

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

CONVENED: 8:00 A.M.

CONDUCTING: Mayor Miller

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

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

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

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

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

ACTION

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

5. INTRODUCTION AND ADOPTION OF ORDINANCES:

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

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

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

INTRODUCTION AND ADOPTION OF ORDINANCES:

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

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

ACTION

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

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

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

of-way is 100' wide. Ordinance 24-02 proposes amending Sections 10.20.090, 10.20.100, and 10.20.105 of Chapter 10.20 of Title 10 of the Hyrum City Municipal Code, to provide an exception to allow parking longer than 48 hours on a City street where curb and gutter do not exist.

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

ACTION

Councilmember James made a motion to for the City Council do deny the adoption of Ordinance 24-01 repealing and reenacting Title 16 the Subdivision Ordinance of the Hyrum City Municipal Code and to keep the ordinance as currently written. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, and Nelson voted aye. The motion passed.

WORKSHOP - STRATEGIC PLANNING SESSION.

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

Budget Review:

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

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

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

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

Capitol Projects

1. 5 year Plan
2. 10 year Plan

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

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

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

Electric Utility

- A. Budget
- B. UAMPS Update - power supplies & costs
- C. Projects
- D. Margaret Poppleton as a scheduler
- E. Canyon Property
- F. Citizen Serve
- G. Needs
- H. 1 year, 5 year, and 10 year plan
- I. 2 more employees

Electric Superintendent Tom Cooper said he has been working on

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

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

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

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

Five Year Plan - Transmission system improvements.

Ten Year Plan - Rebuild transmission lines.

Action Plan - Reevaluate Electric Impact Fees.

Meter Department

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

Power Superintendent Tom Cooper said the Meter Department is a new department this year. The Meter Department encompasses not just electric meters, but culinary water meters as well. If the City has to install pressurized irrigation meters then those meters will fall under the Meter Department as well. Due to the electric meters the meter technicians will have to attend meter school and it is a four year program. Hyrum City's meter reading equipment and software provider is no longer going to provide updates for the software and equipment and is requiring everyone to upgrade.

This would be a substantial cost and is not feasible. Numerous cities use this provider and have contacted UAMPS to see if there is a way UAMPS could create a software that could work with the existing equipment.

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

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

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

Senior Center

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

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

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

The Senior Center Director is a part time benefited position and due to the City being under 50 full time equivalent employees this position has been allowed to work upto 39 hours per week. However, last July Mayor Miller gave each employee that is working between 29.75 hours to 39 hours per week a years notice that these positions would be reduced to 29.75 hours come July 1, 2024 when the City is over 50 FTE "full time equivalent" employees. This July the City will be over 50 FTE's and will have to comply with Federal Employment laws that requires health insurance be offered to any employee working 30 hours or more a week. These positions

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

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

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

One Year Plan - Bathroom tile deep cleaned or replaced.

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

General Plan

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

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

City Council said they want the RFP to update the General Plan to be a top priority and have the RFP notice by May 1, 2024.

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

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

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

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

Office space for engineer and planner - The upstairs of the City

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

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

One year Plan - Update General and Transportation Plan.

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

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

Culinary, Irrigation and Storm Water

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

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

Secondary Water Metering - The City is still trying to figure out the new law to determine if it will have to start metering irrigation water. If meters have to be installed there will be sections throughout the City that will be turned off for the irrigation season. The City may want to offer culinary water use for outside watering at a reduced cost. There will be entire

sections of town with roads torn up to get the meters installed. This will be at least a three to five year project.

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

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

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

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

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

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

ACTION PLAN - Hire replacement for employee that transferred to

Meter Department, hire two new employees that has been budgeted for; hire a consultant to ensure our water rights are secured; and complete Water Master Study.

Roads

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

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

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

Requests for 2024-2025 - One new employee.

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

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

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

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

Cemetery

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

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

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

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

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

One Year Plan - Mapping of lots for the cemetery property east of

the 600 East; and vacate the 600 East road between 50 North and 100 North.

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

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

Office

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

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

Maintenance

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

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

Requests for 2024-2025 - New employee

Community / Recreation

- A. New Employee
- B. Job Description

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

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

Requests for 2024-2025 - New employee

Parks

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

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

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

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

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

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

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

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

Five Year Plan - Add additional pickleball courts south of Salt Hollow Park.

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

ACTION PLAN - Replace sprinkler systems.

Wastewater Treatment

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

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

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

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

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

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

Ten Year Plan - I & I study for collection system; replace

collection lines; Upgrade Water Reclamation Facility; and train for future Superintendent.

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

Library

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

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

The Library has started an adult book club and there are already 16 people in it. Hyrum Library has had the highest circulation for the past three years for those libraries service less than 22,000 patrons. Total circulation for the library for the 2023 calendar year is 312, 714. The library has 4,4 72 patrons accounts of which 3,853 are active.

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

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

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

Ten Year Plan - Extend the service area.

Museum

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

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

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

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

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

Fire and EMS

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

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

Number of Firemen and First Responders - There are 32 fire fighters 17 are both fire fighters and help with the EMS Department. There

are 14 advanced EMTs.

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

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

Animal Control

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

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

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

Legal

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

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

Utilities Report

- A. Work Orders

B. Needs

C. Concerns

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

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

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

Office

A. City Rentals

B. Hyrum City Website

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

1. City Square and Bowery	42 times	\$1,400
2. AJ Park	17 times	\$875
3. Salt Hollow Park	56 times	\$1,700
4. Blacksmith Park	64 times	\$1,875
5. Civic Center	180 times	\$16,100
6. Elite Hall	60 times	\$9,655 of which \$6,956 Was from dance classes
7. Canyon Lodge	10 times	\$740
8. CCC Campground	359 spaces	\$3,730
9. Left Hand Campground	423 spaces	\$6,450
10. Canyon Park Campground	669 spaces	\$8,675

Total revenue \$58,156,25

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

Community Improvement Officer

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

Personnel Needs

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

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

Margaret Poppleton is the City's Utility Billing Clerk but has taken on the responsibility to purchase power. If purchasing power is more than a two hour a job per day the City will need a part

time utility billing clerk to help her.

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

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

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

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

New Employee Requests from All Departments - City Recorder Stephanie Fricke said Hyrum City will be 50 full time equivalent (FTE) employees this July. Which will require the City to comply with the Affordable Care Act (ACA), which means the City is required to provide anyone working over 30 hours a week with Health Insurance and there are extensive reporting requirements to the Federal Government. As discussed last year Hyrum City has four part time positions (Senior Center Director, Library Director, Museum Director, and Power Dept Purchasing/Assistant) that are not budgeted full time positions but work over 30 hours per week. Mayor Miller spoke with each of these employee last July that their hours would be reduced to 29.75 hours as of July 1, 2024.

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

Full Time:

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

Part Time:

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

ADJOURNMENT:

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

ATTEST:

Stephanie Miller
Mayor

Stephanie Fricke
City Recorder

Approved: March 7, 2024
As Written