

MINUTES OF A REGULAR CITY COUNCIL MEETING HELD JUNE 5, 2025 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

**CONVENED:** 6:30 P.M.

**CONDUCTING:** Mayor Stephanie Miller

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

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

**OTHERS PRESENT:** City Planner Tony Ekins, City Engineer Matt Holmes, Power Superintendent Larry Coleman, City Treasurer Todd Perkins, Recreation Manager Robert Stroud, Senior Center Director Jesse Walker, and Assistant Fire Chief Luke Schmid, and seven citizens. City Recorder Stephanie Fricke recorded the minutes.

**EXCUSED:** Councilmember Steve Adams

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

**PLEDGE OF ALLEGIANCE:** Councilmember James

**INVOCATION:** Mayor Miller

**APPROVAL OF MINUTES:**

The minutes of a special meeting on May 15, 2025 were approved as written.

**ACTION**

Councilmember James made a motion to approve the minutes of a special meeting held on May 15, 2025 as written. Councilmember Rasmussen seconded the motion and Councilmembers Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

The minutes of a regular meeting on May 15, 2025 were approved as written.

**ACTION**

Councilmember Rasmussen made a motion to approve the minutes of a regular meeting held on May 15, 2025 as written. Councilmember James seconded the motion and

**Councilmembers 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.

Mayor Miller recommended amending item 12 I. to state "Closed Meeting" instead of "Closed Session".

**ACTION**

**Councilmember Rasmussen made a motion to approve the agenda for March 20, 2025 as amended - item 12.I. to read "Closed Meeting". Councilmember James seconded the motion and Councilmembers Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.**

9. PUBLIC HEARING

- A. To receive public comment regarding adjustments to the 2024-2025 general and enterprise operating budgets.
- B. To receive public comment regarding the adoption of fiscal 2025-26 operating budgets for the General Fund, the Capital Projects Fund, the Culinary Water Fund, the Sewer Treatment Fund, the Electric Fund, the Irrigation Water Fund, the Storm Water Fund, and Sewer Collection Fund.
- C. To receive public comment on setting salaries of elected and appointed officials; Department/Division Supervisors/Directors and their assistants; and other municipal employees for 2025-26 and amending Section 2.12.010 of the Hyrum City Municipal Code.

10. SCHEDULED DELEGATIONS

- A. Lexi Yorgason - To request a Home Occupation Business License at 546 South 655 East for the sale of baked goods.

11. INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES

- A. Resolution 25-18 - A resolution establishing a registration pricing structure and defining the purpose, pillars, and tagline for Hyrum City Recreation Programs and setting fees for pickleball, flag football, and Hyrum Explorer's Steam Programs.

12. OTHER BUSINESS

- A. Consideration and appointment to the Museum Board.
- B. Consideration and approval of the annual State of Utah

- Fraud Risk Assessment.
- C. Ratification of Hyrum Justice Court Judge Jon Hulbert.
  - D. Consideration and approval of creating a General Plan Steering Committee.
  - E. Consideration and award of bid for the update of Hyrum City's Transportation Master Plan and Transportation Capital Facilities Plan.
  - F. Consideration and award of bid for the Fire Station Swale Project.
  - G. Consideration and approval of 2025 utility billing write-offs.
  - H. Mayor and City Council reports.
  - I. Closed Meeting - To discuss the purchase, exchange, or lease of real property (in accordance with Utah State Code 52-4-205).
  - J. Consideration and approval of the purchase, exchange, or lease of real property.

13. ADJOURNMENT

**PUBLIC COMMENT:**

Mayor Miller asked if a citizen had a question or comment to please keep it under three minutes.

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

**PUBLIC HEARING:**

**TO RECEIVE PUBLIC COMMENT REGARDING ADJUSTMENTS TO THE 2024-2025 GENERAL AND ENTERPRISE OPERATING BUDGETS; ADOPTION OF FISCAL 2025-26 OPERATING BUDGETS FOR THE GENERAL FUND, THE CAPITAL PROJECTS FUND, THE CULINARY WATER FUND, THE SEWER TREATMENT FUND, THE ELECTRIC FUND, THE IRRIGATION WATER FUND, THE STORM WATER FUND, AND SEWER COLLECTION FUND; AND SETTING SALARIES OF ELECTED AND APPOINTED OFFICIALS, DEPARTMENT/DIVISION SUPERVISORS/DIRECTORS AND THEIR ASSISTANTS, AND OTHER MUNICIPAL EMPLOYEES FOR 2025-26 AND AMENDING SECTION 2.12.010 OF THE HYRUM CITY MUNICIPAL CODE.**

Mayor Miller presented a power point presentation of the adjustments to the 2024-25 General and Enterprise operating budgets as well as the Fiscal 2025-26 operating budgets. The presentation included pictures of the current fiscal year's projects and proposed projects for the coming year. The budget does not include any transfers from the Enterprise Funds to the General Funds.

Mayor Miller called for a motion to open the Public Hearing to receive public comment on adjustments to the 2024-25 general and enterprise operating budgets; adoption of fiscal 2025-26 operating budgets for the General Fund, the Capital Projects Fund, the Culinary Water Fund, the Sewer Treatment Fund, the Electric Fund, the Irrigation Water Fund, the Storm Water Fund, and Sewer Collection Fund; and setting salaries of elected and appointed officials, Department/Division Supervisors/Directors and their assistants, and other municipal employees for 2025-26 and amending Section 2.12.010 of the Hyrum City Municipal Code.

**ACTION**

Councilmember Nelson made a motion to open the public hearing at 7:31 p.m. to receive public comment on the adjustments to the 2024-25 general and enterprise operating budgets; adoption of fiscal 2025-26 operating budgets for the General Fund, the Capital Projects Fund, the Culinary Water Fund, the Sewer Treatment Fund, the Electric Fund, the Irrigation Water Fund, the Storm Water Fund, and Sewer Collection Fund; and setting salaries of elected and appointed officials, Department/Division Supervisors/Directors and their assistants, and other municipal employees for 2025-26 and amending Section 2.12.010 of the Hyrum City Municipal Code. Councilmember Clawson seconded the motion and Councilmember Clawson voted aye, Councilmember James, Councilmember Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

Mayor Miller asked if there was any public comment, there being none she called for a motion to close the public hearing.

**ACTION**

Councilmember Clawson made a motion to close the public hearing at 7:32 p.m. to receive public comment on the adjustments to the 2024-25 general and enterprise operating budgets; adoption of fiscal 2025-26 operating budgets for the General Fund, the Capital Projects Fund, the Culinary Water Fund, the Sewer Treatment Fund, the Electric Fund, the Irrigation Water Fund, the Storm Water Fund, and Sewer Collection Fund; and setting salaries of elected and appointed officials, Department/Division Supervisors/Directors and their assistants, and other municipal employees for 2025-26 and amending Section 2.12.010 of the Hyrum City Municipal Code. Councilmember James seconded the motion

and Councilmember Clawson voted aye, Councilmember James, Councilmember Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

***SCHEDULED DELEGATIONS:***

**LEXI YORGASON - TO REQUEST A HOME OCCUPATION BUSINESS LICENSE AT 546 SOUTH 655 EAST FOR THE SALE OF BAKED GOODS.**

Mayor Miller said Lexi Yorgason was not in attendance and asked the City Council if it had any questions of Lexi Yorgason and her home occupation business license request at 546 South 655 East for the sale of baked goods.

**ACTION**

Councilmember James made a motion to approve a Home Occupation Business License for Lexi Yorgason at 546 South 655 East for the sale of baked goods. Councilmember Rasmussen seconded the motion and Councilmembers Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

***INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES:***

**RESOLUTION 25-18 - A RESOLUTION ESTABLISHING A REGISTRATION PRICING STRUCTURE AND DEFINING THE PURPOSE, PILLARS, AND TAGLINE FOR HYRUM CITY RECREATION PROGRAMS AND SETTING FEES FOR PICKLEBALL, FLAG FOOTBALL, AND HYRUM EXPLORER'S STEAM PROGRAMS.**

Recreation Manager Robert Stroud said Resolution 25-18 establishes a registration pricing structure, defines the purpose, pillars, and tagline for Hyrum City Recreation programs and setting fees for pickleball, flag football, and Hyrum Explorer's Steam Programs. He is proposing the tag line of "Live in Hyrum, Stay in Hyrum, Play in Hyrum." For Hyrum City's Recreation Department. This resolution provides a registration discount during the holiday season, and for early bird registration. It also gives volunteer credit or reimbursement for individuals who serve as coaches. Coaches will receive a program credit equal to the cost of the program or up to \$45.

The City Council discussed the coaches credit and recommended adding that the current registration fee for the coach's child can be reimbursed upon request from the volunteer coach.

**ACTION** Councilmember James made a motion to approve Resolution 25-18 establishing a registration pricing structure, and defines the purpose, pillars, and tagline for Hyrum City Recreation programs and setting fees for pickleball, flag football, and Hyrum Explorer's Steam Programs with the following amendment under Section 3 after "This credit will be applied to their household recreation account" add "or reimbursed upon request from the volunteer coach...". Councilmember Clawson seconded the motion and Councilmember Clawson voted aye, Councilmember James voted aye, Councilmember Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

***OTHER BUSINESS:***

**CONSIDERATION AND APPOINTMENT TO THE MUSEUM BOARD.**

Councilmember Rasmussen said Museum Board Member Jon Petersen's term has expired and he has asked to be replaced. Jon has served multiple terms on the Museum Board and has been a great asset to the Museum. The Museum is recommending the appointment of Mark Sanders to the Museum Board.

**ACTION** Councilmember Rasmussen made a motion to appoint Mark Sanders to the Hyrum City Museum Board. Councilmember Clawson seconded the motion and Councilmembers Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**CONSIDERATION AND APPROVAL OF THE ANNUAL STATE OF UTAH FRAUD RISK ASSESSMENT.**

Mayor Miller said the City is required to file an annual Utah Fraud Risk Assessment with the State of Utah. Hyrum City ranks very low on the Fraud Risk Level.

**ACTION** Councilmember James made a motion to accept and approve the Annual State of Utah Fraud Risk Assessment. Councilmember Nelson seconded the motion and Councilmembers Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**RATIFICATION OF HYRUM JUSTICE COURT JUDGE JON HULBERT.**

Mayor Miller said Justice Court Judge Paul Larsen is retiring on June 27, 2025. Hyrum City has worked with the Utah Justice Court Administration to ensure all statutory requirements were met. A Judicial Nominating Commission recommended three nominees for the position, and it was her responsibility to select the finalist. She has interviewed and conducted reference checks on the three nominees and is recommending the ratification of Jon Hulbert to serve as Hyrum City Justice Court Judge.

**ACTION**

**Councilmember James made a motion to ratify the appointment of Jon Hulbert to serve as Hyrum City's Justice Court Judge. Councilmember Clawson seconded the motion and Councilmembers Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.**

**CONSIDERATION AND APPROVAL OF CREATING A GENERAL PLAN STEERING COMMITTEE.**

City Planner Tony Ekins said under the suggested selection and guidance lead by the general plan consultants, staff has finalized composition of members to participate in the Hyrum City General Plan as needed following the approval of a Steering Committee by the Hyrum City Council. The composition of the members on the steering committee, as recommended by the Mayor and staff, will provide the professionalism required to represent Hyrum City through their diverse backgrounds and commitment to the community. Specifically, the steering committee will include 13 Hyrum City citizens, Hyrum City Mayor and five City Staff members. The Citizens composition of an approved steering committee will include short- and long-term residents who reside through the north, east, south, and west quadrants of the City and represent various backgrounds farming, business, development, transportation, public works, school boards, leadership, and parenting.

The City Council reviewed the list of proposed Steering Committee members and recommended that a resident east of 800 East be asked to serve on the Committee.

**ACTION**

**Councilmember Rasmussen made a motion to approve the creation of a General Plan Steering Committee with the recommendation that at least one resident is selected from East of 800 East to serve on the committee. Councilmember James seconded the motion and Councilmembers Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.**

**CONSIDERATION AND AWARD OF BID FOR THE UPDATE OF HYRUM CITY'S  
TRANSPORTATION MASTER PLAN AND TRANSPORTATION CAPITAL FACILITIES  
PLAN.**

Mayor Miller said Hyrum City received two bids for the Update of Hyrum City's Transportation Master Plan and Transportation Capital Facilities Plan. Hyrum City staff have reviewed the bids and is recommending awarding the bid to JUB Engineering in the amount of

<b>Company:</b>	<b>Bid Amount:</b>
Horrocks	\$68,900.00
JUB Engineers	\$89,200.00

City Planner Tony Ekins said on March 20, 2025, Hyrum city publicly noticed the City's Request for Proposals for the upcoming Hyrum City Transportation Master Plan and Transportation Capital Facilities Plan which required responses to be received no later than April 24, 2025, before 5:00 PM (MST). The plan was noticed on both the Hyrum City Website and the State of Utah's Public Notice Website. Following the deadline, Hyrum City received two (2) requests for proposals which are attached herein for your consideration and award of bid. City staff, which included department leaders, and the City Treasurer met on two (2) separate occasions to review and discuss the submitted requests for proposals. Staff acknowledged that both RFPs delivered the nature of professionalism that is both appreciated and expected for the city and city citizens. Following thorough reviews of the RFPs, staff determined that it may be in the best interest to recommend for consideration J-U-B Engineers, Inc. to carry out Hyrum City's Transportation Master Plan and Transportation Capital Facilities Plan. Staff felt that JUB demonstrated a better understanding of Hyrum City's local transportation conditions and the need to plan and prepare for key mobility challenges within the City. JUB also acknowledged and demonstrated their proven experience and familiarity with the Cache Metropolitan Planning Organization and recognized the need to collaborate with adjoining communities to build a consensus around transportation solutions and specifically addressed several times the importance of coordinating the importance of coordinating with adjoining cities in establishing regional connectivity, and presenting their project approach by including more detail on various meetings and emphasizing the importance of the meetings.

Councilmember Nelson said he was very concerned about the City



using the same consulting firm as the General Plan. He would prefer that the City had different firms doing city projects so that all of the knowledge about Hyrum City isn't specifically with one firm.

**ACTION**

Councilmember Rasmussen made a motion to award the bid for the Update of Hyrum City's Transportation Master Plan and Transportation Capital Facilities Plan to JUB Engineers in the amount of \$89,200.00. Councilmember Clawson seconded the motion and Councilmembers Clawson, James, and Rasmussen voted aye, and Councilmember Nelson voted nay. The motion passed.

Amended

06/19/2025

James, Nelson, and Rasmussen voted aye. The motion passed.

**CONSIDERATION AND AWARD OF BID FOR THE FIRE STATION SWALE PROJECT.**

Mayor Miller said Hyrum City received six bids for the Hyrum Fire Station Swale Project. JUB Engineers has reviewed the bids and is recommending awarding the bid to Birch Creek Landscape and Excavation in the amount of \$154,768.50

<b>Contractor:</b>	<b>Bid Amount:</b>
Birch Creek Landscape and Excavation	\$154,768.50
Allied Underground Tech	\$196,555.98
Sunroc Corp.	\$199,927.70
Cache Valley Exc.	\$201,516.00
LeGrand Johnson	\$206,465.62
Cook Building	\$224,839.00

**ACTION**

Councilmember James made a motion to award the bid for the Hyrum Fire Station Swale Project to Birch Creek Landscape and Excavation in the amount of \$154,768.50. Councilmember Clawson seconded the motion and Councilmembers Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**CONSIDERATION AND APPROVAL OF 2025 UTILITY BILLING WRITE-OFFS.**

Mayor Miller reviewed the list of delinquent utility accounts. The total proposed write-off is \$4,174.49 for the Fiscal Year 2024-2025. Delinquent accounts are sent to a collection agency, but after three years the accounts are deemed uncollectable and sent back to the City. This year 83% of the write-off accounts are property renters.

**ACTION**

Councilmember Clawson made a motion to approve the list of Fiscal Year 2024-2025 Delinquent Utility Accounts in the amount of \$4,174.49 as a write-off. Councilmember James seconded the motion and Councilmembers Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**MAYOR AND CITY COUNCIL REPORTS.**

Mayor Miller said the Hyrum City Museum no longer has a use or a display area for the covered wagon. The City Parks Department was asked if it had a place or a use for the covered wagon, and the Parks Department recommended declaring the wagon as surplus. The City Council discussed if the wagon could be given to the American West Heritage Center.

Councilmember Rasmussen said Hot Wheels is on June 7, 2025. He has been in meetings with Hyrum and Millville on the Wastewater Contract. The agreement may need to be modified so that Millville is a customer and not an owner due to the costs of being an owner, and buy-in costs of the plant. Councilmember Clawson said he would prefer Millville be a customer and not an owner.

Councilmember James has been working on the 4<sup>th</sup> of July Celebration. The Patriotic Program's speaker is Museum Director Jami VanHuss and a purple heart will be awarded to the family of a World War I Vet, and Congressman Blake Moore will be a speaker also.

Councilmember Nelson said the Emergency Communication Committee is looking for a more permanent space for a communication station. Mayor Miller said she spoke with Cache County Sheriff Chad Jensen and he said the communication station can share the office with the Cache County Sheriff's Department.

Councilmember Clawson said the road around Hyrum Dam will be closed for four years starting June 1, 2025.

**CLOSED MEETING - TO DISCUSS THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY (IN ACCORDANCE WITH UTAH STATE CODE 52-4-205).**

Mayor Miller called for a motion to adjourn into a closed meeting at 8:57 p.m. to discuss purchase, exchange, sale or lease of real property at the Hyrum City Council Chambers at 60 West Main, Hyrum, Utah.

**ACTION** Councilmember Rasmussen made a motion at 8:57 p.m. to adjourn into a Closed Meeting to discuss the purchase, exchange, sale or lease of real property. The Closed Meeting was held at the Hyrum City Council Chambers at 60 West Main, Hyrum, Utah. Councilmember Nelson seconded the motion and Councilmember Clawson voted aye, Councilmember James voted aye, Councilmember Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

Time was taken to allow the radio station staff to remove broadcasting equipment from City Council Chambers before the City Council Chamber doors were closed to the public.

This Closed Meeting is to discuss the purchase, exchange, sale or lease of real property and was held on June 5, 2026 at 8:57 p.m. in the Hyrum City Council Chambers at 60 West Main, Hyrum, Utah.

Those present in the Closed Meeting were: Mayor Miller, Councilmembers Clawson, James, Nelson, and Rasmussen, City Planner Tony Ekins, and City Recorder Stephanie Fricke. The Closed Session was digitally recorded on "Closed Meeting - To Discuss the purchase, exchange, sale or lease of real property 06/05/2025".

At 9:33 p.m. the Council Chamber doors were reopened to the public.

**ACTION** Councilmember James made a motion at 9:34 p.m. to end the Closed Meeting of the meeting and return to an Open Meeting. Councilmember Clawson seconded the motion and Councilmember Clawson voted aye, Councilmember James voted aye, Councilmember Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

**CONSIDERATION AND APPROVAL OF THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY.**

**ACTION** Councilmember James made a motion to allow the transfer of Elk Mountain Property #01-145-8001 to Hyrum City with no cost to the City as part of the public right-of-way. Councilmember Nelson seconded the motion and Councilmember Clawson voted aye, Councilmember James voted aye, Councilmember Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

**ACTION** Councilmember Rasmussen made a motion to for Hyrum City

take on management of the land at 1500 East Highway 101 from UDOT with an interim management agreement to manage the land for transportation purposes with the understanding that if Hyrum City no longer has a transportation use for the property that it would revert back to UDOT for its management and control. Councilmember Clawson seconded the motion and Councilmember Clawson voted aye, Councilmember James voted aye, Councilmember Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

Councilmember James recommended amending the motion to include "transportation purposes include travel to and from Hyrum City's substation".

Councilmember Rasmussen accepted Councilmember James' amendment to the motion and recommended amending his motion to also include "the property in question is a part of the right of way from the original road alignment prior to changes to SR 101 when the road was relocated and realigned." Councilmember Clawson accepted both amendments to the motion and Councilmember Clawson voted aye, Councilmember James voted aye, Councilmember Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

**ADJOURNMENT:**

**ACTION**

There being no further business before the City Council, the Council Meeting adjourned at 9:37 p.m.

ATTEST:

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Stephanie Miller  
Mayor

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Stephanie Fricke  
City Recorder

Approved: June 19, 2025  
As Amended