

MINUTES OF A CITY COUNCIL WORKSHOP HELD APRIL 17, 2026 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

**CONVENED:** 7:00 A.M.

**CONDUCTING:** Mayor Steve Miller

**ROLL CALL:** Councilmembers Rebecca Foulger, Michael Nelson, Nalyn Nelson, Craig Rasmussen; and James Mont Wright.

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

**OTHERS PRESENT:** City Administrator Daniel Ferris, Public Utilities Director Kade Maughan, Water Superintendent Nick Saurey, Parks Superintendent Ned Fredrickson, Power Superintendent Larry Coleman, City Treasurer Todd Perkins, Senior Accountant and Internal Auditor Wes Bingham, Office Specialist Keesha Rinderknecht, Utility Billing Specialist Margaret Poppleton, City Planner Tony Ekins, Museum Director Jami VanHuss, Library Director Emily Coltrin, Senior Center Director Jesse Walker, Recreation Manager Robert Stroud, Fire Chief Tony Stauffer, Assistant Chief Luke Schmid, and eleven 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 Rasmussen made a motion to approve the agenda for April 17, 2026, Workshop, as written. Councilmember Michael Nelson seconded the motion and Councilmembers Foulger, Michael Nelson, Nalyn Nelson, Rasmussen, and Wright voted aye. The motion passed.**

4. AGENDA ITEM
  - A. Hyrum City Department Reports.
5. ADJOURNMENT

**AGENDA ITEM:**

**HYRUM CITY DEPARTMENT REPORTS.****REVIEW ACCOMPLISHMENTS OF 2025 WITH PUBLIC WORKS INDIVIDUAL DEPARTMENTS.****Public Utilities Director Report:**

Public Utilities Director Kade Maughan reported on several major accomplishments within the department. He stated one of the most significant achievements was the completion of the line replacement through the railroad easement and successfully installing storm drain infrastructure through the area. Installation of a backup well generator that operates on diesel fuel in the event of a power outage. In addition, a new generator was installed at the chlorinator facility to ensure the City can continue receiving water during power outages.

**Power Superintendent Report:**

Power Superintendent Larry Coleman stated additional accomplishments were included in the packet provided to the Council. The hydro penstock relining project, which addressed leaks in the penstock. He explained the project required coordination with the Federal Energy Regulatory Commission (FERC). A company was hired to install the liner within the penstock and fabricate metal sheets for the project. The liner creates a space between the liner and the pipe. He also reported on site improvements completed at the generator facility, noting the area now appears as a complete utility facility rather than simply a building in a field.

**Parks Superintendent Report:**

Parks Superintendent Ned Fredrickson reported on the continued development of Libby Springs Park. He stated several improvements were funded by the developer of Mt. Sterling Estates and the City installed them rather than being completed directly by the subdivider. Improvements include pickleball courts, a basketball court, and grading work on a hill within the park. The City would like to upgrade the playground equipment and install additional rock landscaping to help prevent weed growth. He explained the larger park area is designed as a neighborhood park, while the smaller park area serves as a retention basin due to topographic challenges and hills within the development. New lighting had been installed at the rodeo grounds and baseball diamonds. In addition, playground equipment at East Park was replaced and updated.

**HYRUM DAM SPILLWAY PROGRESS.**

Stan Ross with Ames Federal introduced himself as the Project Manager for the improvements to the spillway basin at Hyrum Dam. He stated Ames Federal works closely with the Bureau of Reclamation, as well as local water and power companies, throughout the project. Also present were Adam Howes, Project Manager with the Bureau of Reclamation, and Paul Bergstrom from the Four Corners Office of Reclamation.

Adam Howes explained the Bureau of Reclamation conducts regular dam safety inspections to identify deficiencies and potential problems. When issues are identified, the dam enters the Safety of Dams process to determine corrective actions and improvements needed to address the deficiencies. Mr. Howes stated enough concerns were identified at Hyrum Dam to require corrective action. He noted the reservoir provides both irrigation water and recreational opportunities, and South Cache Water Users Association is a project partner. He explained the spillway chute has a capacity of 9,000 cubic feet per second (cfs) and stated Hyrum Reservoir is unique because the spillway operates nearly every year due to the relatively small drainage basin and the reservoir consistently filling to capacity.

Councilmember Rasmussen said water users throughout northern Utah are entitled to certain water storage rights and reservoir sites. He noted Hyrum Dam has been part of ongoing discussions regarding the possibility of increasing the reservoir's storage capacity. There is currently an active study evaluating the enlargement of the dam. He explained that because the facility is federally owned, environmental issues and federal requirements must also be addressed as part of any expansion project.

Adam Howes discussed conditions identified in several canal systems, including East Field, Little Bear River, Hyrum-Mendon, and Wellsville Canal systems. He explained there were areas beneath portions of the spillway chute where large voids existed and structural support was inadequate. He stated deficiencies within the spillway chute were a significant factor leading to the corrective action project.

Stan Ross explained that any seepage issues within a dam or spillway structure can become much larger problems if not properly addressed. He stated the drainage system improvements include the use of water stops designed to direct water to the bottom of the

spillway basin and prevent seepage-related damage. He explained a water stop is a rubber material embedded into concrete on both sides of joints within the structure to help control water movement and protect the integrity of the spillway.

Adam Howes reviewed the project timeline and stated the Bureau of Reclamation awarded the project to Ames Federal in 2025 in the amount of approximately \$115.9 million.

Stan Ross provided additional information regarding Ames Construction, noting the company relocated to Utah in 1980 during construction of the Intermountain Power Project and has also completed projects for Kennecott in West Valley City. He stated Ames is a nationwide, employee-owned company that performs federal government projects exclusively. Mr. Ross explained the project recently entered Level II security requirements due to federal standards. He expressed appreciation for the support received from Hyrum City, particularly regarding power needs associated with the project.

Stan Ross stated the project requires significant electrical power due to the large crane operations and dewatering systems. Hyrum City assisted in rerouting a power line and providing temporary power for office trailers and dewatering pumps located within the basin. He explained approximately 700,000 gallons of water per day are being pumped from the site and monitored seven days per week. The Bureau of Reclamation also requires large lighting systems to provide safe access for monitoring wells. There are currently 52 deep wells installed approximately 20 feet apart and connected through an underground piping system. The wells range from approximately 75 to 81 feet deep. He explained the area has a very high water table due to the proximity of the reservoir and is designated as a heavy groundwater area. He stated only the amount of groundwater necessary for construction activities is being removed and noted all temporary wells will be properly abandoned once the project is complete.

**UTILITY DEPARTMENTS OBJECTIVES, GOALS, AND BUDGET REVIEW FOR CURRENT THREE, FIVE AND TEN PLUS YEAR PROJECTIONS WITH CAPITAL EXPENDITURES**

**Power:**

Power Superintendent Larry Coleman reviewed the accomplishments completed by the Power & Light Department during 2025 and 2026. Mr. Coleman reported the department completed the hydro penstock

re-lining project, underground power installations and improvements at AJ Park and Hydro Park, and site improvements at the natural gas generation plant, including installation of a sound wall. He stated the department also relocated overhead power lines and installed underground power associated with the Hyrum Spillway Project. Additional accomplishments included underground power installations in new subdivisions, continued maintenance of existing infrastructure, and completion of testing on CT-rated meter services.

Projects currently in progress include the Hardware Ranch underground installation project and the 300 South underground installation project.

The responsibilities of the Power & Light Department, including maintenance and operation of the City's distribution system consisting of approximately 42 miles of overhead primary distribution lines, 35 miles of overhead secondary lines, 25 miles of underground primary distribution lines, and 30 miles of underground secondary distribution lines. He also reviewed the transmission system, which includes approximately 4.5 miles of existing transmission line currently operating at conductor capacity. He stated plans are underway to rebuild and relocate portions of the transmission line system, increasing the total line length to approximately 4.75 miles with upgraded poles and conductors that will more than double transmission capacity.

The City's substations, including Substation 1, Hammer Substation, 800 East Substation, Center Street Substation, and West Point Substation located at the generation plant. He also discussed plans for a new substation to be constructed near 900 East Highway 101 behind Chevron, which will replace the outdated 800 East Substation.

The City currently maintains approximately 5,000 electrical meters. He also reviewed department facilities and equipment, including the hydro plant with its 300-kilowatt turbine, hydro building and hydro house, as well as the generation plant containing three 2.6-megawatt natural gas reciprocating engines and associated control systems. He noted the department is responsible for maintaining numerous pieces of wheeled equipment, trailers, bore machines, safety equipment, rubber goods, hot sticks, and electrical testing equipment.

Personnel responsibilities, including employee training, compensation, wages, and benefits, as well as future staffing needs dependent upon City growth.

The department's 2026 Strategic Planning goals for the Power & Light Department. One-year goals include completion of the 300 South 600-amp tie project, completion of the underground powerline conversion from the hydro plant to Hardware Ranch, and construction of a temporary shoofly bypass transmission line. He reviewed the anticipated timelines for each project and stated the department also plans to hire a full-time groundman/apprentice during April or May of 2026.

Two to three year goals, including Phase 1, 2, and 3 transmission line rebuild projects and construction and commissioning of the new substation near 900 East SR-101. He stated the substation project is anticipated to span from 2026 through 2028 and will include engineering, design work, long lead-time equipment procurement, concrete and groundwork, and above-ground steel and bus work installations. The goal is to commission the new substation by fall of 2028 and transfer loads from the existing 800 East Substation before its removal.

Four to ten year goals, including continued upgrades to portions of the distribution system to increase feeder capacity to 600 amps, acquisition of property for a future Power & Light building and equipment yard, and acquisition of property for a future south-end substation. He stated the department may eventually require a dedicated substation and generation technician position.

Ten year and longer-range goals, including the potential construction of a transmission line loop around Hyrum City to improve system reliability and simplify maintenance operations, as well as the possibility of constructing an additional substation on the south end of the City to accommodate future growth.

#### **Culinary Water and Pressurized Irrigation**

Water Superintendent Nick Saurey reviewed the department's project plans, budget, accomplishments, expenditures, and long-term capital improvement plans for the Culinary Water Department. The department completed installation of an 8-inch water line along the trunk line on 700 North and continued steel water line replacement projects along 200 South and 200 West. He stated the City is also installing a new 8-inch water line along 300 North from 500 East to 200 West to improve water service to the

industrial area and west side of the City.

There is a need for a new water tank and well site estimated at approximately \$4 million. He explained studies indicate the City will need additional water storage capacity within the next one to five years in order to meet fire flow requirements associated with continued growth. He stated the City does not have a shortage of water supply, but additional storage capacity is needed for fire protection purposes. The proposed tank would likely hold between 1.5 and 2 million gallons rather than constructing a significantly larger tank that would remain partially empty. He noted land acquisition for the project will need to begin within the next few years.

Hyrum City's water system is gravity-fed, allowing the City to provide water service without relying heavily on electricity. He stated higher elevation storage sites are beneficial because, in the event of a power outage, gravity-fed systems continue providing water service to residents.

The City's primary issue is not a lack of water supply, but rather aging infrastructure, including old steel water lines and valves that no longer function properly. He noted many water lines date back to the 1940s and consist of welded steel pipe. Under current regulations, if a water service line was installed prior to 1990 and there is no physical proof of materials used, the line must be classified as potentially containing lead if the material is unknown. Because historical design standards and records were limited, the department now photographs lines during excavation projects to document materials and verify lines are not lead. He stated when old lines are exposed during construction, the department often replaces them rather than covering them back up due to their age and condition.

Personnel needs within his department are no new positions the coming budget but he still has two positions to be filled in this years budget. He explained many of the remaining lead, copper, and aging line replacement projects could potentially be completed internally over a three-year period rather than relying entirely on outside contractors. He noted contractors can cost the City several hundred thousand dollars, while additional City employees could gradually complete many projects during the construction season. He further explained water leaks require a minimum of three employees to repair and noted the department also oversees

irrigation operations, making staffing levels an ongoing concern during peak seasons.

Two to five year goals, including acquiring property for the future water tank and well site.

Public Utilities Director Kade Maughan discussed plans to install a 16-inch water line within a neighborhood area to improve gravity-fed service and address pressure issues already occurring within portions of the system. He also commented on department personnel, noting most employees have years of experience and provide valuable expertise to each department. He stated Nick continues training additional staff and explained that while the water system operates largely automatically, substantial maintenance work is continually required.

Nick Saurey reported several springs supplying the City have already begun declining earlier in the season, requiring operation of City wells approximately four to five weeks earlier than in some previous years. He stated the City did not operate a well at all during the previous year and relied entirely on spring flow from March through July. During some heavy snowpack years, the City has operated solely on spring water through August without activating wells. He explained there is already a well located up the canyon near the CC Camp area, although some wells have specialized sampling requirements. Power costs associated with operating wells are expected to increase, noting it costs approximately \$1,000 per day to operate pumping systems. He also explained the spring systems located in the canyon are fenced and monitored using meters, solar panels, and cellular communication equipment near the power plant area.

The City will need to determine the long term importance and priorities associated with the pressurized irrigation system. He explained the irrigation department maintains approximately 70 miles of sprinkler system infrastructure consisting largely of older piping operating at maximum flow capacity. He noted the system historically operated approximately eight months per year and, in some cases, irrigation water has been pumped over culinary water lines throughout the year.

The City's annual culinary water production, excluding JBS, totals approximately 1.2 billion gallons annually, while irrigation water usage totals approximately 1.4 billion gallons over a six-month irrigation season. He emphasized the importance of maintaining the

irrigation system and stated the State's water conservation goals focus primarily on reducing potable culinary water usage. He explained irrigation water reductions are generally not included within the State's potable water conservation calculations. Current State goals seek approximately a five percent reduction in potable water use based upon 2015 baseline usage levels.

The Culinary Water Capital Improvement Project Plan for the department. He stated the one- to five-year plan includes installation of a new 8-inch C900 water line from the substation to 200 West along 700 North to serve the future truck route. Additional projects include replacement of an existing 4" steel line with an 8-inch C900 line from Main Street to 200 South along 200 West, and installation of a new 8" C900 line from 500 East to 200 West along 300 North to improve water service to the industrial area and west side of the City.

Additional planned improvements include replacement of the existing 3" ductile line with a new 8-inch C900 line along 200 West and 400 South from 300 South to 100 West. He also reviewed projects to replace aging steel water lines, including replacement of a 4" steel line with an 8-inch C900 line from Main Street to 300 South along 200 East, and replacement of existing 3", 4", and 6" steel lines with an 8" C900 line from Main Street to 300 South along 600 East.

The City also plans to install a new 10-inch minimum C900 line from 800 East to the proposed future water tank along 6600 South. He stated plans for the new water tank and well site are estimated at approximately \$4 million and may continue into the five- to ten-year planning period depending upon property acquisition and project timelines.

Additional projects include replacing a 6" Class PVC line with a 10" C900 line from 700 North to the treatment plant, and replacing a 6" cast iron line with an 8" C900 line from 100 West to Center Street along 200 North, as well as installing a new 8" C900 line from Center Street to 100 East along 200 North to improve fire flow capacity for future development.

The five to ten year capital improvement plan, which includes installation of a new 10" C900 line from 700 North to 400 North along 200 West to address increasing industrial water demand.

The proposed 2026-2027 budget priorities, including continued work on the canyon metering project required for State reporting purposes, continued replacement of aging steel water lines, and additional infrastructure improvements.

Two to five-year operational goals, including installation of chlorinators at well houses to meet State chlorination compliance requirements, completion of lead and copper inventory requirements for federal compliance, evaluation of property acquisition and rights-of-way for future well houses as the City expands south, and continued steel water line replacement projects.

Mr. Saurey concluded by reviewing the ten to twenty year goals for the department, which include continued infrastructure repairs and upgrades, replacement of outdated equipment, completion of the lead and copper inventory program, and camera inspections and redevelopment of spring lines as needed.

**PARKS :**

Parks Superintendent Ned Fredrickson reported the Parks Department is responsible for maintaining approximately 183 acres of City property, including parks, parking areas, baseball fields, entry signs, trails, and landscaped public spaces. The department currently maintains nine parks in addition to landscaped entry signs and other public areas throughout the City. He noted the department employed five seasonal workers last year and increased to six seasonal employees this year.

The department's overall vision, which is to develop and maintain a resilient, accessible, and attractive parks and open space system that enhances quality of life, preserves natural resources, and supports the City's long-term growth. He stated key priorities include asset preservation, maintenance excellence, environmental sustainability, water efficiency, equitable park access, open space preservation, and long-term infrastructure planning.

Current maintenance operations and the department has worked to establish standardized maintenance levels and routine schedules for turf care, irrigation checks, and park maintenance. He explained he physically checks irrigation systems and manually turns on valves throughout the park system to identify broken heads, leaks, and areas requiring repair.

The department has implemented water management improvements, including WeatherTRAK smart irrigation systems that operate using

AccuWeather data to improve irrigation efficiency and reduce unnecessary water use. He also discussed future plans to plant additional trees throughout the community, including opportunities for residents to participate in tree planting and Arbor Day dedication projects during City service events.

The department's short-term goals over the next zero to three years, including conducting a complete inventory of parks, trails, trees, irrigation systems, and structures throughout the City. He stated the department plans to implement a digital asset management system and establish lifecycle replacement schedules for infrastructure and equipment. Additional goals include standardizing maintenance schedules, addressing deferred maintenance projects, auditing irrigation systems for efficiency, upgrading outdated irrigation infrastructure, improving ADA accessibility, upgrading lighting, and addressing hazardous or aging trees through an urban forestry plan.

The department has already completed upgrades to East Park, including replacement of aging playground equipment with new structures and improvements.

Three to five year goals, include continued park upgrades and renovations, replacement of aging infrastructure such as benches, pathways, and shelters, and redesigning older parks to improve durability and reduce maintenance requirements. Additional goals include increasing shade coverage through additional trees and structures, constructing trail connections between neighborhoods, schools, parks, and civic areas, and standardizing trail materials and widths throughout the City.

He also discussed future plans for land acquisition and preservation of open spaces and natural corridors, as well as integrating parks into stormwater management systems through bioswales, retention areas, improved drainage systems, and soil health improvements. The department also plans to establish consistent landscaping and signage standards to improve beautification and community identity, particularly at gateway locations and highly visible parks.

Five to ten year goals, including development of additional neighborhood and community parks in growth areas, completion of a connected citywide trail system integrated with regional trail networks throughout Cache Valley, and expansion of drought-tolerant landscaping and smart irrigation systems throughout the

City. He stated additional long-term goals include protection of environmentally sensitive areas, restoration of degraded landscapes, and development of parks designed to withstand drought conditions, heavy public use, and changing climate conditions through use of durable, low-maintenance materials.

The department's long-term vision, which includes creation of a fully connected greenway and trail system throughout the City, ensuring residents are within a ten-minute walk of maintained green space, reducing overall water consumption within the parks system, developing a mature and diverse urban tree canopy, and permanently preserving key open spaces and natural areas. He also reviewed funding strategies and performance measures, including capital improvement planning, grant opportunities, developer impact fees, partnerships with conservation organizations, park condition measurements, water usage tracking, tree canopy coverage, trail connectivity, and reduction of deferred maintenance projects.

#### **REPORT ON BUSINESS LICENSES, DOG LICENSES, AND CEMETERY.**

##### **Business Licenses:**

Office Specialist Keesha Rinderknecht reviewed the City's 2025 business license fees and licensing activity. Current business license fee schedule includes a \$10 application fee for first-year licenses, \$20 for home occupation licenses, \$75 for landlord licenses, \$75 for commercial and agritourism licenses, \$50 commercial fire inspection fees, and \$75 solicitor licenses with an additional \$5 fee for each additional solicitor.

The City currently has 123 home occupation licenses, 194 landlord licenses, 103 commercial licenses, and 7 solicitor licenses. She noted the City recently added a new agritourism business license classification.

She discussed ongoing business license and code enforcement efforts and stated approximately five businesses are currently dealing with code enforcement issues. She noted Tony and Jeff have been actively enforcing City code requirements and addressing businesses operating in violation of City ordinances.

Discussion included concerns regarding home occupation businesses operating without proper licensing, including a recently identified tattoo shop operating as a home occupation. Council Members discussed possible mechanisms for identifying unlicensed businesses operating within the City.

Keesha Rinderknecht explained all home occupation businesses are required to obtain a business license; however, some home occupations that do not significantly impact surrounding neighborhoods may require less oversight. Discussion also included the potential future need for a dedicated code enforcement officer to assist with increasing enforcement demands as the City continues to grow.

**Dog Licenses and Animal Control:**

Keesha Rinderknecht reported on City dog license fees and animal control activity. She stated dog license compliance continues to decline despite population growth, indicating that a portion of dog owners are not properly licensing their animals. She noted that in previous years, meter reading staff would occasionally identify households with dogs, which assisted in licensing compliance efforts.

Current dog license fee schedule is as follows: Spayed/Neutered animals are \$12, Female/Male dogs are \$22, and a \$5 late fee is assessed after February 28 each year.

She provided the following dog license totals by year: 2020 - 658 licenses; 2021 - 680 licenses; 2022 - 668 licenses; 2023 - 678 licenses; 2024 - 635 licenses; 2025 - 708 licenses; and 2026 year-to-date (as of 04/16) - 520 licenses.

The City requires dog owners to obtain a license directly through the City office. She reported the City is exploring the implementation of a mail-in licensing option and a \$2.00 convenience fee to improve accessibility and encourage compliance.

Animal Control Officer Kirt Lindley said the dog park in Hyrum has a problem with unlicensed dogs and dogs not licensed in Hyrum. Discussion included enforcement efforts and animal control personnel conduct routine patrols to verify that dogs have valid City-issued tags. It was noted that both residents and non-residents utilize the dog park, and consideration was discussed regarding whether non-residents should be charged an additional fee or required to obtain a City-issued tag in order to use the facility. He also raised concerns regarding a growing issue with backyard chickens within the City. He stated current regulations allow up to six chickens per household in some cases; however, discussion centered on whether additional restrictions or clearer enforcement may be necessary to address neighborhood impacts and ensure compliance with City ordinances

**Cemetery:**

Office Specialist Keesha Rinderknecht reviewed cemetery operations, including current rates, burial activity, and available burial spaces. cemetery rates currently in effect were approved March 2, 2023, and include fees for plot purchases, opening and closing services, cremations/infant burials, exhumations, headstone moving, and monument-related services. She noted separate rate structures exist for residents and non-residents, with additional charges for oversized vaults, after-hours services, and monument company work, as applicable. She also noted cemetery policy includes no burials on Sundays or holidays and defines residency as primary residence within Hyrum City limits, excluding assisted living and nursing facilities.

Cemetery plot sales and burial activity over recent years. She stated the number of cemetery plots purchased has fluctuated, with totals as follows: 2017 - 188; 2018 - 85; 2019 - 77; 2020 - 80; 2021 - 132; 2022 - 123; 2023 - 98; 2024 - 144; and 2025 - 69, for a total of 996 plots purchased during the reported period. She also reported on burial activity, noting a slight decline in recent years. Burial totals were reported as follows: 2017 - 60; 2018 - 46; 2019 - 53; 2020 - 63; 2021 - 66; 2022 - 64; 2023 - 65; 2024 - 69; and 2025 - 58, for a total of 544 burials. She stated annual burials generally average approximately 60 per year.

Public Utility Director Kade Maughan further reported on cemetery capacity and available burial spaces by section. He stated seven cemetery sections are currently full or have burials already pre-purchased, with limited remaining availability in those areas. There are currently approximately 961 burial plots available for purchase. He reported on cemetery expansion efforts, including preparation of the east property and planned roadway closures to facilitate continued cemetery development and future expansion of burial space.

**REPORT ON UTILITY BILLING.**

Utility Billing Clerk and Power Scheduler Margaret Poppleton addressed the Mayor and City Council, outlining her role and departmental responsibilities. Ms. Poppleton stated she oversees monthly billing and collection of all City utility services, including establishing new accounts, closing accounts, processing final balances, responding to billing inquiries, managing past-due accounts, and coordinating service shut-offs and reconnections. She also works closely with Public Works on meter installations and related work orders, assists the Finance

Department with payroll reconciliation, and supports front counter operations and phone customer service.

She manages power scheduling for the City's natural gas generation facilities. She explained this includes monitoring the City's electrical load and market energy prices on an hourly basis to determine when to operate the generators. During periods of high market prices, local generation is used to reduce costs, and during peak system demand, the generators assist in relieving strain on transmission infrastructure. She stated daily analysis includes reviewing hourly market prices, temperature data, system load, and available resources through UAMPS (Utah Associated Municipal Power Systems). She noted both responsibilities support the shared goal of maintaining reliable utility services while controlling costs and stabilizing utility rates for residents.

In March 2026, a total of 4,506 utility bills were generated. She stated the City operates two billing cycles divided by Center Street, with Cycle 1 (west of Center Street) consisting of approximately 1,496 accounts and Cycle 2 (east of Center Street) consisting of approximately 3,010 accounts. She noted approximately 61% of customers continue to receive paper statements, with 967 mailed in Cycle 1 and 1,805 mailed in Cycle 2 for the March billing period.

2025 account activity, stating 361 accounts were final billed and closed during the year and 19 accounts (approximately 5%) were referred to collections. She further reported 422 new accounts were established, including approximately 60 new service locations. She noted the current 2026 write-off amount reflects accounts originally billed in 2022 that were sent to collections and remain uncollected.

A customer profile overview, reporting approximately 13.7% of accounts are rental properties. She stated the City currently has 161 solar customers (approximately 3.5% of accounts), 216 customers enrolled in the Equal Pay program, and 934 customers enrolled in AutoPay.

Operational challenges, including increasing customer service demands, particularly related to solid waste billing coordination with Waste Management, and the need for continued improvements in delinquent account management while maintaining positive customer relationships. She noted discussion regarding potential "pay as you go" options for customers with chronic shutoffs. Additional

challenges include administration of rental property accounts and educating landlords on City requirements, as well as billing complexities related to solar customers and limitations within the City's current software system.

Future goals and priorities, including conversion of remaining water meter radios to Master Meter technology to improve efficiency and state reporting accuracy, maintaining updated customer contact information, improving billing and collections efficiency, enhancing customer communication, and reviewing Equal Pay program structures. She also noted future consideration of time-of-use electric rates and potential "pay as you go" utility billing options.

Utility Billing and Power Scheduling functions are critical to the City's overall utility operations, emphasizing continued commitment to accurate billing, responsible collections, effective energy management, and high-quality customer service for the residents of Hyrum City.

**BUILDINGS, CAMPGROUNDS, AND PARK RENTALS:**

City Recorder Stephanie Fricke said Office Specialist Shara Toone could not be here today but provided the following information on building and park rentals. A comprehensive report was presented to the City Council regarding rental activity, usage, and revenue performance for Hyrum City's rental facilities, parks, campgrounds, and other recreational facilities for the years 2022 through 2025.

**Canyon Lodge:**

Canyon Lodge revenues of \$5,875 in 2022, \$740 in 2023, \$900 in 2024, and \$1,900 in 2025. Rental usage was reported at 16 rentals in 2022, 10 rentals in 2023, 7 rentals in 2024, and 14 rentals in 2025.

**Civic Center:**

Civic Center revenues of \$12,945 in 2022, \$16,100 in 2023, \$15,000 in 2024, and \$19,000 in 2025. Rental usage was reported at 199 rentals in 2022, 204 rentals in 2023, 217 rentals in 2024, and 242 rentals in 2025.

**Elite Hall:**

Elite Hall revenues of \$14,600 in 2022, \$16,611 in 2023, \$16,321 in 2024, and \$18,880 in 2025. Rental usage was reported at 215

rentals in 2022, 322 rentals in 2023, 307 rentals in 2024, and 335 rentals in 2025.

**AJ Park:**

AJ Park revenues of \$725 in 2022, \$875 in 2023, \$825 in 2024, and \$1,125 in 2025. Rental usage was reported at 22 rentals in 2022, 17 rentals in 2023, 25 rentals in 2024, and 27 rentals in 2025.

**City Square:**

City Square revenues of \$1,150 in 2022, \$1,400 in 2023, \$850 in 2024, and \$1,100 in 2025. Rental usage was reported at 49 rentals in 2022, 65 rentals in 2023, 37 rentals in 2024, and 38 rentals in 2025.

**Salt Hollow Park:**

Salt Hollow Park revenues of \$1,875 in 2022, \$1,700 in 2023, \$1,750 in 2024, and \$1,350 in 2025. Rental usage was reported at 58 rentals in 2022, 56 rentals in 2023, 62 rentals in 2024, and 44 rentals in 2025.

**Blacksmith Fork Park:**

Blacksmith Fork Park revenues of \$1,600 in 2022, \$1,875 in 2023, \$1,975 in 2024, and \$2,425 in 2025. Rental usage was reported at 61 rentals in 2022, 64 rentals in 2023, 73 rentals in 2024, and 77 rentals in 2025.

**CCC Campground:**

CCC Campground revenues of \$3,850 in 2022, \$3,730 in 2023, \$3,530 in 2024, and \$4,580 in 2025. Usage was reported at 352 campground space rentals in 2022, 359 in 2023, 348 in 2024, and 387 in 2025.

**Left Hand Fork Campground:**

Left Hand Fork Campground revenues of \$8,710 in 2022, \$6,450 in 2023, \$7,390 in 2024, and \$6,010 in 2025. Usage was reported at 397 campground space rentals in 2022, 423 in 2023, 517 in 2024, and 524 in 2025.

**Canyon Park Campground**

Canyon Park Campground revenues of \$8,710 in 2022, \$8,675 in 2023, \$14,780 in 2024, and \$16,075 in 2025. Usage was reported at 851 campground space rentals in 2022, 669 in 2023, 761 in 2024, and 786 in 2025.

**Other Facility Rentals for 2025 Only**

Baseball Fields: \$5,200; Soccer Fields: \$120; Skateboard Park: \$0; Rodeo Grounds: \$1,250; and Amphitheater: \$50

### **COMMUNITY SERVICE DEPARTMENT REPORTS.**

#### **Museum:**

Museum Director Jami VanHuss presented a report to the City Council regarding the Hyrum City Museum's 2025 year-end performance, strategic direction, budget, staffing, programming, and long-term planning.

Director VanHuss stated that Hyrum is a safe and friendly community with a small-town feel and a positive, progressive future. She described Hyrum as a diverse and well-planned community that promotes a healthy atmosphere for residents of all ages while valuing historic and cultural heritage, family orientation, educational and recreational opportunities, youth programming, open space preservation, citizen involvement, and responsive government. The Museum's vision is providing an inviting space where all visitors experience a sense of belonging through learning, interaction, and engagement with local heritage, supported by sustainable museum best practices. The Museum's mission is to create and maintain interpretive exhibits, provide educational programming, and collect and care for artifacts and historical materials that connect visitors to local heritage and community identity.

The 2026-2030 Strategic Plan is currently being finalized and adopted. The plan is organized around four core goals:

- Exhibitions and Collections
- Education
- Outreach and Belonging
- Sustainability

She noted that the Museum continues to build upon accomplishments from the 2020-2025 Strategic Plan, including increased attendance, expanded educational programming, improved collections storage and management, exhibit enhancements, strengthened community partnerships, and increased professional recognition at the local, state, and national levels. She presented the following financial summary for 2024-2025: City funding: \$83,450; Additional external funding (grants, donations, fundraising): \$67,975; Total cash funding: \$112,050; In-kind contributions (volunteer hours, fundraising, and partner support): \$39,375; and Total estimated

community value: \$151,425. She noted that external funding nearly doubles the City's investment in the Museum.

The Museum operates with a Director, Curator, and Educator, supported by docents, interns, and volunteers. She stated that staff currently operate at a maximum of 58.5 paid hours per week and that administrative capacity is at or near full utilization. This budget includes a request for the Director's position to be full time. She needs additional hours in order to continue to provide grants, exhibits, and programs at the level that she has been because she does not have any extra time. Currently her position is part time benefited with a maximum of 29.75 hours per week and she can not get everything done in those limited hours.

The Museum hosted 4,698 visitors in 2025, representing an increase of over 10% compared to the prior year. She further reported growth in: School field trips and youth engagement; Community programming and special events; and Digital engagement through social media platforms.

The Museum maintained 14 permanent exhibits and multiple rotating and digital exhibits in 2025. Notable exhibits and projects included: "Hyrum, My Hometown" oral history exhibit; World War I veteran Alonzo Stanton exhibit; Maria Jensen Christiansen Pioneer Hotel exhibit; and Smithsonian-affiliated "Know Your Treaty" exhibit (opening planned for 2027-2030)

Successful programming also included Super Saturday events, Back in Time children's activities, Passport to Summer Fun, and community partnerships.

There is continued growth in collections, including artifact donations, archival acquisitions, and oral history development. She noted ongoing efforts in collections management, storage organization, and preservation. She also highlighted continued partnerships with veteran organizations and participation in commemorative ceremonies and community events. There is strong community engagement through educational programming, volunteer participation, and partnerships with schools, civic organizations, and regional institutions; and active involvement in professional organizations at the state and national level by Museum staff, contributing to increased institutional recognition and collaboration opportunities.

A strong digital engagement in 2025, including: 1,450 Facebook followers with over 102,000 annual views; and 414 Instagram followers reaching over 3,000 users.

The Museum continues to experience growth in attendance, programming demand, collections development, and community engagement. She stated that current staffing levels are at capacity and that a full-time Director position is necessary to sustain operations and meet increasing demands. She emphasized the importance of continued City support, external funding, and community partnerships to maintain and expand Museum services.

**Senior Center:**

Senior Center Director Jesse Walker presented a report to the City Council regarding operations, programming, meal services, attendance trends, staffing needs, and budget considerations at the Hyrum Senior Center. Director Walker stated that the primary purpose of the Senior Center is to enrich the lives of its patrons through meals and programming. He reported that the Center provides three meals per week and has experienced continued growth in participation, particularly on Mondays, Wednesdays, and Fridays, with Tuesdays and Thursdays remaining slower service. He reported exceptional growth in meal attendance and overall participation. He noted that Monday meal service has increased from approximately 10 participants to approximately 25 participants, with an overall average of approximately 48 meals served per service day. He further reported that Wednesday and Friday meal services have experienced significant growth of approximately 89 percent, with participation nearly doubling over time. He stated that total daily attendance now averages approximately 24 to 30 participants depending on the day and programming. The Senior Center has expanded programming partnerships, including Utah State University theatre performances and music-related programming such as Mozart and Four Seasons events. He also noted seasonal recreation opportunities including canoeing during warmer months and winter snowshoeing activities in partnership with Common Ground Beaver. He stated that participation varies based on interest and emphasized that not all patrons participate in all activities.

Exercise programs had not been offered in the facility for approximately two years prior to him reinstating classes. He stated that chair yoga is currently held on Mondays at 10:00 a.m. and averages approximately 40 participants. He also reported Wednesday and Friday exercise classes provided through USU Extension with

attendance averaging 20 to 24 participants. He noted strong engagement and continued demand for wellness programming.

Staffing levels are currently insufficient to meet increasing demand at the Senior Center. He reported that a third staff member is needed to assist with kitchen operations, meal preparation, custodial duties, and programming support. He stated that current staff, including the cook, are experiencing significant workload strain as meal service has increased, and that custodial responsibilities are impacting kitchen operations. He further stated that volunteers and board members assist regularly but are experiencing burnout due to ongoing workload demands. He acknowledged the contributions of volunteers and board members, noting that many assist with food preparation and service, and that most board members hold food handler permits. He stated that while volunteer support is essential, current operational demands exceed what can reasonably be sustained through volunteer labor alone.

Senior Center Director Jesse Walker presented a budget overview indicating that the Senior Center provides an estimated community benefit of approximately \$49,000 annually. He stated that this equates to approximately \$1,633 per participant per year based on attendance levels. He further discussed staffing and benefit costs, noting that current benefit expenditures equate to approximately \$49,000 annually and could be interpreted as approximately 2,450 hours of labor, or roughly the equivalent of two part-time employees working approximately 22.5 hours per week each. He stated that the Center is attempting to reduce costs where possible while continuing to expand services. The Senior Center benefits from food donations through the Cache County Community Food Pantry, which significantly reduces food costs. He stated that without donated food supplies, the current budget would not be sufficient to sustain meal services.

Based on current growth trends, the Senior Center cannot continue to operate effectively without additional staffing support. He specifically requested consideration of a third staff member to assist with kitchen operations, programming, and custodial duties, and expressed support for evaluating his position as a full-time role. He stated that continued growth in attendance, programming, and meal services is well beyond pre-COVID levels and is expected to continue.

Council discussion followed regarding the increasing demands on Senior Center staff and volunteers and the importance of maintaining service levels for senior residents. Councilmembers acknowledged the growth in participation and the value of services provided to the community.

**Recreation:**

Recreation Director Robert Stroud presented a report to the City Council regarding the Hyrum City Recreation Department, including updates to his job responsibilities, new programming, current operations, and a long-term strategic plan for 2026-2036+.

Director Stroud reported that his job description has been adjusted to include additional responsibility for overseeing special events and assisting City Councilmembers with event coordination and committee assignments. He stated that the Recreation Department continues to function as a primarily single-employee operation supported by volunteers, independent contractors, and community partners. He provided an overview of new programs implemented within the past 12 months, including the Hyrum Explorers STEAM class, which has been supported through donated time and several hundred dollars in supplies and has served approximately 73 participants. He reported 73 participants in pickleball lessons, five Movies in the Park events, 25 families participating in the Daddy Daughter Date, and approximately 450 participants across 20 games in related programming. He also reported the launch of flag football with 15 teams and the current development of a youth track and field program with approximately 30 registered children, currently being operated with assistance from volunteer parents.

He is working towards a successful continuation and expansion of community events, including Candy Cabin programming, Easter Egg Hunt and Teen Easter Egg Hunt events, Youth Council Teen Dance, and the Patriotic Program. He stated that these programs also provide leadership development opportunities for Youth Council participants. The Hyrum Recreation Strategic Plan for 2026-2036+, noting that the department operates under the guiding pillars of Community Connection, Lifelong Learning and Growth, and Health and Wellness, with the tagline "Live in Hyrum. Stay in Hyrum. Play in Hyrum." He reported that the department currently offers year-round leagues, special events, fitness and enrichment classes, youth programming, and facility rentals across multiple city sites, including East Park, Canyon Park, CCC Campground, and Left Hand Fork.

He reported that recent programming additions include youth and adult sports leagues, fitness classes, STEAM programming, and community events such as Movies in the Park, the Patriotic Splash N Spin event, July 4th activities, National Night Out, community yard sales, and seasonal celebrations. He noted that many programs are supported through partnerships with local organizations, instructors, and volunteers.

The department currently operates under significant staffing constraints and is dependent on volunteer support and contracted services. He noted that long-term goals include expanding staffing to include a full-time recreation director, recreation coordinator, and future support staff as programming and demand increase.

He presented a phased strategic plan including short-term stabilization of volunteer systems, marketing and communication improvements, and program tracking systems. He further outlined three-year goals focused on program expansion, volunteer infrastructure development, and funding diversification, including potential new programs such as a community market, youth theater, adaptive recreation, and expanded sports offerings.

He also outlined long-term goals including development of a dedicated recreation center, expanded trail and park infrastructure, and increased staffing capacity to support a growing program base. He noted that long-term capital projects may require partnerships, grants, and bond funding opportunities.

Funding strategies including grant opportunities through state and federal programs, RAPZ tax funding, sponsorship development, registration fees, facility rentals, and community partnerships. He also reported existing partnerships with local instructors, agencies, and organizations supporting recreation programming.

He further presented supporting documentation including a 2026 program schedule, a volunteer background screening policy, and a draft cost recovery framework intended to guide sustainable programming and equitable fee structures. However, in order to continue to provide the existing programs and to continue to grow the recreation programs for the community he is requesting a part time employee to help him with recreation.

Council discussion included recognition of the Recreation Department's broad scope of programming and reliance on a single

staff member supported by volunteers. Councilmembers discussed the increasing complexity of managing recreation programming, special events, and facility oversight, as well as the need for clear

**Fire and EMS:**

Fire Chief Tony Stauffer reported to the City Council that Hyrum City has historically operated with a volunteer fire department. He stated that, due to continued population growth and increasing service demands, the City now requires a full-time fire and EMS department to adequately serve the community.

Fire Chief Stauffer noted that Hyrum City has an opportunity to transition into providing ambulance services directly and has approved a contract allowing the City to provide ambulance service rather than Cache County continuing to provide that service. He further reported that the City is also pursuing the development of a full-time fire department. While there are still operational details to be finalized, Hyrum City is currently working with other communities in the south end of the valley to determine whether they may be interested in contracting with Hyrum City for fire and ambulance services. He stated the intent of establishing a full-time fire and EMS service is to improve response times and service levels while maintaining or reducing overall cost to residents.

The current Hyrum Fire Department is composed of 32 volunteers and 2 full-time employees. The planned model, anticipated to be in place by January 1, 2027, would transition to approximately 6 full-time employees, 6 part-time employees, and 30 to 32 volunteers.

Cache County is considering discontinuing fire service provision, which could require communities in the south end of the county to either establish their own fire services or contract with Hyrum City. He stated that such a change may result in additional revenue opportunities for Hyrum City through service agreements and associated tax restructuring. He further reported that Cache County is evaluating a voucher-based funding model tied to population, intended to address concerns regarding double taxation in municipalities that already fund fire and EMS services locally. Under this model, residents in cities with their own fire departments would receive tax relief previously directed toward county-wide fire and EMS funding. Hyrum City does not anticipate increasing taxes to implement the expanded fire and EMS services. He noted that ongoing regional discussions are expected as surrounding municipalities evaluate their long-term service needs and potential partnerships with Hyrum City.

**GENERAL PLAN UPDATE.**

Hyrum City has contracted with JUB Engineering Services to update the City's General Plan. It was noted that JUB Engineer Brian Carver, who serves as the project manager for the General Plan update, was unable to attend the meeting and will present an update to the City Council at a future meeting.

**LAND USE (ZONING, ANNEXATION, AND OPEN SPACE) CURRENT THREE, FIVE AND TEN YEAR PROJECTIONS AND CODE UPDATES.**

City Planner Tony Ekins reviewed the Hyrum City Vision Statement and stated that Hyrum is a safe and friendly community with a small-town feel and a positive, progressive future. He explained that Hyrum is a diverse and well-planned community that provides a healthy atmosphere for residents through all stages of life while valuing historic and cultural heritage, family orientation, educational and recreational opportunities, youth programs, preserved open spaces, citizen involvement, and responsive government.

He discussed the importance of organizational planning and concise zoning codes to address citizen concerns regarding growth and development and the impacts on existing neighborhoods. He stated that Hyrum City should continue amending the General Plan and zoning code as needed to improve planning strategies, establish zone districts, and maintain land use regulations that protect the quality of life in existing neighborhoods while preparing for future growth and development.

During 2025 the Planning Department managed 158 various planning, zoning, and building applications within the Hyrum City limits. He explained that when he joined Hyrum City there was only one land use application intended for multiple requests and that the single-page form lacked necessary information and fee requirements. He stated that twenty-one separate applications had since been created for individual land use requests, each providing clear instructions, fees, processes, and checklists.

Design review staff meetings had been established to involve Public Works and the Fire Department in critical land use and site plan reviews. He stated this process had improved staff coordination, record keeping, approval requirements, and documentation of developer commitments. He further reported that an ordinance prepared by the Planning Department attracted attention from the

Salt Lake Tribune regarding Hyrum City's efforts to support agricultural land use opportunities.

Land use planning is important and he referenced historical planning examples including Washington D.C. and Utah's Plat of Zion. He stated that one of the most important plans for Hyrum City is the General Plan, which guides future growth, redevelopment, and land use regulations through zoning maps and zoning ordinances.

He will be restructuring the zoning code to combine land uses into a single table, clarify definitions, improve zoning district ordinances, ensure compliance with Utah Code, and coordinate legal review with the City Attorney. He also requested evaluation of all land use application and deposit fees. Current zoning clearance requirements for small accessory sheds that do not require building permits but still require substantial application and inspection fees.

Hyrum City is currently conducting infrastructure studies and a General Plan update. He explained that the general consensus is that annexations should not occur until infrastructure studies demonstrate the City can adequately provide water, sewer, and power services for future growth. He requested future land use areas be identified prior to annexation, including economic development, industrial areas, commercial uses, residential areas, institutional sites, utility facilities, conservation areas, and open space.

Open space and park planning of future undeveloped areas for parks and recreational opportunities to accommodate future population density should be reviewed.

The most valuable compliments received by the City is the character of the Original Map of Hyrum City and the balance of single-family homes and open spaces. He requested the Mayor and City Council honor the original vision of the community by avoiding increased residential densities within the Original Map of Hyrum City, particularly within the blocks bounded by 300 North, 400 West, 300 South, and 600 East.

He recommended future discussions regarding conservation and cluster subdivisions near the Paradise and Wellsville annexation boundaries to preserve agriculture and open space while minimizing infrastructure costs. He also requested consideration of

neighborhood corner stores within residential areas to provide walkable access to goods and services such as coffee shops, neighborhood markets, and small eateries.

Future implementation of Missing Middle Housing in future growth areas north of the City near the future 4400 South corridor. He explained that these areas could provide orderly transitions from the Original Map of Hyrum City while accommodating housing, commercial development, and manufacturing flex space.

The City Council may want to consider smaller lot size requirements to increase housing opportunities while maintaining neighborhood character. Cottage Housing Developments as a possible future housing option that balances affordability, density, and open space through clustered smaller housing units around common areas.

At this time he did not find urgency to reform or replace the City's current zoning designation map in a manner that would negatively affect the character and quality of life within the Original Map of Hyrum City. He stated that future growth opportunities could be guided through updated zoning ordinances and the General Plan without adversely impacting existing neighborhoods. He reviewed current and future projections for the Planning Department and requested consideration for appointing a City Engineer with substantial municipal experience, utilizing the Community Improvement Officer for code enforcement and inspections, budgeting for legal review of zoning updates, and budgeting for an additional planning employee.

Three-to-five-year, five-to-ten-year, and ten-year-plus projections for the department, include training and advancement of an Assistant Planner to Associate Planner, future General Plan and zoning updates, and continued management of development applications and land use regulations.

Department budget needs and stated that funding currently exists within the 2026-2027 budget for the remaining General Plan and Transportation Plan consulting services. He reported the remaining balance for the General Plan update was \$39,840.36 and the remaining balance for the Transportation Plan update was \$42,916.70. He stated future budgeting needs include staffing, legal review fees, and future General Plan and zoning code updates.

There is a need for zoning code updates and stated that the City's current code requires organizational improvements, language

cleanup, and legislative compliance updates. He explained that Title 17 Zoning should be considered a high priority to accommodate General Plan updates and improve operational efficiency for land use applications. He reviewed current zoning code challenges including code enforcement responsibilities assigned to the City Engineer, concerns regarding Planning Commission decision-making processes, disconnects between home occupation and zoning regulations, and outdated conditional use permits.

Short-term and long-term goals for the zoning code update, including reallocating code enforcement duties to the Community Improvement Officer, clarifying Planning Commission responsibilities, researching conditional use permits, and ensuring the zoning ordinance remains clear, enforceable, and adaptable to future legislative changes.

Councilmember Nalyn Nelson was excused from the meeting at 5:45 p.m.

A SWOT analysis outlining strengths, weaknesses, opportunities, and threats related to the zoning code update process. He also reviewed strategic objectives including implementing zoning codes that align with the Hyrum City Vision Statement, Utah Code, International Building Code standards, and other planning resources. Operational and communication objectives for the zoning code update process and explained that the City Planner and City Attorney would lead the effort with involvement from the City Engineer, Public Works, Planning Commission, City Council, and Hyrum citizens.

The communication action plan was reviewed, including organization of the process, ordinance development, legal analysis, public hearings, public meetings, and implementation procedures. The Planning Department would continue collaborating with City staff, engaging with citizens and developers, responding professionally to zoning concerns, and representing the Mayor and City Council in a positive and professional manner while maintaining and defending the Hyrum City General Plan and Zoning Code.

**ADJOURNMENT:**

**ACTION**

**There being no further business before the City Council,  
the Council Meeting adjourned at 6:10 p.m.**

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ATTEST:

Steve J. Miller  
Mayor

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Stephanie Fricke  
City Recorder

Approved: May 21, 2026  
As Written/Amended