

MINUTES OF A REGULAR CITY COUNCIL MEETING HELD MAY 18, 2023 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

CONVENED: 6:30 P.M.

CONDUCTING: Mayor Stephanie Miller

ROLL CALL: Councilmembers Steve Adams, Jared Clawson, Paul James, and Craig L. Rasmussen.

EXCUSED: Councilmember Vicky McCombs

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

OTHERS PRESENT: Zoning Administrator Matt Holmes, City Treasurer Todd Perkins, Wastewater Superintendent Angela Pritchett and two citizens. City Recorder Stephanie Fricke recorded the minutes.

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

PLEDGE OF ALLEGIANCE: Councilmember Adams

INVOCATION: Mayor Miller

APPROVAL OF MINUTES:

The minutes of a regular meeting on May 4, 2023 were approved as written.

ACTION

Councilmember Clawson made a motion to approve the minutes of a regular meeting held on May 4, 2023 as written. Councilmember James seconded the motion and Councilmembers Adams, Clawson, James, and Rasmussen voted aye. The motion passed.

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

ACTION

Councilmember James made a motion to approve the agenda as May 18, 2023 as written. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, and Rasmussen voted aye. The motion passed.

9. OTHER BUSINESS

- A. Consideration and approval of the annual State of Utah Fraud Risk Assessment.
- B. Consideration and approval of the Municipal Wastewater Planning Program (MWPP) Annual Report for 2022.
- C. Consideration and approval of utility billing write offs.
- D. Discussion of the Mt. Sterling Farms Park Agreement.
- E. Tentative adoption of the 2023-2024 Operating Budgets and setting a date for the Public Hearing.
- F. Mayor and City Council reports.

10. ADJOURNMENT

PUBLIC COMMENT:

Mayor Miller asked if a citizen has a question or would like to make a comment to please keep it under three minutes.

Friend Weller said he is a resident of Hyrum City and he wanted to commend the City for taking such great care of the Hyrum Cemetery. He visited a private cemetery last week and the City's cemetery was taken care of so much better.

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

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

Mayor Miller said the City is required to file an annual Utah Fraud Risk Assessment with the State of Utah. City staff has reviewed the assessment and is working on implementing some changes to help decrease Hyrum City's risk of fraud. The City is able to receive the points for the categories it is in compliance with and also those categories the City is working on. The proposed changes recommended and required by the Utah State Auditor will be on a future agenda. The City needed to earn at least 356 points out of 395 points for the Utah Local Governments Office to continue to provide insurance. The only category that the City will not be

able to fulfill is the City having a licensed or certified CPA, CGFM, CMA, CIA, CFE, or CPFO as part of its management team. The City uses an independent accounting firm for the City's audits and to answer accounting questions. Even though the accountants are CPA's the State does not consider them part of Hyrum City's Management Team.

ACTION

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

CONSIDERATION AND APPROVAL OF THE MUNICIPAL WASTEWATER PLANNING PROGRAM (MWPP) ANNUAL REPORT FOR 2022.

Hyrum City Wastewater Treatment Superintendent Angela Pritchett said the City is required to submit an annual report to the State of Utah for the City's Municipal Wastewater Planning Program. She reviewed the report in detail and updated the City Council on the needs of the Wastewater Treatment Plant. A Capital Facilities study needs to be conducted so the City understands what will be needed in the future. She is in the process of applying for a new Wastewater Treatment Permit with the State of Utah. The permit is necessary since Hyrum City's permit is for treatment of 2 million gallons and the City is already operating at that capacity. The permit will need to be in place before the City starts treating Millville's wastewater. She is in the process of writing a Preventive Maintenance Plan and has software that will keep track of the maintenance needing done, the date, time, and who was responsible.

The City Council thanked Angela for the great job she is doing at the Wastewater Treatment Plant.

ACTION

Councilmember Adams made a motion to accept and approve the Annual Municipal Wastewater Planning Program (MWPP) Annual Report for 2022. Councilmember Rasmussen seconded the motion and Councilmembers Adams, Clawson, James, and Rasmussen voted aye. The motion passed.

CONSIDERATION AND APPROVAL OF UTILITY BILLING WRITE OFFS.

Mayor Miller reviewed the list of delinquent utility accounts. The total proposed write-off is \$3,364.45 for the Fiscal Year 2022-2023.

The City Council expressed their appreciation to Utility Billing Clerk Margaret Poppleton for her job in utility collections. The annual write-offs are decreasing each year even though the number of customers have increased.

ACTION

Councilmember James made a motion to approve the list of Fiscal Year 2022-2023 Delinquent Utility Accounts in the amount of \$3,364.45 as a write-off. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, and Rasmussen voted aye. The motion passed.

DISCUSSION OF THE MT. STERLING FARMS PARK AGREEMENT.

Zoning Administrator Matt Holmes said at the May 4, 2023 City Council Meeting the City Council reviewed the Mt. Sterling Farms Park Agreement and decided that the approval should be tabled until the agreement had been amended to include: 1. Full payment has to be made within six months rather than it being completely conditional upon the seven lots selling; 2. The City Attorney to determine the appropriate method of collection if the money isn't paid within six months or if interest should just be charged; 3. A statement if payment isn't made within six months the developer will pay all legal fees; and 4. That Section 4 clarifies the amount owed includes both warranty amount and financial obligation of the developers. These payments are in addition to payment required in Section 2. After the meeting he contacted Mt. Sterling Farms to discuss the changes and the developers do not want to involve attorneys and they were not comfortable with the deadline of six months. The developer asked if he could give the City two building lots instead of paying the City the \$250,000 for park improvements.

The City Council discussed the Mt. Sterling Farms Agreement and determined it was not in the City's best interest to be traded the lots for the \$250,000. The City Council agreed to not amend its motion from the May 4, 2023 City Council Meeting. The City Council would prefer the developer coming in and speaking to them rather than trying to negotiate a different agreement with the City's Zoning Administrator.

TENTATIVE ADOPTION OF THE 2023-2024 OPERATING BUDGETS AND SETTING A DATE FOR THE PUBLIC HEARING.

ACTION

Councilmember Rasmussen made a motion to adopt the tentative 2023-2024 Operating Budgets and to set the date for the public hearing for June 4, 2023 and to amend the tentative budget to include an increase in: expenditures \$39,000 for buildings, and \$450,000 for roads; and revenues \$15,000 in grants. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, and Rasmussen voted aye.

MAYOR AND CITY COUNCIL REPORTS.

Councilmember Rasmussen said the Cold War Veterans program is scheduled for May 30 at Mountain Crest High School. There will be 52 Veterans recognized that night. Hot Wheels in Hyrum is on June 3 and has been advertised in different areas of town along with social media sites.

Councilmember Clawson said Hyrum Irrigation Company will be sending Hyrum City the water tomorrow May 19. The irrigation company was unable to clean and burn ditches due to the amount of snow and then the storms that followed in late April.

Mayor Miller said the Youth Council will be taking a tour of the City's facilities on May 30 at 9:30 a.m.

ADJOURNMENT:**ACTION**

There being no further business before the City Council, the Council Meeting adjourned at 7:35 p.m.

ATTEST:

Stephanie Miller
Mayor

Stephanie Fricke
City Recorder

Approved: June 1, 2023
As Written