Mayor

ATTEST:

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

Roll Call Vote -	Aye	Nay	Absent
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"/>

## 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

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

### **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,

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  
Page 6

- 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

Page 7

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  
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www.hyumcity.gov

## City Council Agenda Information

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**To:** Mayor Steve Miller and City Council  
**From:** Stephanie Fricke, City Recorder  
**Date:** January 9, 2026  
**Subject:** Public Hearing and Ordinance 26-07 setting the salary for the Hyrum City Manager.

**Summary:** State Law requires a public hearing and an ordinance to be adopted to set the salary of the City Manager.

Ordinance 26-07 establishes the fiscal year 2025–2026 salary for the City Manager. In accordance with Senate Bill 91, Section 10-3-818, a public hearing is required prior to setting compensation for certain city employees, including elected officials, appointed officers, the City Manager, department heads, and assistant department heads. The authorized compensation ranges for these positions are codified in Hyrum City Code Section 2.12.010.

Based on the recommendation of Mayor Miller, a review of comparable pay ranges, and consideration of Hyrum City's adopted budget, the proposed annual salary range for the City Manager is a minimum of \$130,000, a midpoint of \$160,000, and a maximum of \$185,000. In addition to base salary, current policy provides for a monthly cell phone allowance of \$85, a safety incentive of \$10 per month contingent upon an accident-free team and completion of required safety training, an annual appreciation bonus of \$433.13 at the discretion of the Mayor, and a salary enhancement of 0.70% to help offset the employee's contribution to the Utah Retirement System (URS) Pension Plan.



NOTICE OF PUBLIC HEARING

The Hyrum City Council will hold a public hearing Thursday, January 15<sup>th</sup>, 2026 at 6:30 p.m. in the City Council Chambers, 60 West Main, Hyrum, to establish the salary of a City Manager for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code as follows:

POSITION	TYPE	PAY RANGE 2025-2026			PHONE ALLOWANCE	SALARY	SAFETY INCENTIVE	APPRECIATION
		MINIMUM	MID	MAXIMUM	PER MONTH	ENHANCEMENT	MONTHLY	BONUS
City Manager	Salary	\$130,000.00	\$160,000.00	\$185,000.00	\$85.00	0.70%	\$10.00	\$433.13

The public is invited and encouraged to attend this hearing.

Stephanie Fricke  
Hyrum City Recorder

Published date: December 30, 2025

Posted: State Public Notice Website;  
Hyrum City Website; and  
Hyrum City Office, Senior Center, and Library, Riddleys Grocery Store, Cache Valley Bank, Short Stop on December 30, 2025

## ORDINANCE 26-07

AN ORDINANCE AMENDING CHAPTER 2.12, SECTION 2.12.010 SALARIES OF THE HYRUM CITY MUNICIPAL CODE, TO SET THE SALARY OF THE HYRUM CITY MANAGER.

WHEREAS, Senate Bill 91 modified Section 10-3-818 that provides provisions relating to the compensation of certain City employees; and

WHEREAS, Utah State Code Section 10-3-818 requires a public hearing and for the compensation or compensation schedule to be set by Ordinance for elected officials, appointed officers, City Manager, City Department Heads, and Assistant Department Heads.

BE IT ORDAINED by the City Council of Hyrum City, Cache County, State of Utah, that Chapter 2.12, Section 2.12.010 of the Code of Revised Ordinances of Hyrum City is amended to read:

1. The salaries of the City Manager of Hyrum City shall be paid in the amount as below specified:

POSITION	TYPE	PAY RANGE 2025-2026			PHONE	SALARY	SAFETY	APPRECIATION
		MINIMUM	MID	MAXIMUM	ALLOWANCE	ENHANCEMENT	INCENTIVE	BONUS
City Manager	Salary	\$130,000.00	\$160,000.00	\$185,000.00	\$85.00	0.70%	\$10.00	\$433.13

This ordinance shall be effective January 15, 2026.

ADOPTED AND PASSED this 15<sup>th</sup> day of January, 2026.

HYRUM CITY

BY: \_\_\_\_\_  
Steve Miller  
Mayor

ATTEST:

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

Posted:

Roll Call Vote -	Aye	Nay	Absent
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"/>



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## City Council Agenda Information

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**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.

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#### 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: \_\_\_\_\_



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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:** 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

