MINUTES OF A REGULAR CITY COUNCIL MEETING HELD NOVEMBER 5, 2026 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

CONVENED: 6:00 P.M.

CONDUCTING: Mayor Steve Miller.

ROLL CALL: Councilmembers Michael Nelson, NaLyn Nelson, Craig Rasmussen, and Mont Wright.

EXCUSED: Councilmember Rebecca Foulger

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

OTHERS PRESENT: City Administrator Daniel Ferris, Wastewater Treatment Plant Manager Angela Pritchett, City Engineer Kamilla Schultz, City Power Superintendent Larry Coleman, Fire Chief Tony Stauffer, Recreation Planner Robert Stroud, and five citizens. City Recorder Stephanie Fricke recorded the minutes.

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

PLEDGE OF ALLEGIANCE: Councilmember Michael Nelson

INVOCATION: Citizen Denise Haddox

APPROVAL OF MINUTES:

The minutes of a City Council Meeting held on October 15, 2026 were approved as written.

ACTION **Councilmember Rasmussen made a motion to approve the minutes of City Council Meeting on October 15, 2026 as written. Councilmember Wright seconded the motion and Councilmembers NaLyn Nelson, Michael Nelson, Rasmussen, and Wright 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 Michael Nelson made a motion to approve the agenda for October 15, 2026 with the following amendments: 1. Move item 10. A. Resolution 26-28 after Ordinance after Ordinance 26-23; and move item 11 A. Consideration and award of sole source bid for switchgear protection and control design for Substation in front of Resolution 26-28. Councilmember Rasmussen seconded the motion and Councilmembers Michael Nelson, NaLyn Nelson, Rasmussen, and Wright voted aye. The motion passed.**

8. PUBLIC COMMENT
9. SCHEDULED DELEGATIONS
   A. Brindley Darais - To request a Home Occupation Business License for Sunday Salon at 1450 East 480 South for hair styling services.
10. INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES
   A. Resolution 26-29 - A resolution setting the 2027 Hyrum City Recreation Fee Schedule.
   B. Ordinance 26-23 - An ordinance amending the 2026-2027 Hyrum City Compensation Schedule for Fire Fighter AEMT Full Time, Paramedic Part Time, and Fire Fighter AEMT Part Time.
11. OTHER BUSINESS:
   A. Consideration and award of sole source bid for switchgear protection and control design for Substation 3.
12. INTRODUCTION AND APPROVAL OF A RESOLUTION
   C. Resolution 26-28 - A resolution approving the Hyrum City Comprehensive Sewer Collection System Master Plan.
13. OTHER BUSINESS
   B. Mayor and City Council reports.
14. ADJOURNMENT

PUBLIC COMMENT:

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

Denise Haddock with Just Serve reported on the Just Serve community service projects held in recognition of September 11. The original goal was to have more than 1,000 volunteers participate; however, more than 1,500 volunteers participated. Hyrum City hosted five projects, with approximately 10 to 20 volunteers at each location. She discussed recognizing volunteers through the City Council

Heart of Service Award and encouraged continued service to the community, the nation, and in recognition of America's 250th anniversary.

Fire Chief Tony Stauffer reported that preparations for the City to begin providing ambulance services are progressing, with a goal of beginning operations at the first of the year. The Fire Department is working on grants totaling approximately $850,000 to purchase equipment and prepare for the transition. The Department is also working on paramedic training and wages. Chief Stauffer thanked the City Council for its support and recognized City Administrator Dan Ferris for the significant time he has spent working through issues and helping move the project forward.

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

SCHEDULED DELEGATIONS:

BRINDLEY DARAIS - TO REQUEST A HOME OCCUPATION BUSINESS LICENSE FOR SUNDAY SALON AT 1450 EAST 480 SOUTH FOR HAIR STYLING SERVICES.

Brindley Darias requested a Home Occupation Business License for Sunday Salon at 1450 East 480 South for Hair Styling Services.

Brindley Darais stated that she has lived in Hyrum for eight years and has been a licensed hairstylist for 12 years. She would like to operate her hairstyling business from her home. She also discussed plans to construct a detached accessory building, referred to as a she-shed, for the business.

Councilmember Michael Nelson asked whether she intended to operate the business from her home or a detached building.

Brindley Darais said she will be building the accessory building for her business before she receives her business license. She also stated that the property has three additional parking spaces available for customers.

ACTION **Councilmember Rasmussen made a motion to approve a Home Occupation Business License for Brindley Darias, operating Sunday Salon, at 1450 East 480 South for Hair Styling Servies. Councilmember NaLyn Nelson seconded the motion and Councilmembers NaLyn Nelson, Michael Nelson, Rasmussen, and Wright voted aye. The motion passed.**

INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES:

RESOLUTION 26-29 - A RESOLUTION SETTING THE 2027 HYRUM CITY RECREATION FEE SCHEDULE.

Mayor Miller said Resolution 26-29 is a resolution setting the 2027 Hyrum City Recreation Fee Schedule.

Recreation Planner Robert Stroud presented the proposed 2027 Recreation Fee Schedule. He explained that he prepared the schedule to address anticipated fees for the year so he would not need to return to the Council for additional fee adjustments later in the year.

Councilmember Wright commented that only a few fees had increased by approximately $5, while most fees remained unchanged.

Recreation Planner Robert Stroud said the Children's Theater proposed fee is $85 for Hyrum residents and $100 for nonresidents. The program will utilize two individuals to assist with operations and will be held at the Civic Center two days per week.

Councilmember Wright made a motion to approve Resolution 26-29, adopting the 2027 Recreation Fee Schedule. Councilmember NaLyn Nelson seconded the motion.

ACTION **Councilmember Wright made a motion to approve Resolution 26-29 a resolution setting the 2027 Hyrum City Recreation Fee Schedule. Councilmember NaLyn Nelson seconded the motion and Councilmembers NaLyn Nelson voted aye, Michael Nelson voted aye, Rasmussen voted aye, and Wright voted aye. The motion passed.**

ORDINANCE 26-23 - AN ORDINANCE AMENDING THE 2026-2027 HYRUM CITY COMPENSATION SCHEDULE FOR FIRE FIGHTER AEMT FULL TIME, PARAMEDIC PART TIME, AND FIRE FIGHTER AEMT PART TIME.

Mayor Miller said Ordinance 26-23 is an ordinance amending the 2026-2027 Hyrum City Compensation Schedule for Fire Fighter AEMT Full Time, Paramedic Part Time, and Fire Fighter AEMT Part Time.

City Administrator Dan Ferris explained that the proposed wage ranges had been calculated using an annual 2,080 hour work schedule and needed to be reflected as hourly wage rates.

Councilmember Rasmussen stated that the proposed compensation would bring the City's wage structure more in line with Cache County and other northern Utah wage structures. He felt the positions would continue to attract interest from qualified applicants.

Councilmember Wright asked how Hyrum City's proposed wages compared with those of other cities.

City Administrator Dan Ferris explained that the proposed starting wage of $17 per hour is among the lower rates in the valley, while the $30 per-hour upper range is higher than what many paramedics currently earn.

ACTION **Councilmember NaLyn Nelson made a motion to adopt Ordinance 26-23 an ordinance amending the 2026-2027 Hyrum City Compensation Schedule for Fire Fighter AEMT Full Time, Paramedic Part Time, and Fire Fighter AEMT Part Time. Councilmember Wright seconded the motion and Councilmembers NaLyn Nelson voted aye, Michael Nelson voted aye, Rasmussen voted aye, and Wright voted aye. The motion passed.**

OTHER BUSINESS:

CONSIDERATION AND AWARD OF SOLE SOURCE BID FOR SWITCHGEAR PROTECTION AND CONTROL DESIGN FOR SUBSTATION 3.

Power Superintendent Larry Coleman presented the proposed sole source bid for for the switchgear protection and control design for Substation No. 3, located near West Point. He explained that the Substation No. 3 switchgear installation requires outside engineering services to coordinate the control building with the City's electrical system, including SCADA systems and relay protection. He is recommending the City award the bid to WSP. WSP has historically provided relay protection and control engineering services for the City and is familiar with Hyrum City's electrical system, substations, and equipment. WSP also played an important role in the Substation No. 3 switchgear building request for proposals (RFP) and already has the necessary project information and data. Using WSP would save the Power Department considerable time and labor. Coleman recommended approving WSP to perform the protection and controls design and commissioning for the Substation No. 3 switchgear building.

Councilmember Rasmussen questioned whether the work could be separated into components or whether the City could establish design criteria and issue a request for proposals to allow other qualified engineering firms to submit proposals. He expressed concerns about whether the proposed procurement met the legal requirements for a sole-source award. He acknowledged WSP's familiarity with the City's system but stated that convenience and an existing working relationship alone may not satisfy municipal purchasing requirements.

Power Superintendent Larry Coleman explained that another firm would need considerable time and labor to gather the necessary information and materials. The City is working under a time constraint and hoped to use WSP because of its familiarity with the system and its previous work on the substation project.

Councilmember Michael Nelson expressed similar concerns about proceeding with a sole-source award. He stated that obtaining another proposal could help determine whether WSP's price was competitive. Although there may be legitimate reasons for sole-source procurement, he felt the amount involved warranted obtaining another proposal.

Councilmember Rasmussen discussed procurement practices for engineering services and explained that some jurisdictions use a qualifications-based selection process before negotiating the price. He reiterated his concerns about the City's legal standing in making a sole-source award and acknowledged the time and expense consultants incur when preparing proposals. He requested that City Attorney Daniel review the legal requirements for using a sole-source procurement for engineering services.

City Administrator Daniel Ferris said he would discuss the matter with Jon Jenkins to determine if the City was within its legal rights for a sole source bid on this project.

ACTION **Councilmember Rasmussen made a motion to award WSP the Substation No. 3 switchgear protection and control design and commissioning in the amount of $110,780.00, contingent upon the City Attorney determining that the proposed procurement method is legally acceptable. Councilmember Michael Nelson seconded the motion and Councilmembers NaLyn Nelson voted aye, Michael Nelson voted aye, Rasmussen voted aye, and Wright voted aye. The motion passed.**

INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES:

RESOLUTION 26-28 - A RESOLUTION APPROVING THE HYRUM CITY COMPREHENSIVE SEWER COLLECTION SYSTEM MASTER PLAN.

Wastewater Treatment Manager Angela Pritchett introduced the Water Collection System Master Plan, prepared by Aqua Engineering, a firm that has worked with Hyrum City for decades. The Master Plan describes the City's existing collection system, establishes goals, and evaluates how well the current system meets existing and anticipated future needs. The plan provides an assessment of the City's current infrastructure, identifies future needs, and outlines improvements that may be necessary to address those needs. The approval of the Master Plan does not commit the City to funding or completing specific projects. Rather, it provides a planning framework to guide future decisions. The Master Plan can be revised as necessary.

Councilmember Michael Nelson stated that he needed additional time to review and understand the document before voting.

Wastewater Treatment Manager Angela Pritchett explained that the document contains approximately 120 pages, much of which consists of appendices supporting the information and calculations in the plan.

Mayor Miller stated that he relies on the expertise of the City's employees and consultants. He explained that employees are hired based on their qualifications, education, and professional experience. He expressed confidence in the work performed by City staff and Aqua Engineering and stated that he trusts their recommendations are made in the best interest of Hyrum City.

Councilmember Michael Nelson stated that he understands the importance of relying on professional staff but also has a responsibility to the residents who elected him. He did not feel comfortable voting on the document without additional time to review it. He suggested allowing another two weeks for review and bringing the matter back for further discussion and consideration.

Wastewater Treatment Manager Angela Pritchett explained that the Master Plan documents the City's existing system and identifies future needs. She stated that the information and calculations are supported by the appendices and that the City Council will have

additional involvement when individual projects, impact fees, and rates are considered. The Collection System Master Plan needs to be addressed so the City can move forward with updating impact fees. The Water Reclamation Facility Treatment Master Plan is also underway and is anticipated to be completed during the first quarter of 2027. She stated that she is working to keep these projects moving forward.

Councilmember Rasmussen discussed the significant amount of work involved in developing the Collection System Master Plan. He stated that he had spent several hours reviewing the document and felt Aqua Engineering had done a good job documenting its decisions and supporting information. He discussed the growth projections used in the plan, including anticipated annexation areas and future development. He explained that the consultant assumed potential annexation areas would eventually be developed within Hyrum City to ensure adequate system capacity. This approach helps the City avoid underestimating future capacity needs. The Master Plan should be reviewed and updated every three to five years. He also noted that changes to the City's General Plan and future land-use designations could affect the projections. He asked whether impact fees for the collection system and the Water Reclamation Facility treatment system would be addressed separately or together. He recommended continuing the item to the next meeting, with the understanding that the numbers are accurate and the consultants should continue moving forward with the rate study.

Wastewater Treatment Manager Angela Pritchett explained that she had initially intended to bring the plans together but that the Collection System Master Plan needs to be approved so the City can proceed with the impact fee work.

Councilmember Michael Nelson asked about the anticipated project timelines, including whether improvements would be phased over one to three years, three to five years, or ten years. He also asked about Millville's anticipated connection to the system and the timing of those additional flows.

Councilmember Wright questioned whether delaying approval was necessary if the Council ultimately intended to approve the Master Plan. However, he supported allowing additional time for review if the delay would not negatively affect the City.

ACTION Councilmember Wright made a motion to continue consideration of the Water Collection System Master Plan to the November 19, 2026 Hyrum City Council meeting to allow additional time for review and further consideration. Councilmember NaLyn Nelson seconded the motion and Councilmembers Michael Nelson voted aye, NaLyn Nelson voted aye, Rasmussen voted aye, and Wright voted aye. The motion passed.

OTHER BUSINESS:

MAYOR AND CITY COUNCIL REPORTS.

Councilmember Wright reported that the Veterans Memorial at the Hyrum Cemetery has been completed and stated that an excellent job had been done. The City is working with those involved to have a plaque installed recognizing the contributions of Larry and Nadean Anderson. He expressed appreciation for their contributions and stated that they would also be recognized during the City's Patriotic Meeting in July. The Fourth of July Committee continues to meet and make progress with planning for the celebration.

Councilmember Rasmussen reported that plans for the Hyrum's Christmas celebration are progressing. There will be Christmas trees, gingerbread houses, and quilts at the Elite Hall. He encouraged using the City's social media resources and contact lists to help distribute information about the event. Christmas trees are scheduled to be decorated on December 3. The Museum has installed new artwork in the City Council room. He requested that Councilmembers share notes and information from the Utah League of Cities and Towns Conference with one another.

Councilmember NaLyn Nelson reported that the Halloween party at the Senior Center was well attended and successful. She announced that the Senior Center will hold its Thanksgiving meal on Wednesday, November 25, and its Christmas meal on Wednesday, December 23.

Councilmember Michael Nelson reported that the Historical Tour of the Cemetery with the Headless Horseman event had a good turnout. He stated that he learned a great deal about local history by attending. He also discussed a recent emergency exercise conducted by the State approximately two weeks earlier. Participants were required to report to the County, and a ham radio communication was made back to the stake center. He discussed lessons learned

from the exercise and the need for follow-up regarding the possibility of equipping City vehicles with radios.

Mayor Miller reported that he and Councilmember Rebecca Foulger had met with School District Superintendent Todd McKee to discuss potential school growth, land needs, and other concerns. The meeting resulted in plans to establish quarterly meetings to discuss school-related issues. There is significant concern regarding the schools serving Hyrum residents. He emphasized the importance of ensuring Hyrum students have the opportunity to attend school in Hyrum rather than being transferred to schools in other communities. There is a need for additional City office space. He explained that City staff had been exploring options for expanding the existing offices, including utilizing space in the area behind the Museum. City Planner Tony Ekins developed a proposed layout that would utilize the storage area on the back side of the Museum as additional office space. The proposal would provide space for Planning and Zoning operations and could accommodate approximately 10 to 15 years of anticipated growth without requiring a major building addition. The proposed layout would provide office space for Robert, Tony, and Shara. Hyrum City Employee Christmas Party will be held December 2 at the Civic Center.

Councilmembers discussed the importance of improving communication with residents. Councilmember Wright stated that the City needs to do a better job communicating with citizens and explaining City activities, services, and the benefits those activities provide to the community.

ADJOURNMENT:

ACTION **There being no further business before the City Council, the Council Meeting adjourned at 8:40 p.m.**

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Steve J. Miller
Mayor

ATTEST:

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Stephanie Fricke
City Recorder

Approved: November 19, 2026
As Written