

MINUTES OF A REGULAR CITY COUNCIL MEETING HELD DECEMBER 4, 2025 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

CONVENED: 6:30 P.M.

CONDUCTING: Mayor Stephanie Miller

ROLL CALL: Councilmembers Steve Adams, Jared 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 Engineer Matt Holmes and six citizens. City Recorder Stephanie Fricke recorded the minutes.

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

PLEDGE OF ALLEGIANCE: Councilmember James

INVOCATION: Councilmember Nelson

APPROVAL OF MINUTES:

The minutes of a regular meeting on November 20, 2025 were approved as written.

ACTION Councilmember James made a motion to approve the minutes of a regular meeting held on November 20, 2025 as written. Councilmember Nelson seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

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 November 20, 2025, striking item 10. Councilmember Adams seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and

Rasmussen voted aye. The motion passed.

8. PUBLIC COMMENT
9. SCHEDULED DELEGATIONS
 - A. Douglas Chavez - To request a Home Occupation Business License at 305 East 100 South for automotive and small engine repair.
10. OTHER BUSINESS:
 - A. Consideration and approval of Public Works Inspection and Engineering Services.
 - B. Mayor and City Council reports.
11. ADJOURNMENT

PUBLIC COMMENT:

Mayor Stephanie Miller asked if anyone had questions or comments to keep it under 3 minutes.

Dustin Hawkes said he lives at 50 East 200 North in Hyrum. He thanked the Councilmembers who watched the video he created about the business that borders his property and that businesses illegal activities. He thanked Mayor Miller for contacting him to let him know the actions the City is starting to take, and he understands it will take time. The video he made is about 22 minutes from a five-year period and only has a small portion of the experiences he has had. He plans to continue attending City Council meetings to point out what he believes are violations of city ordinances.

Friend Weller stated that he lives at 88 South 1300 East. He thanked Mayor Miller and Councilmembers James and Clawson for their service and hard work over the years. He also expressed his appreciation for the Councilmembers who are continuing to serve and the future Mayor and City Councilmembers.

There being no further public comment, Mayor Miller moved on to the next agenda item.

SCHEDULED DELEGATIONS:

DOUGLAS CHAVEZ - TO REQUEST A HOME OCCUPATION BUSINESS LICENSE AT 305 EAST 100 SOUTH FOR AUTOMOTIVE AND SMALL ENGINE REPAIR.

Douglas Chavez said he would like a Home Occupation Business License at 305 East 100 South for automotive and small engine repair. He has certifications in welding, two-stroke, and four-

stroke engine repair and is interested in the automotive industry. He explained that he is an AMSOIL dealer and wants a custom space that represents mechanical and custom work, not a typical or distracting operation. He is not trying to create a nuisance and gets along well with his neighbors. He will follow city ordinances and is willing to make any changes needed to receive city approval.

Councilmember Clawson asked whether Douglas Chavez planned to work on cars or build custom cars.

Douglas Chavez clarified that his work would mainly involve motorcycles with two-stroke and four-stroke engines. He said that if he worked on automobiles, it would only be high-end custom work and adding his own products. He explained that he wants a garage shop as a base for his work and said there would be space for parking and no disturbance or obstruction to the street or neighborhood.

Councilmember James asked Douglas Chavez if he planned to store cars on the property for long periods or if he would only be modifying them.

Douglas Chavez said he would only work on one vehicle at a time for custom modifications and not store multiple vehicles. The vehicles would mainly be his own motorcycles or custom projects and not a car sales or storage operation.

Councilmember Rasmussen asked if the garage was a separate building or attached to the house.

Douglas Chavez said the garage is attached to his house and set up for his custom work. Most of the work is done inside the garage and that some equipment is outside but rarely used.

Councilmember Rasmussen said the business license application listed automotive and small engine repair but did not clearly describe small engine repair on the form. He expressed concern that automotive work involving multiple cars or long-term storage could be a problem. He also raised concerns about potential noise from two-stroke engine customization in a residential area.

Douglas Chavez explained that emissions work would be minimal and not involve revving engines. Engine work would be done off the chassis and would not create excessive noise. Any noise would be no louder than music he has played in the past without complaints

and said he could get approval from neighbors if needed.

Councilmember Nelson asked if City ordinance prohibits automotive repair in residential areas.

Councilmember James said Douglas Chavez's work mainly involves the sale of lubricants, filters, and fuel injectors; and not major mechanical repairs.

Douglas Chavez confirmed this, saying his work focuses on mechanical lubricants rather than heavy engine work.

Councilmember James said the license would be reviewed in a year, but he would be willing to amend it to prohibit heavy mechanical work on vehicles.

Councilmember Rasmussen noted that parking is limited and would likely be on the lawn since there is no curb or gutter. He emphasized that all environmental laws, such as proper oil disposal, must be followed. He said he would support the business request if it includes a stipulation of no heavy mechanical work.

ACTION **Councilmember James made a motion to approve a Home Occupation Business License at 305 East 100 South for automotive and small engine repair with the following stipulations: 1. There cannot be more than two customer cars at the residence at one time; 2. The Business License has to be reviewed annually; and 3. No heavy mechanical work can be conducted at the residence. Councilmember Adams seconded the motion and Councilmember Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.**

OTHER BUSINESS:

CONSIDERATION AND APPROVAL OF PUBLIC WORKS INSPECTION AND ENGINEERING SERVICES.

City Engineer Matt Holmes said the City accepted bid proposals for public works inspections. The City received two proposals: Franson Civil Engineering; and JUB Engineers Inc. Both company's are reputable, have competent staff, and have done previous work for Hyrum City. Hyrum City staff thoroughly review both proposals and is recommending approval of Franson Civil Engineering for public works inspections.

Councilmember Rasmussen asked if the City considered hiring an in-house public works inspector rather than contracting it out.

City Engineer Holmes said that this had been discussed at a workshop earlier this year. The direction he was given was to hire a consultant until the city was ready to hire a full-time inspector.

Councilmember Rasmussen said based on the proposals, he said the work would likely be about 20 hours per week and not year-round. Using Franson Civil's numbers, including vehicle costs and travel time, he estimated the cost at about \$314 to \$350 per hour. At 20 hours per week, that equals about \$6,300 per week, or \$25,200 per month. For just four summer months, that would be a little over \$100,000, and he noted it would likely be more over a full year. He said Nibley City has a full-time public works inspector with a salary of about \$70,000 per year, and total cost with benefits of about \$117,000. He calculated that \$70,000 equals about \$33.65 per hour. The consultant proposal listed inspector time at about \$160 per hour, and about \$300 per hour when including travel, vehicle costs, senior review, and administrative costs. He said those numbers are not outrageous but are significantly higher than a city employee. He calculated that \$175,000 divided by about \$315 per hour equals roughly 555 hours per year, or about 10 hours per week, which is about 26.7% of a full-time position. Public works inspections alone likely would not fill a full-time position, but a city inspector could also help with wastewater and manhole inspections, stormwater inspections, GIS work, and other public works tasks. He said Nibley City has no trouble keeping their inspector fully utilized. Based on the costs, he said it is hard to recommend hiring a consultant unless it is a short-term need, and he feels \$6,300 per week for 20 hours is a lot of money.

Councilmember James said that it could be a good idea to use the company as a backup, even after an inspector had been hired. City Engineer Matt Holmes could also be used as a backup inspector.

Councilmember Rasmussen said that Wastewater Superintendent Angela Pritchett should not have to come out to do wastewater inspections. Her time is best used in other places. However, she could be the backup in an emergency like situation.

City Engineer Holmes said the city currently needs help because staff does not have enough time to conduct these inspections. The City could hire a full time inspector, but he does not think the City could hire someone quickly enough to meet current needs. He suggested contracting immediately with Franson Civil Engineers on a temporary basis to help fill the gap until a full-time employee can be hired.

Councilmember Nelson said he appreciated the cost analysis and agreed with the conclusions. He noted that the proposals showed several layers of management and oversight, and he felt that if 20 hours were billed, only about 12 to 14 hours might be actual field inspections, with the rest going to management and administrative work. He said this made hiring an employee seem more efficient because more time would be spent on inspections.

Councilmember Rasmussen responded that the 20 hours would still be inspection time, but the high hourly rate reflected added overhead such as management, administration, and review. He said the proposals included GIS work, invoicing, and senior review, which is why the rate was around \$315 to \$350 per hour. He noted that his firm does not usually have that level of overhead for city work and said it would be helpful to compare these costs to what the city currently pays for stormwater inspections on a per-hour, on-site basis. He also asked whether the city would actually be billed at \$315 per hour or billed by the individual hours worked by staff.

City Engineer Holmes said the consultant would bill only for the actual time worked. He explained that the hourly breakdown was used to fairly compare the two firms by estimating all the support time involved, rather than charging a flat rate without showing how much effort was included.

Councilmember Rasmussen asked Bill Young with Franson Engineering whether the per hour rate in the proposal accurately reflected the administrative and office time required.

Bill Young with Franson Engineering said they tried to be accurate and keep the numbers low while still being realistic. He explained that administrative time includes internal review of letters and reports, and that weekly reporting adds to those costs. GIS work adds significant time after inspections, including collecting data, processing it, quality checking it, and formatting it so it can be uploaded into the county or city GIS system. He said the

estimate could change once they better understand the city's systems and expectations.

Councilmember Rasmussen said the numbers were close to what other consultants submitted and were not out of line, though higher than what his firm typically charges. He noted the difference was largely due to GIS data collection and processing, which adds both field and office time. Relying on a consultant is not in the city's long-term best interest. He acknowledged that hiring a public works inspector takes time, including creating a job description, advertising, and interviewing, and said using a consultant temporarily could help free up staff time to work on those tasks. He agreed that Franson Engineering was the better of the two proposals received. He asked whether inspection costs for development are covered by developer deposits.

City Engineer Matt Holmes said inspection fees are collected through a 2% or 2.5% surcharge on estimated improvements.

ACTION **Councilmember Rasmussen made a motion to approve the contract with Franson Engineering for public works inspection services with the requirement that the contract be reevaluated in two months, and that the City actively works toward bringing the service inhouse. Councilmember Clawson seconded the motion and Councilmember Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.**

MAYOR AND CITY COUNCIL REPORTS:

Councilmember Clawson said he has enjoyed working for the citizens, and with the Mayor, City Council and City Staff over the past 12 years. He thanked everyone for their support.

Councilmember Nelson thanked Mayor Miller, Councilmember Clawson and Councilmember James for their service and he has enjoyed getting to know them and appreciates their service to the City.

Councilmember James said he too has enjoyed working for the citizen of Hyrum.

Councilmember Rasmussen reported that Museum Staff is very pleased with Museum Education Specialist employee Teresa Ostermiller. Having three employees in the Museum has helped with efficiency and has allowed more time to support programs such as the Cold War

Veterans Program. He reported ongoing efforts to secure funding for the Elite Hall annex, including applications to local businesses and interest from Cache Valley Bank. The Youth Council would be helping with Hyrum Holidays Celebration which includes activities and decorations, including trees, gingerbread houses, quilts, and a visit from Santa Claus.

Councilmember Adams thanked everyone for their service, expressed appreciation for the friendships and teamwork, and said he believed the city was left better than when they started.

Mayor Miller mentioned that Wreaths Across America will be held on December 13th at 10:00 a.m.

Mayor Miller said it has been an honor to work with everyone and serve the people of Hyrum. She noted that they have all put in a lot of effort, expressed love for the city and its residents.

ADJOURNMENT:

ACTION

***There being no further business before the City Council,
the Council Meeting adjourned at 7:25 p.m.***

ATTEST:

Steve J. Miller

Mayor

Stephanie Fricke
City Recorder

Approved: January 15, 2026
As Written