

MINUTES OF A SPECIAL CITY COUNCIL MEETING HELD JANUARY 6, 2026 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

CONVENED: 6:00 P.M.

CONDUCTING: Mayor Steve Miller

ROLL CALL: Councilmembers Steve Adams, Rebecca Foulger, Michael Nelson, Nalyn 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 Treasurer Todd Perkins, Senior Accountant Wes Bingham, City Planner Tony Ekins, Recreation Director Robert Stroud, City Engineer Matt Holmes, and Power Superintendent Larry Coleman and twenty two citizens. 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 Nalyn Nelson made a motion to approve the agenda for January 6, 2026, as written. Councilmember Rasmussen seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, Nalyn Nelson, and Rasmussen voted aye. The motion passed.

5. AGENDA ITEMS

- A. Appointments of City Recorder and City Treasurer.
- B. Appointment of Hyrum Irrigation Company Board representatives.
- C. Set dates and times for Strategic Planning Session.
- D. Discussion on future annexations.
- E. Discussion of grant opportunities, qualifications, and other relevant factors.
- F. To discuss improvements and possibilities to the 900 West Bypass Truck Route.
- G. Consideration and approval of City Manager job

description.

6. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES
 - A. Resolution 26-01 - A resolution amending the Hyrum City General Plan to include Chapter 10, Hyrum City Water Use and Preservation.
 - B. Ordinance 26-01 - An ordinance amending Chapter 2.04 (the City Council) of the Hyrum City Municipal Code to change the City Council Meeting location to 60 West Main, and to include a workshop Meeting on the third Thursday of each month at 5:30 p.m.
 - C. Ordinance 26-02 - An ordinance creating Chapter 2.14 City Manager of Title 2 Administration and Personnel of the Hyrum City Municipal Code to establish the Hyrum City Manager position.
 - D. Ordinance 26-03 - An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-term Rental; amend 17.04.070 Definitions to define and include "Short-term Rental"; and amend Use Regulations in sections 17.28.010, and 17.45.020 to include Short-term Rental as a conditional use in the Residential Zones R-1 and R-2, commercial Zones C-1 and C-2.
 - E. Ordinance 26-04 - An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code Section 17.04.070 Definitions to establish a maximum front yard setback for a dwelling unit and clarify innerblock development maybe permitted through an approved Planned Unit Development.
7. ADJOURNMENT

AGENDA ITEMS:

APPOINTMENTS OF CITY RECORDER AND CITY TREASURER.

Mayor Miller said under Utah Code § 10-3-916, in each city of the third, fourth, or fifth class (or in a town), the mayor with the advice and consent of the city council must appoint a qualified person to serve as City Recorder and a qualified person to serve as City Treasurer. He recommended the reappointment of Stephanie Fricke as City Recorder and Todd Perkins as City Treasurer. Stephanie Fricke has over 30 years' experience in government records management, writing legal documents/agreements, public process management including public noticing, annexations, and elections. She is credentialed with the International Master Municipal Clerks Certification, the Utah State Municipal Clerks

Certification, and the State of Utah Records Officer Certification. Her background demonstrates extensive expertise in legislative support functions, public transparency requirements, and the management of official city documents and proceedings. Her qualifications clearly satisfy the requirement under state law for a "qualified person" to occupy the office. Todd Perkins received his bachelor's degree from Utah State University in Accounting and brings over 16 years' experience in municipal treasury/fiscal management, financial records management, and holds the State of Utah Treasurer's Certification, and is bonded (required by law). He is responsible for planning, directing, organizing, and controlling the financial operations of the city, including governmental accounting, internal auditing, bond administration, grant administration, budget management and financial analysis and reporting. Serves as custodian of the city treasury. As a qualified candidate for Treasurer under state law, his appointment fulfills the statutory requirement.

ACTION

Councilmember Michael Nelson made a motion to reappoint Stephanie Fricke as City Recorder and Todd Perkins as City Treasurer. Councilmember Adams seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, Nalyn Nelson, and Rasmussen voted aye. The motion passed.

APPOINTMENT OF HYRUM IRRIGATION COMPANY BOARD REPRESENTATIVES.

Mayor Miller said he is recommending the reappointment of Councilmember Craig Rasmussen and appointment of citizen Jack Rasmussen to serve on the Hyrum Irrigation Company Board. Councilmember Rasmussen currently serves on the board and brings valuable expertise due to his engineering background and extensive knowledge of Hyrum City's pressurized irrigation system, water shares, water flow and distribution, and attending meetings on Hyrum Dam and Porcupine Reservoir, and Utah State water regulations, including water monitoring, assessments, and priority administration. Jack Rasmussen lived on the northwest border of Hyrum City limits for twenty years and has been a resident of Hyrum for two years. Jack recently retired from Weber State University where he was the Dean of the College of Education. Jack grew up on a farm and is excited to serve on the Hyrum Irrigation Board.

ACTION

Councilmember Adams made a motion to appoint Councilmember Craig Rasmussen and citizen Jack Rasmussen as Hyrum City's representatives on the Hyrum Irrigation Board. Councilmember Michael Nelson seconded the motion

and Councilmembers Adams, Foulger, Michael Nelson, Nalyn Nelson, and Rasmussen voted aye. The motion passed.

SET DATES AND TIMES FOR STRATEGIC PLANNING SESSION.

Mayor Miller said he would like to hold a City Council Workshop for a Strategic Planning Session in February once the City has hired a City Manager. The Strategic Planning Session provides an opportunity for City Administration and Department Heads to meet with the City Council to discuss projects that have been accomplished, projects they plan to undertake, review departmental budgets, request future staffing, discuss capital improvement projects, and establish 5, 10, and 15-year plans for their departments. In the past, this meeting has been held over one day from 8:00 a.m. to 3:00 p.m., however, additional time is needed to more thoroughly discuss future plans and needs with the City Council. The meeting could be held over two days or still hold the meeting with one day but extend the hours.

Councilmember Rasmussen said the Strategic Planning Session provides valuable information to the City Council, however, he would prefer the meeting be scheduled for one day rather than two days. Most City Councilmembers have a full time job and it is difficult to take two days off of work for and he would prefer it to be just one long day.

Mayor Miller suggested that the Strategic Planning Session be held on a Friday evening and Saturday all day. This would allow Councilmembers to attend without having to miss work. City Staff have expressed their concerns that not enough time has been given in previous years to address the goals, and plans of their departments. The Strategic Planning Session dates will be set once the City has a City Manager hired.

DISCUSSION ON FUTURE ANNEXATIONS.

City Planner Tony Ekins said Hyrum City is currently engaged in several major long-range planning efforts, including updates to the General Plan, the 40-Year Water Master Plan, the Wastewater Treatment and Collections Plan, and the Master Transportation Plan. These studies are intended to guide growth, infrastructure capacity, and the extension of municipal services. Under direction from the previous Mayor and City Council, the City was authorized to advise potential annexation petitioners, (although state law allows a landowner to submit an annexation petition), that any

such petition would be denied by the City Council until the City's planning efforts were completed and implementing ordinances adopted. Petitioners were further advised that submitting an annexation petition under those circumstances would result in the loss of all application fees. The City's position was that no annexations would occur until the planning documents were finalized and ordinances were in place that reflected the recommendations of those studies. Two years ago, state law changed regarding water requirements for annexations. As a result, Hyrum City can no longer require water shares or water rights to be conveyed to the City upon annexation unless the City has an approved 40-Year Water Master Plan that identifies the need for additional water supplies.

Mayor Miller said the City is in the process of updating its General Plan and utility plans and it seems counterproductive to annex property before these studies are completed. It would be in the best interest of Hyrum City if the City did not accept annexation petitions until the studies are complete.

Councilmember Adams said the City identified the needs and budgeted funds for these studies to be conducted and he is not in favor of annexing property until they are complete.

A short discussion amongst the City Council ensued and City Staff was instructed to advise potential annexation petitioners with the same advise that City Staff has been giving - that the property owner has a legal right to submit an annexation petition, however, the City will require all annexation fees be submitted with the annexation petition and the City Council has advised City Staff that it will not accept an annexation petition (until all of the studies have been complete and the ordinances have been revised to reflect the studies) and the petitioner will forfeit all fees.

Mayor Miller said he has contacted J.U.B. Engineering who the City contracted with to conduct its General Plan study. He want's to ensure that the City is getting a General Plan that is specific to Hyrum City and addresses what the citizens and city wants and not what an engineering company thinks is best for Hyrum.

Councilmember Michael Nelson said when the City Council approved the contract with J.U.B. Engineering to conduct the General Plan Study. The City Council requested that J.U.B. reported quarterly to the City Council on the progress of the plan and that hasn't been being done.

Mayor Miller said when he meets with J.U.B. he will ask that someone from their firm report to the City Council quarterly on the progress of Hyrum City's General Plan.

DISCUSSION OF GRANT OPPORTUNITIES, QUALIFICATIONS, AND OTHER RELEVANT FACTORS.

Mayor Miller said due to time restrictions he would like to discuss grant opportunities, qualifications, and other relevant factors at a future City Council Meeting.

TO DISCUSS IMPROVEMENTS AND POSSIBILITIES TO THE 900 WEST BYPASS TRUCK ROUTE.

Mayor Miller said due to time restrictions he would like to discuss improvements and possibilities to the 900 West Bypass Truck Route at a future City Council Meeting.

CONSIDERATION AND APPROVAL OF CITY MANAGER JOB DESCRIPTION.

Mayor Miller said Hyrum City has grown in size and complexity, its operations now require professional management to ensure city services are delivered efficiently, effectively, and with accountability. Utah State Law allows the City to appoint a City Manager to handle executive and administrative responsibilities delegated by the City Council, while preserving the Mayor's legislative, judicial, ceremonial, and council leadership roles. A City Manager position will strengthen oversight of city operations, support long-term planning, improve coordination between departments, and allow elected officials to focus on policy-making and legislative duties.

Councilmember Rasmussen said he agrees that if the City doesn't have a full time Mayor that a City Manager or City Administrator is needed to help manage day to day operations and City Staff. He has reviewed the City Manager job description and is recommending a couple of changes. The Mayor is elected by the citizens and should be the main point of representation between the City and the citizens. He would prefer the Mayor be the point person for citizen complaints and the City Manager assist the Mayor with the complaints. The Mayor is an elected official with direct accountability to the public. The Mayor can involve the City Manager as needed because the City Manager will be busy with city operations. Under essential functions in the job description it

states the City Manager negotiates contracts, ensures compliance with laws and regulations, and oversees city code, he would prefer it stated "administrates" rather than "oversees". A Mayor should focus on policy direction and community representation, while the City Manager emphasizes operational efficiency and management of City resources.

Mayor Miller said he fully supports those changes to the job description and he will be the point person for citizen complaints.

Councilmember Foulger said it should be the City Manager's role to be the point of contact for the citizens. A City Manager should be the one listening to the grievances and determine a resolution to the issue. The City Manager would be addressing the concerns and asking for information from department heads on solutions to the complaints. The Mayor would still have the opportunity to hear grievances and be involved in resolving issues citizens bring to the City, but it is not necessarily reasonable to say that the City Manager should not be involved in the complaint process. There should be some middle ground where depending on the issue and place of the complaint that the Mayor or the City Manager has the authority to address the complaint.

Councilmember Rasmussen said when Mayor Stephanie Miller took her duties back and didn't replace the City Administrator, she started finding out there was a big disconnect, on some things, between the residents, staff, and elected officials. Having a Mayor that is present and active with the citizens and a City Manager can be very beneficial.

Mayor Miller said Councilmember Foulger makes a good point on having both the Mayor and City Manager involved with complaints. Having the Mayor involved in listening to the residents goes a long way and as an elected official he wants to ensure the residents are being heard. He is willing to be involved in talking to the citizens and looking for the best way to resolve problems. If it is something he is not comfortable with he would be able to refer the citizen to the City Manager. As Mayor he wants to be more involved, and it will provide a greater form of transparency.

Councilmember Micheal Nelson said after listening to all the comments tonight he agrees that Mayor Miller should take a more active role. The citizens trust the Mayor and feel very comfortable talking to him about issues that are City is facing. The Mayor is the Chief Executive Officer of the City and if the Mayor wants to be more involved he should be more involved. The

citizens elected the Mayor and trusts the Mayor to lead the City. Mayor Miller has an open door policy for anyone to come in and talk with him. This is good public relations and there is a great value to the City in having the Mayor take a more active role. If there is a complaint that the Mayor feels like could be better addressed by the City Manager he could direct it to the City Manager at that time.

Councilmember Rasmussen said there is another amendment that he would propose to the job description and it is under Minimum Qualifications Experience. He proposed that it state ten years of "Municipal" managerial experience. Hyrum City has twice as many utilities as most cities do in the Valley and municipal management experience is going to be critical to the success of the City Manager and the City. The City may want to only require a Bachelor's Degree but state that a Master's Degree is preferred. This would most likely generate more candidates and the City may find a better fit from a candidate that has the experience rather than a candidate with a Master's Degree.

Mayor Miller said the City would prefer a Master's Degree with years of experience. The City wants someone who is tenured and has the knowledge and experience in municipal operations and city governance.

Mayor Miller asked Hyrum resident and Providence City Manager Ryan Snow to comment on the creation of the City Manager position in Hyrum.

Hyrum resident and Providence City Manager Ryan Snow said Smithfield City's former City Manager Craig Giles is here also. Most City Manager's applying for this position in Hyrum will be from smaller cities. Usually, City Managers are looking to advance which means they are looking for jobs at larger cities than where they are currently employed. Being employed by a larger city usually means an increase in the pay for the City Manager. If Hyrum City is looking for a candidate with 10 years of municipal managerial experience the salary will have to be higher to attract those candidates. He has been a City Manager for 10 years with his experience at Providence and a previous City. There may be an extremely talented candidate that wouldn't qualify due to the years of experience being required. He suggested the City Council keep in mind that the Mayor and City Manager can work interchangeably. A City Manager is usually in the office more than the Mayor and there are complaints that need to be addressed

quickly. The City Manager is going to be trained and will be able to address those complaints in a quickly and efficient manner.

Mayor Miller asked if a Master's Degree should be required or preferred. What type of Master's Degree would a City Manager have.

Hyrum resident and Providence City Manager Ryan Snow said most City Manager's will have a Masters in Business or a Masters in Public Administration and either one of those would be efficient. If the City is looking for a City Manager with a background in engineering, finance, law, etc. then that is where it would want to be specific. A City will usually hire a City Manager that has a background in a specific field that the City needs additional help in. He is a CPA and has a finance degree, Nibley City has an Engineer as a City Manager, North Logan's City Manager has a recreation degree, and Craig Giles is in Business.

Mayor Miller thanked Ryan Snow and Craig Giles for sharing with the City Council their knowledge and thoughts on a City Manager.

ACTION

Councilmember Michael Nelson made a motion to approve the City Manager Job Description with the following changes: 1. Under Essential Functions change "oversees city code" to "administrates city code", change "Point Person" to "Assist the Mayor"; 2. Under Minimum Qualifications Experience change it to read, "Minimum of eight (8) years of managerial experience, including at least five (5) years in municipal management." Councilmember NaLyn Nelson seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.

Councilmember Michael Nelson asked City Treasurer Todd Perkins if there was money in the budget to fund this position.

City Treasurer Todd Perkins said the City Council had approved funds in the budget for a Public Utilities Director. The money allocated for this position will be used for the City Manager position and a budget adjustment will not be necessary.

INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES:

RESOLUTION 26-01 - A RESOLUTION AMENDING THE HYRUM CITY GENERAL PLAN TO INCLUDE CHAPTER 10, HYRUM CITY WATER USE AND PRESERVATION.

Mayor Miller said Resolution 26-01 is a resolution amending the Hyrum City General Plan to include Chapter 10, Hyrum City Water Use and Preservation.

City Planner Tony Ekins said the Water and Use Preservation Element of the General Plan needs to be adopted by the City Council to guide future decisions on how Water is used, preserved, and future land use is coordinated. The Water Use and Preservation Element at this time will be an element of the current General Plan and is also part of the current General Plan Update and may require minimal revisions while the City moves forward to the completion of the overall General Plan Update. On December 11, 2025, the Planning Commission held the required public hearing and made a motion (3-0) recommending approval to the City Council with the following recommendation: 1. Include an action item in Water Goal 1 Objectives to include the creation of a landscape requirements ordinance that includes water-wise landscaping standards. The adoption deadline date from the State of Utah was December 31, 2025. That date is passed but the City did not have a meeting at the end of December. The document was prepared by our consultant, and I invited our consultant Brian Carver to give the presentation.

Brian Carver with J.U.B. Engineering said this is a separate document to the Water Master Plan. This is a special element that the state legislature determined that all communities over a population of 10,000 within the state are required to include and it has its own set of requirements. The proposed resolution meets the requirements of the land use code. The intent of the legislature was to encourage communities to incorporate water conservation and water use into their land use planning. This is an element of your land use general plan. This is a completely separate document with separate requirements from your water master plan and water conservation plan that are dictated by the State Division of Water Resources.

Councilmember Rasmussen said the City should wait a few months for completion of the Water Master Plan, and the overall General Plan. There would be better information to address this issue if the 40 Year Water Plan was complete. The Utah State Code does not have a penalty that will be assessed and it only states the adoption date of December 31, 2025 as an implementation goal date. There are no penalties that are applied if this plan isn't adopted by December 31, 2025. He would rather have approve this plan after the General Plan and the 40 Year Water Plan is complete.

Brian Carver with J.U.B. said this plan does not legally obligate you to execute any of the actions or steps that are listed in the plan. It's to be used as a guiding document for you to set policy with. It kind of gives you the process of developing the general plan, the public input, and the analysis of the environment around the issue.

Councilmember Rasmussen said he would prefer the City to re-look at this plan. There is a ton of information and data in this plan. It's very well put together for the most part, but the average populace isn't going to be able to understand this, and a general plan should be something that the average person can read and understand. This component of the General Plan should be three to five pages maximum. It should be put in general terms so that it makes sense. He has provided City Staff and the City Council with numerous notes and recommended changes to the plan that he would like to have reviewed and implemented before the City Council approves this resolution.

ACTION

Councilmember Rasmussen made a motion to not approve Resolution 26-01 a resolution amending the Hyrum City General Plan to include Chapter 10, Hyrum City Water Use and Preservation and to let the consultant continue to work with this and incorporate it with the General Plan updates. Councilmember NaLyn Nelson seconded the motion.

Councilmember Michael Nelson asked City Planner Tony Ekins asked if there are any consequences to the City if it wasn't approved tonight.

City Planner Tony Ekins said the City should be able to justify to the State that the City Council didn't feel comfortable approving this plan at this time since Hyrum City was already in the process of updating its General Plan. Hyrum City will approve the plan when the General Plan is complete.

ACTION

Councilmember Rasmussen made a motion to withdraw his original motion and to remand Resolution 26-01 a resolution amending the Hyrum City General Plan to include Chapter 10, Hyrum City Water Use and Preservation back to the Planning Commission and City Staff to revise, simplify, include technical data in the appendixes, and then resubmit it for approval. Councilmember Michael Nelson seconded the motion.

Councilmember Rasmussen asked City Planner Tony Ekins if this was sent back to the Planning Commission if another public hearing would have to be held.

City Planner Tony Ekins said he would contact our City Attorney for his recommendation on the process if the plan is amended. Mayor Miller recommended tabling this item until City Planner Tony Ekins consults with the City Attorney regarding the approval process if there are revisions to the plan.

ACTION

Councilmember Michael Nelson made a substitute motion to table Resolution 26-01 a resolution amending the Hyrum City General Plan to include Chapter 10, Hyrum City Water Use and Preservation back to the Planning Commission until City Planner Tony Ekins meets with City Attorney to determine if the plan is modified if an additional public hearing would be required. Councilmember Steve Adams seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.

ORDINANCE 26-01 - AN ORDINANCE AMENDING CHAPTER 2.04 (THE CITY COUNCIL) OF THE HYRUM CITY MUNICIPAL CODE TO CHANGE THE CITY COUNCIL MEETING LOCATION TO 60 WEST MAIN, AND TO INCLUDE A WORKSHOP MEETING ON THE THIRD THURSDAY OF EACH MONTH AT 5:30 P.M.

Mayor Miller said Ordinance 26-01 is an ordinance amending Chapter 2.04 (The City Council) of the Hyrum City Municipal Code to change the City Council Meeting location to 60 West Main, and to include a workshop meeting on the third Thursday of each month at 5:30 p.m. The workshop would be used to discuss items scheduled for the upcoming agenda, as well as, potential future agenda items. It would also provide direction to City staff and allow City Councilmembers to ask questions and seek clarification in advance, thereby enabling the regular City Council meetings to proceed more efficiently and effectively. While making amendments to the ordinance, it was discovered that the City Council meeting location was still listed as 83 West Main (Hyrum Civic Center). The City constructed new offices over nine years ago, and City Council meetings have since been held at 60 West Main in the City Council Chambers. The proposed amendments update the ordinance to accurately reflect the current and longstanding meeting location.

Councilmember Rasmussen said what is the purpose of the workshop and why wouldn't the agenda items just be discussed in a regular

City Council Meeting.

Mayor Miller said the workshop would allow City Staff to discuss agenda items and receive direction from the City Council before bringing it in a final draft to a regular City Council meeting. No formal action would take place in the workshop and if a workshop wasn't needed, the workshop could be cancelled.

ACTION

Councilmember Rasmussen made a motion to adopt Ordinance 26-01 an ordinance amending Chapter 2.04 (the City Council) of the Hyrum City Municipal Code to change the City Council Meeting location to 60 West Main, and to include a Workshop Meeting on the third Thursday of each month at 5:30 p.m. Councilmember Adams seconded the motion and Councilmember Adams voted aye, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

ORDINANCE 26-02 - AN ORDINANCE CREATING CHAPTER 2.14 CITY MANAGER OF TITLE 2 ADMINISTRATION AND PERSONNEL OF THE HYRUM CITY MUNICIPAL CODE TO ESTABLISH THE HYRUM CITY MANAGER POSITION.

Mayor Miller said Ordinance 26-02 is an ordinance creating Chapter 2.14 City Manager of Title 2 Administration and Personnel of the Hyrum City Municipal Code to establish the Hyrum City Manager Position. Utah State Code Section 10-3b-403 authorizes municipalities to adopt an ordinance to allow for the appointment of a City Manager to perform executive and administrative duties that the City Council delegates to the City Manager by ordinance. Utah State Code Section 10-3b-403 also restricts the City from removing from the Mayor and/or delegating to a City Manager any of the Mayor's legislative or judicial powers or ceremonial functions, the Mayor's position as Chair of the City Council, and any ex officio position that the Mayor holds. This Ordinance is just for discussion tonight and once the City Council has input the Ordinance will be sent to the City Attorney for his review.

Councilmember Rasmussen said does the ordinance have to be in place before it is advertised.

City Recorder Stephanie Fricke said it is better to have the Ordinance creating the City Manager position before advertising the position. Tonight's meeting on this Ordinance is just for the City Council's input. On January 15 a public hearing has been

scheduled to set the wage for a City Manager and the Ordinance creating the position can be adopted that night also. This was presented tonight to try and expedite the process so that on January 15, 2026 the ordinance, salary, and job description are all approved, and the City can advertise on January 16, 2026. The position can't be advertised until the salary is set.

Mayor Miller asked Providence City Manager Ryan Snow for clarification on how the position is created and advertised.

Providence City Manager said until the Ordinance creating the City Manager is in place the job shouldn't really be advertised. There needs to be a public hearing to set the salary and that has to be done before advertising the position. The ordinance sets the requirements and the job description is a summary. Either way both the job description, ordinance, and wage has to be approved before advertising the position. Most of these job duties are industry standard items and there are some variations.

Councilmember Rasmussen said the Ordinance has more restrictions and requirements than the job description. The Ordinance is going to be the legal requirements that this position is tied to. He wants more time to review this ordinance and wants to specifically look at separation of duties, there needs to be a checks and balances. By having Mayoral duties and City Manager duties to ensure that there are honest discussions with City Staff. It is important that there is oversight of the City Manager and that City Staff should be able to have open honest discussions with the Mayor. Everyone has different personalities. There are certain people that are excellent managers and there are others that may not be what they seem to be. This is where it is important that City Staff has a Mayor that they can go and talk honestly to about concerns with the City Manager if necessary. City employees will protect the City but they need to know they have someone they can trust and confide in because if there is a problem with the City Manager the Mayor needs to know.

Mayor Miller said he doesn't want employees to circumvent the structure. Employees need to report to their department head and the department head's report to the City Manager. The Mayor should make it very clear to the City Manager the position's duties and responsibilities. The importance of hiring a City Manager is for that person to have people skills to build relationships with the leaders and the employees of the City.

Councilmember Foulger said there needs to be a structure and a chain of commands, otherwise, everybody just goes rogue. There needs to be a hierarchy. Personality issues with an applicant will come out in the interview process if the interview is done properly. A lot of things about the applicant can be measured in a proper interview.

Mayor Miller said in business when I had employees that didn't like their supervisor and they would talk to another supervisor or someone else, it wasn't long before there were some real troubles in the ranks. Let's set the City Manager up to succeed and not to fail. The City Manager, through our interviewing process, needs to be the right person. They need to have the people skills and the ability to interview and to pull out the information they need in a way that is wholesome and good. That is paramount for a City Manager. A major purpose of a City Manager is to unify the employees of the city. He appreciates everybody's input, but he feels strongly that he has researched this position and we need to move forward with it.

ORDINANCE 26-03 - AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL CODE TO CREATE CHAPTER 17.62 SHORT-TERM RENTAL; AMEND 17.04.070 DEFINITIONS TO DEFINE AND INCLUDE "SHORT-TERM RENTAL"; AND AMEND USE REGULATIONS IN SECTIONS 17.28.010, 17.44.020, AND 17.45.020 TO INCLUDE SHORT-TERM RENTAL AS A CONDITIONAL USE IN THE RESIDENTIAL ZONES R-1 AND R-2, COMMERCIAL ZONES C-1 AND C-2.

Mayor Miller said Ordinance 26-03 is an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-Term Rental; amend 17.04.070 Definitions to define and include "Short Term Rental"; and amend use regulations in Section 17.28.010, 17.44.020, and 17.45.020 to include short-term rental as a conditional use in the Residential Zones R-1 and R-2, Commercial Zones C-1 and C-2.

City Planner Tony Ekins said this ordinance creates a Short-Term Rental Ordinance that aims to regulate residential rental structures and units for fewer than thirty (30) consecutive days in duration. On December 11, 2025, the Planning Commission held the required public hearing and made a motion (3-0) recommending approval to the City Council. This ordinance started about a year ago, and the city had entered a moratorium on short-term rentals in the city limits. There was not a short-term rental ordinance at the time. He had done some research and put some drafts together,

met with city staff on several occasions. He put a draft together and brought it to the City Council on September 18, 2025. The City Council went through it line by line and the proposed amendments were taken back to City Staff for reconsideration. Following that discussion on September 18 a public hearing was scheduled and conducted with the Planning Commission on November 13, 2025. The Planning Commission did make quite a few comments on it, and those comments, what I believe, were of value added to what we had in place. It was taken back to the Planning Commission on December 11, 2025, and that is when it reached the full recommendation from the Planning Commission to bring it to the City Council. If the proposed ordinance needs to go back to the drafting board, he will do that.

Mayor Miller thanked City Planner Tony Ekins for his work on researching, developing, and writing this ordinance. Tony has put a lot of time creating this ordinance. In the ordinance, it states 500 people equals 22 STRs that would be permitted. His recommendation would be to have one per thousand, not one per 500.

City Planner Tony Ekins said one STR per 1,000 people was the original recommendation to the Planning Commission that rendered 11 short-term rental permits. The Planning Commission advised him that there were a number of operating short-term rentals currently in operation. The number per STR's changed to 1 per 500 people which allowed for 22 permits. If there were 11 permits and there's 22 running, when this gets adopted there will not be enough permits. Anyone operating an STR will be required to get that permit. And if it's 211, then that's first come, first served to get that permit. He tried to prepare an ordinance for consideration that is fitting and acceptable to the City Council.

Councilmember Adams said there are software companies that can provide data on the STR's in our community, but the software is expensive.

Mayor Miller said the City needs to identify and license all STR's and then police them. STR's need to meet fire code, provide adequate off street parking, and if they don't, then they shouldn't have a license. How many short-term rentals do we want? We have to come to a consensus on what's good for Hyrum, and then identify the ones that are compliant and the others that are not. Those that are not compliant we can't give them a license.

Councilmember Foulger said the City should not let how many are

currently operating make the decision as to how many we initially approve. I think we set the number based on what is best for Hyrum. Over time if needed we could increase the number.

City Planner Tony Ekins said Hyrum City won't be the only city or the first city that's regulated the number of STR licenses.

A short discussion ensued by the City Council on how the STR licenses would be given out if the number allowed was lower than the current number of STR's and what type of restrictions and inspections should be on an STR.

Councilmember Rasmussen said STR's that are part of a commercial development should not be included in the number of permits for 1,000 people. A sign should not be allowed to advertise the STR since it is in a residential zone.

A lengthy discussion was ensued by the City Council on how the STR licenses would be given out if the number allowed was lower than the current number of STR's in operation. What type of restrictions and inspections should be on an STR. Proximity of school locations, requirement for off street parking and no on street parking allowed associated with the guest use. Location and distance from other STR's was considered. Short-term rentals are subject to the city's nuisance ordinance regarding noise, garbage, parking, occupancy, etc. Whether a property manager has to be listed if the property owner lives outside of the City or the Valley.

ACTION

Councilmember Rasmussen made a motion to continue discussion on Ordinance 26-03 is an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-Term Rental; amend 17.04.070 Definitions to define and include "Short Term Rental"; and amend use regulations in Section 17.28.010, 17.44.020, and 17.45.020 to include short-term rental as a conditional use in the Residential Zones R-1 and R-2, Commercial Zones C-1 and C-2 when the housekeeping items discussed tonight can be incorporated; and for further consideration of various parking options. Councilmember NaLyn Nelson seconded the motion and Councilmember Adams voted aye, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

ORDINANCE 26-04 - AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL CODE SECTION 17.04.070 DEFINITIONS TO ESTABLISH A MAXIMUM FRONT YARD SETBACK FOR A DWELLING UNIT AND CLARIFY INNERBLOCK DEVELOPMENT MAYBE PERMITTED THROUGH AN APPROVED PLANNED UNIT DEVELOPMENT.

Mayor Miller said Ordinance 26-04 is an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code Section 17.04.070 Definitions to establish a maximum front yard setback for a dwelling unit and clarify innerblock development maybe permitted through an approved Planned Unit Development.

City Planner Tony Ekins said the proposed amendment is initiated by Hyrum City to establish a maximum front yard setback to clarify the definition of innerblock development. On December 11, 2025, the Planning Commission held the required public hearing and made a motion (3-0) recommending approval to the City Council.

Councilmember Rasmussen said the way the ordinance is written it would eliminate the ability to develop at a rear of a lot, except as innerblock development, which is only allowed in the R2A Zone. He does not think that a maximum setback should be defined in the definition of innerblock development. It could create confusion for someone looking at the zoning for their property and read the setback as described in this ordinance.

Mayor Miller said innerblock development is defined in the Code and there are areas in Hyrum that innerblock development won't affect due to the property not being on a regular city platted block. This ordinance was being written to protect property owners on the original platted blocks from having someone build a home that looks into adjacent properties back yards.

Councilmember Rasmussen said the definition of "City Block" or "City Platted Block" needs to be better defined so that innerblock development only applies to the original 660' x 660' platted blocks.

ACTION

Councilmember Adams made a motion to continue the discussion on Ordinance 26-04 an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code Section 17.04.070 Definitions to establish a maximum front yard setback for a dwelling unit and clarify innerblock development maybe permitted through an approved Planned

