

MINUTES OF A REGULAR CITY COUNCIL MEETING HELD MARCH 20, 2025 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, Michael 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 Planner Tony Ekins, City Engineer Matt Holmes, and twenty three citizens. City Recorder Stephanie Fricke recorded the minutes.

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

**PLEDGE OF ALLEGIANCE:** Councilmember Nelson

**INVOCATION:** Councilmember Rasmussen

**APPROVAL OF MINUTES:**

The minutes of a regular meeting on February 24, 2025 were approved as written.

**ACTION** Councilmember Clawson made a motion to approve the minutes of a regular meeting held on February 24, 2025 as written. Councilmember James seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

The minutes of a regular meeting on March 6, 2025 were approved as written.

**ACTION** Councilmember James made a motion to approve the minutes of a regular meeting held on March 6, 2025 as written. Councilmember Nelson seconded the motion and Councilmembers Adams, Clawson, James, Nelson, 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 Adams made a motion to approve the agenda for March 20, 2025 as written. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.**

## 9. SCHEDULED DELEGATIONS

- A. Cache County Sheriff Chad Jensen - To present the 2025 Cache County Law Enforcement Contract and the 2024 Patrol Summary Report.
- B. Jeff Hertzler, Nuisance Officer - To discuss authorization for the nuisance officer to issue citations.
- C. Janae Paskett - To request a Home Occupation Business License at 511 North 600 East for an in home salon for nails and pedicures.
- D. Sarah Coulson - To request a Home Occupation Business License at 276 South 1110 East for a nail and lash salon.
- E. Michael K. Wilcox, Wilcox Landscaping - To request a site plan amendment approval at 1673 Anvil Road in Blacksmith Fork Industrial Park.
- F. Floyd Faucette, Miller Companies - To request site plan approval for a building addition located at 1836 West 4600 South to expand business operations.
- G. Corey Waddoups, Unreasonable Capital Hyrum - To request approval for the amendment to the final plat of Harvest Valley Court P.U.D. located at approximately 43 North 300 East to adjust the east boundary of the plat to reflect the city right-of-way.

## 10. INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES

- A. Resolution 25-08 - A resolution declaring certain Hyrum City equipment as surplus and ordering the sale or disposal thereof.
- B. Resolution 25-09 - A resolution setting the Hyrum City Baseball and Softball Fields rental fee and deposit schedule and approving the Baseball and Softball Fields Rental Agreement and Contract.

## 11. OTHER BUSINESS

- A. Consideration and approval of the Municipal Wastewater Planning Program (MWPP) Annual Report for 2024.
  - B. Consideration and award of bid for the Hyrum South Cache Pond and Trail Landscaping.
  - C. Consideration and appointment of Nomination Commission Member for Justice Court Judge Vacancy.
  - D. Budget report.
  - E. Consideration and approval of the 2025 Cache County Law Enforcement Contract.
  - E. Mayor and City Council Reports.
12. ADJOURNMENT

***PUBLIC COMMENT:***

Mayor Miller asked if a citizen had a question or comment to please keep it under three minutes.

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

***SCHEDULED DELEGATIONS:***

**CACHE COUNTY SHERIFF CHAD JENSEN - TO PRESENT THE 2025 CACHE COUNTY LAW ENFORCEMENT CONTRACT AND THE 2024 PATROL SUMMARY REPORT.**

Cache County Sheriff Chad Jensen said Hyrum City is one of the few cities whose calls decreased in 2024. Hyrum City had had 1,750 calls for service this year which, was a couple hundred calls lower than last year. Citizen assists, vehicle burglaries, and juvenile problems had lower incidents than 2024 but DUI and drug arrests are higher than last year. Hyrum City contracts with Cache County for 5,640 hours per year for law enforcement services in its community. Cache County Sheriff's Office provides more than 8,000 hours of service a year to Hyrum. Hyrum is currently paying \$52.35 per hour / \$295,254.00 per year for law enforcement services. In the last five years Cache County Sheriff's Office has made significant investments in staffing to meet the growing needs of our community and stay competitive with other agencies in the State. The proactive approach has helped minimize turnover - something many agencies continue to struggle with. Given staff increases the contract rate with Hyrum City has to be increased. This change will help maintain the low turnover rate. Hyrum City's upcoming contract is a one year agreement that increases the hourly rate from \$52.35 to \$56.00 per hour and will provide Hyrum City with 5,640 hours of service for an annual rate of \$315,840.00.

Mayor Miller and the City Council thanked Cache County Sheriff Chad Jensen and his Deputies for their work and dedication to Hyrum City and its citizens.

**JEFF HERTZLER, NUISANCE OFFICER - TO DISCUSS AUTHORIZATION FOR THE NUISANCE OFFICER TO ISSUE CITATIONS.**

Mayor Miller said Jeff Hertzler was unable to attend tonight's meeting. Hyrum City would like authorize the City Nuisance Officer Jeff Hertzler to be able to issue citations for parking violations. Cache County Sheriff Chad Jensen just reported that Hyrum City receives over 8,000 hours of service a year but only contracts for 5,640 hours. By having the Nuisance Officer issue parking citations it will allow Cache County Deputies to provide law enforcement services for more important issues.

Cache County Sheriff Chad Jensen said Cache County Sheriff's Office could provide citation books with citation numbers that corelate to Hyrum City's Nuisance Officer. This would help when he is writing parking tickets and if they have to go to court.

Councilmember Adams said he could see the benefit in having the Nuisance Officer write parking citations, however, he is concerned about the amount of time that the Nuisance Officer may have to spend in court.

**ACTION**

Councilmember James made a motion to authorize Hyrum City's Nuisance Officer to issue parking citations. Councilmember Nelson seconded the motion and Councilmembers Adams, Clawson, James, and Nelson voted aye; and Rasmussen voted nay. The motion passed.

**JANAE PASKETT - TO REQUEST A HOME OCCUPATION BUSINESS LICENSE AT 511 NORTH 600 EAST FOR AN IN HOME SALON FOR NAILS AND PEDICURES.**

Janae Pasket requested a Home Occupation Business License at 511 North 600 East for an in home salon for nails and pedicures. She has been working in salon in Logan and would like to be able provide these services at her home.

**ACTION**

Councilmember James made a motion to approve a Home Occupation Business License for Janae Paskett at 511 North 600 East for an in home salon for nails and pedicures. Councilmember Adams seconded the motion and

**Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.**

**SARAH COULSON - TO REQUEST A HOME OCCUPATION BUSINESS LICENSE AT 276 SOUTH 1110 EAST FOR A NAIL AND LASH SALON.**

Sarah Coulson requested a Home Occupation Business License at 276 South 11110 East for a nail and lash salon. She has worked and managed a salon in Logan and now she would like to work from home.

**ACTION**

**Councilmember James made a motion to approve a Home Occupation Business License for Sarah Coulson at 276 South 1110 East for a nail and lash salon. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.**

**MICHAEL K. WILCOX, WILCOX LANDSCAPING - TO REQUEST A SITE PLAN AMENDMENT APPROVAL AT 1673 ANVIL ROAD IN BLACKSMITH FORK INDUSTRIAL PARK.**

City Planner Tony Ekins said Michael Wilcox with Wilcox Landscaping met with the Planning Commission on March 13, 2025, to amend the original site plan at 1673 Anvil Road. The original application was for an office, material yard, and outdoor RV/Boat Storage. The amended site plan proposes the relocation of three shipping containers, the installation of a new 2,240 square foot pole barn building, and onsite utilities for the new building (gas, power, water, and sewer). The Planning Commission recommended approval of the amended Site Plan with the following conditions: 1. Applicant will meet with staff on the site for guidance and instruction for the applicant to correct the scale of the berm and utility clearance requirements; 2. The applicant will revise the landscape plan for the berm in the public right-of-way and install the landscaping in the Fall of 2025; 3. The Fire Department will verify the building construction type and fire protection requirements when the building permit is submitted; and 4. The Fire Department will not approve a certificate of occupancy for the new building until all driveway approaches in the public right of way and interior 26' interior roadway is installed.

Michael Wilcox with Wilcox Landscaping explained that about a year or two ago, he presented a concept plan to the council for creating a berm around his property, which he planned to heavily plant with trees and shrubs to improve the area's aesthetics. The council

granted him permission to proceed and waived the requirement for plastic inserts in the fencing. Wilcox, who has nearly 50 years of experience in the planting and landscaping business, emphasized that he always aims to do things properly. He mentioned that he was unaware of the 10-foot utility easement along the property and accidentally piled dirt onto this area when building the berm. The utility department has since raised concerns about the excess dirt in that section. Wilcox is now seeking help to modify the berm, adjusting the dirt within the 10-foot easement and creating a gradual slope for planting trees and shrubs, as the soil in the area is mostly rock and cobble. He also asked whether planting is allowed in that zone and if there are any restrictions.

Councilmember Rasmussen said the landscaping needs to be completed as approved. He understands there are utilities that need to be worked around, but the landscaping still needs to be complied with. Michael also needs to apply for a business license with Hyrum City before he conducts business.

Councilmember Clawson asked when open storage was approved for trailers.

City Planner Tony Ekins said it was approved in the original application on September 21, 2023.

A short discussion ensued over fire access and if there is enough space for fire equipment. City Planner Tony Ekins will meet with Fire Chief Tony Stauffer to discuss fire access to ensure that it meets the requirements.

**ACTION**

**Councilmember Rasmussen made a motion to approve an amended Site Plan at 1673 Anvil Road with the following conditions: 1. Applicant will meet with staff on the site for guidance and instruction for the applicant to correct the scale of the berm and utility clearance requirements; 2. The applicant will revise the landscape plan for the berm in the public right-of-way and install the landscaping in the Fall of 2025; 3. The Fire Department will verify the building construction type and fire protection requirements when the building permit is submitted; and 4. The Fire Department will not approve a certificate of occupancy for the new building until all driveway approaches in the public right of way and interior 26' interior roadway is installed. Councilmember James seconded the motion and**

Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**FLOYD FAUCETTE, MILLER COMPANIES - TO REQUEST SITE PLAN APPROVAL FOR A BUILDING ADDITION LOCATED AT 1836 WEST 4600 SOUTH TO EXPAND BUSINESS OPERATIONS.**

City Planner Tony Ekins said Miller Companies is requesting Site Plan approval for a building addition located at 1836 West 4600 South to expand business operations. The Planning Commission reviewed the Site Plan and is recommending approval with no conditions.

Floyd Faucette with Miller Companies said Miller Companies needs to expand its bagging building for production equipment and increase indoor storage.

Councilmember Rasmussen asked about off street parking.

Floyd Faucette said there is an area for off street parking and once the improvements are completed the employees will be able utilize more.

**ACTION**

Councilmember James made a motion to approve the Site Plan for Miller Companies for a building addition located at 1836 West 4600 South to expand business operations. Councilmember Adams seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**COREY WADDOUPS, UNREASONABLE CAPITAL HYRUM - TO REQUEST APPROVAL FOR THE AMENDMENT TO THE FINAL PLAT OF HARVEST VALLEY COURT P.U.D. LOCATED AT APPROXIMATELY 43 NORTH 300 EAST TO ADJUST THE EAST BOUNDARY OF THE PLAT TO REFLECT THE CITY RIGHT-OF-WAY.**

Drew Whitehead said Corey Waddoups with Unreasonable Capital Hyrum asked him to represent his request at tonight's City Council Meeting. Unreasonable Capital Hyrum requested approval for the amendment to the Final Plat of Harvest Valley Court P.U.D. located at approximately 43 North 300 East to adjust the East Boundary of the Plat to reflect the City right-of-way.

City Engineer Matt Holmes said he received a phone call from Elliot of Unreasonable Capital Hyrum asking for him to remove the approval of the Final Plat from tonight's agenda and that is why there is

not a plat submitted. Right now they are trying to work through the other details with Hyrum so that when the Plat is finished and they bring it back there aren't other issues that need to be addressed.

Councilmember Rasmussen said there are still issues with the streets being 24' feet from back of curb to back of curb. Will the radius around the corners meet fire code. This should be addressed by the Fire Department.

City Planner Tony Ekins said with the involvement of fire department now being part of the staff review for the plats this type of issue shouldn't be a problem in the future.

Councilmember Rasmussen said he has discussed at length multiple times that the open space and amenities are not sufficient and does not meet Hyrum City's requirements for a P.U.D. The developer is taking away the private yards and putting in just a small foot print with a small private space as they walk out the back door, and then making the backyard public open space. He would like to see more amenities than just green grass and a bench. The quantity and quality of amenities is not sufficient even with the planter boxes that they are installing. If taking away all privacy areas then there should be a walking path and open space with additional benches. This way it would provide a loop and residents would be able to get exercise.

Drew Whitehead said the back patio will have privacy screening on each side but will not be on the rear property line. This will allow the residents to have some privacy.

Councilmember Adams said there has to be some privacy partitions behind the residents. There needs to be more amenities and not just grass.

A short discussion ensued on the drainage of the property and if the pond is holding the water and if there are still flooding issues. The developer needs to ensure that the drainage problems are resolved and is not draining on other people's property.

The City Council did not act on this discussion since no Plat had been submitted.

**INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES:**



**RESOLUTION 25-08 - A RESOLUTION DECLARING CERTAIN HYRUM CITY EQUIPMENT AS SURPLUS AND ORDERING THE SALE OR DISPOSAL THEREOF.**

Mayor Miller said Resolution 25-08 declares numerous City vehicles as surplus and is ordering the sale or disposal thereof.

**ACTION**

Councilmember Clawson made a motion to approve Resolution 25-08 declaring certain Hyrum City equipment as surplus and ordering the sale or disposal thereof. Councilmember Adams seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**RESOLUTION 25-09 - A RESOLUTION SETTING THE HYRUM CITY BASEBALL AND SOFTBALL FIELDS RENTAL FEE AND DEPOSIT SCHEDULE AND APPROVING THE BASEBALL AND SOFTBALL FIELDS RENTAL AGREEMENT AND CONTRACT.**

Mayor Miller said Resolution 25-09 sets the Hyrum City Baseball and Softball Fields rental fee and deposit schedule and approves the baseball and softball fields rental agreement and contract.

Ryan Walker asked what the decision process was when the City Council approved the funding to put in a turf field on the larger diamond that is used by the Hornets. Hyrum spent a lot of money for that field and now people are unable to use it without an expensive rental fee and insurance.

Councilmember James said improvements needed to be made to the baseball diamonds to meet current safety standards, and to provide lighting and additional bleachers. The City received a RAPZ Tax Grant to help pay for these improvements. Hyrum City will not be charging a rental fee, deposit, nor requiring an insurance policy from the teams that are signed up through Hyrum City. Teams that are not part of Hyrum City's recreation league will have to reserve the field for practice or games, and a rental fee, deposit, and insurance will be required. Teams that are not affiliated with Hyrum City's Recreation League have not been paying any fees to use the City's fields and the City can't afford to continue that practice.

**ACTION**

Councilmember James made a motion to approve Resolution 25-09 setting the Hyrum City Baseball and Softball Fields Rental Fee and Deposit Schedule and Approving the Baseball and Softball Fields Rental Agreement and

Contract. Councilmember Nelson seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**OTHER BUSINESS**

**CONSIDERATION AND APPROVAL OF THE MUNICIPAL WASTEWATER PLANNING PROGRAM (MWPP) ANNUAL REPORT FOR 2024.**

Water Reclamation Manager Angela Pritchett reviewed in detail the Wastewater Planning Program (MWPP) Annual Report for 2024. The report is 34 pages long and is required to be presented annually to the City Council for its approval and then it is submitted to the State of Utah. There are deficiencies in some areas of the City's program and she needs support from the City Council in order to resolve these issues. She does not have sufficient staff and needs to have another operator that is certified as a Level III or IV operator and she needs an operator over pretreatment inspections.

**ACTION**

Councilmember James made a motion to approve the Municipal Wastewater Planning Program (MWPP) Annual Report for 2024. Councilmember Adams seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**CONSIDERATION AND AWARD OF BID FOR THE HYRUM SOUTH CACHE POND AND TRAIL LANDSCAPING.**

Mayor Miller said Hyrum City received two bids for the South Cache Pond and Trail Landscaping. One of the bids came in as full price and another bid was a unit price so Hyrum City's Engineering Company JUB created a bid tabulation spreadsheet so that the bids could be compared as a complete job.

<u>Contractor</u>	<u>Bid</u>
Juniper Earthworks	\$429,257.40
Becraft & Sons Construction	\$677,725.99

**ACTION**

Councilmember Clawson made a motion to award the South Cache Pond and Trail Landscaping bid to Juniper Earthworks in the amount of \$429,257.40. Councilmember Adams seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**CONSIDERATION AND APPOINTMENT OF NOMINATION COMMISSION MEMBER FOR JUSTICE COURT JUDGE VACANCY.**

Mayor Miller said Mike Stauffer was originally appointed to serve on the Nomination Commission for the Justice Court Vacancy. However, Mike is not going to be able to serve, so she is recommending Chad Jensen be appointed.

**ACTION** Councilmember Clawson made a motion to appoint Chad Jensen to serve on the Nomination Commission for Justice Court Judge Vacancy. Councilmember Adams seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**BUDGET REPORT.**

Mayor Miller reviewed in detail the budget report through February 2025. Most departments are on budget. The Fire Department had items that were not coded correctly so some areas of its budget was over. These items have been corrected.

**CONSIDERATION AND APPROVAL OF THE 2025 CACHE COUNTY LAW ENFORCEMENT CONTRACT.**

**ACTION** Councilmember James made a motion to approve the 2025 Cache County Law Enforcement Contract. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, Nelson, and Rasmussen voted aye. The motion passed.

**MAYOR AND CITY COUNCIL REPORTS.**

Mayor Miller said the City Council will not be holding its regularly scheduled meetings in April due to Councilmembers being out of town and also attending the Utah League of Cities and Towns Spring Conference. A special meeting will need to be held to approve an agreement with Cache County for Election Services.

Councilmember Rasmussen said the Museum is working on Hyrum Hot Wheels. It is the first Saturday in June and they have already received numerous entrances.

Councilmember James said softball and baseball sign-ups are going on and can be accessed on the City's website.

Councilmember Nelson said the State is holding a Utah Shake Out Drill on April 17 and the communication system will be tested that night in the City Council Chambers.

Councilmember Clawson is working with the Youth Council on the Easter Egg Hunt.

***ADJOURNMENT:***

**ACTION**

**There being no further business before the City Council,  
the Council Meeting adjourned at 9:22 p.m.**

ATTEST:

\_\_\_\_\_  
Stephanie Miller  
Mayor

\_\_\_\_\_  
Stephanie Fricke  
City Recorder

Approved: \_\_\_\_\_  
As Written