

MINUTES OF A CITY COUNCIL WORKSHOP HELD APRIL 18, 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 Reclamation Manager Angela Pritchett, Museum Director Emily Coltrin, City Treasurer Todd Perkins, Senior Accountant and Internal Auditor Wes Bingham, and one citizen. City Recorder Stephanie Fricke recorded the minutes.

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

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

ACTION Councilmember NaLyn Nelson made a motion to approve the agenda for April 18, 2026, Workshop, as written. Councilmember Foulger 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.

WASTEWATER THREE, FIVE, AND TEN YEAR PROJECTIONS AND CAPITAL EXPENDITURES.

Wastewater Manager Angela Pritchett reviewed the operations and future planning needs of Hyrum City's Wastewater Treatment Department. She explained the wastewater collection system currently consists of approximately 51 miles of pipeline, with one-third of the lines cleaned annually and approximately one-tenth inspected annually through CCTV inspections. The system also includes more than 1,000 manholes, all of which are inspected annually, and six lift stations.

The Water Reclamation Facility utilizes membrane bioreactor technology and was designed to treat 2 million gallons per day. The average daily flow during 2025 was approximately 1.46 million gallons per day. The facility also includes drying beds and biosolids land application and is permitted by the State of Utah to discharge to Spring Creek or provide Type 1 reuse water.

The Municipal Wastewater Planning Program (MWPP) Annual Report is required by the Utah Division of Water Quality. The report is intended to help communities evaluate technical, financial, and operational performance and identify issues before they become serious and costly. The report identified concerns including insufficient staffing to provide proper operation, maintenance, repair, and replacement of the sewer system, the lack of an updated impact fee study and Capital Facilities Plan within the last five years, the inability to TV inspect the entire collection system within a five-year period, and the absence of a fats, oils, and grease (FOG) program. She also reviewed facility capacity information from the report and stated the Water Reclamation Facility is currently operating at approximately 73% flow capacity, 96% biochemical oxygen demand (BOD) capacity, and 80% total suspended solids (TSS) capacity. Positive items identified in the report included a decrease in wastewater treated, no Notices of Violation (NOVs), no collection system overflows, and continued implementation of a preventative maintenance program.

Immediate priorities include hiring a second operator, conducting a study to re-rate the Water Reclamation Facility for TSS and BOD capacity, finalizing and posting the Water Reclamation Master Plan Request for Proposals, developing succession planning and assistant management support for Direct Responsible Charge (DRC), updating pretreatment ordinances, and continuing employee training.

Three-year goals include determining if the facility has additional treatment capacity, completing the Water Reclamation

Master Plan, updating treatment rates and impact fees, developing a working laboratory, creating equipment-specific standard operating procedures, establishing local limits, and developing the framework for a pretreatment program. Five-year goals include designing future upgrades to the Water Reclamation Facility and obtaining State approval for a pretreatment program. Ten-year goals include upgrading the facility, replacing membranes, and implementing a fats, oils, and grease program.

Collections Division planning goals, include completing the Collections Master Plan, hiring a Collections Lead, conducting inflow and infiltration studies, completing pipeline upgrades and lining projects, purchasing equipment to clean collection lines, and training employees on GIS and GPS systems.

Additional support needs identified by staff included hiring additional Water Reclamation and Collections personnel, providing competitive pay and reviewing personnel policies and benefits, evaluating on-call pay, funding safety improvements and programs, purchasing land for biosolids application and disposal, updating construction standards, clarifying sewer authority responsibilities, and hiring a Pretreatment Coordinator.

Long-term planning is important to ensure the City can continue providing reliable wastewater treatment services, maintain compliance with State regulations, and accommodate future growth.

CODE ENFORCEMENT REPORT.

Community Improvement Officer Jeff Hertzler was unable to be in attendance. This item was not discussed.

LIBRARY REPORT.

Library Director Emily Coltrin reviewed library operations, programming, circulation statistics, staffing needs, and future planning initiatives with the City Council. She stated that the library strives to provide programs and services geared toward all demographics and works to ensure that all visitors feel welcome and are able to find the information and resources they need.

The 2025 Summer Reading Program held during June and July. She stated that 617 families and 2,164 individuals registered for the program. Summer programming included 4 children's programs with 88 attendees, 6 teen programs with 55 attendees, 6 adult programs

with 63 attendees, and 8 family programs with 990 attendees. She further noted that the Summer Reading kickoff party had approximately 875 attendees and the End of Summer Bash had approximately 425 attendees. The fall and winter programming statistics from September 2025 through February 2026 the library hosted 119 children's programs with 2,331 attendees, 21 teen programs with 244 attendees, 16 adult programs with 203 attendees, and 6 family programs with 105 attendees. Programs offered throughout the year included movies, toddler and preschool story time, book clubs, paint nights, author visits, and craft activities. The library experiences its highest activity levels during the summer months, particularly during the Summer Reading Program. During June, July, and August 2025, the library recorded approximately 21,831 visitors.

Total circulation for the library was reported at 269,295 items, with 11,735 items placed on hold for patrons. She stated that patrons also heavily utilize Libby (Overdrive), the library's electronic checkout platform for ebooks and audiobooks, with 88,899 digital items circulated during 2025. The library currently has 4,203 patron accounts, of which 3,706 are active. She noted that approximately 900 patrons are from Nibley City and approximately 530 patrons are from Wellsville.

Annual statistics for January through December 2025 were also reviewed. The library recorded 85,365 visitors, 2,340 computer users, 429 new library cards issued, 2,608 catalog assistance interactions, 1,155 copy transactions, and 87 reference questions. Director Coltrin shared several memorable reference requests received during the year, including questions regarding dog license information, the Libby app, Cache Valley parades, Utah Parks Passes, election information, and assistance locating large-format books and newspaper databases.

Director Coltrin discussed immediate operational needs, including staffing. She reported that the library currently employs one full-time employee and nine part-time employees. Due to continued growth and the potential increased demand resulting from the possible closure of the Cache County Library system, she stated the library could benefit from three total full-time employees. She noted that the proposed full-time positions would include the current Library Director position as well as transitioning the Children's Librarian and Teen Librarian positions from part-time to full-time. She also discussed the need for pay increases for library staff.

She informed the Council that the library plans to migrate to the Koha Library Management System in the fall of 2026. She reviewed future planning priorities for the library. One-year goals include evaluating the possibility of relocating air conditioning units from the roof of the City Office Building to the east side of the library building and addressing acoustic issues within the library in coordination with City staff.

Three-year goals include adding additional databases and services such as language learning and tutoring databases, as well as addressing winter ice and snow conditions in the back parking lot through potential heated sidewalks and parking improvements.

Five-year goals include adding additional full-time staff positions, including an Assistant Library Director and Assistant Librarian, and continuing to expand database offerings beyond those provided through the State Library system.

Ten-year goals include expanding the library's service area to include the communities of Millville, Paradise, and Avon.

REPORT ON HR SALARIES, BENEFITS, AND NEW EMPLOYEE PROJECTIONS.

City Recorder Stephanie Fricke reviewed the responsibilities and statutory duties of the Hyrum City Recorder position with the City Council. She explained that the City Recorder serves as a statutory appointed officer under Utah Code Title 10, Chapter 3, Part 6, and is responsible for a wide range of legal, legislative, financial, and administrative functions for the City.

The mission of the Recorder's Office is to ensure accurate municipal governance through precise legislative documentation, responsible financial oversight, lawful election administration, and effective management of annexations and legal agreements while maintaining the integrity of Hyrum City's official records. She further noted that transparency is a key component of the position and is accomplished by maintaining public access to ordinances, resolutions, minutes, agreements, notices, and other official documents through the City's website.

The Recorder serves as the official custodian of municipal records and is responsible for maintaining and preserving all official City records, including ordinances, resolutions, contracts, agreements, annexation files, meeting minutes, and official correspondence. Responsibilities also include ensuring records are

properly indexed, organized, securely stored, and certified under the City Seal when necessary.

The Recorder's legislative support role for the City Council, which includes attending City Council meetings or ensuring accurate recordings are maintained, preparing and certifying official minutes, recording votes and actions, drafting ordinances and resolutions as assigned, and ensuring proper execution, numbering, indexing, publication, and codification of legislative actions. T

The Recorder's significant role in annexation administration under Utah Code. Duties include receiving and processing annexation petitions and applications, coordinating public notices and hearings, preparing annexation ordinances and resolutions, managing annexation agreements and application fees, administering water share documentation and transfer verification, maintaining annexation records and maps, and filing approved annexations with the State of Utah. She clarified that while the Recorder ensures procedural compliance and accurate documentation, the City Council retains authority regarding annexation approvals.

The financial oversight responsibilities of the position, noting that the Recorder serves in the role of City Auditor by auditing claims, invoices, and expenditures from all departments, supporting compliance with purchasing policies, maintaining financial records, and supporting internal financial controls and accountability.

The Recorder serves as the statutory election officer for Hyrum City and administers all municipal elections in accordance with Utah law. Responsibilities include managing candidate filings and qualification processes, coordinating with County and State election officials, preparing election notices and voter information, ensuring compliance with election deadlines and laws, certifying election results, and maintaining election records.

The Recorder's responsibility for contracts and legal agreements, including drafting, coordinating, reviewing, countersigning, indexing, and maintaining all City contracts and agreements in a centralized contract management system.

The Recorder is also authorized to administer oaths and affirmations, certify official documents as true and correct copies, and provide certified records for judicial and administrative purposes.

Goals for the Recorder's Office, including improving annexation and land use administrative processes, enhancing legislative and City Council support, ensuring excellence in election administration, strengthening contract and records integrity, and continuing professional development and training in municipal law, elections, annexation procedures, and financial oversight.

She concluded by stating that the Recorder's Office plays a vital role in ensuring legal compliance, transparency, accountability, and efficient municipal operations throughout Hyrum City government.

City Recorder Stephanie Fricke reported to the City Council that she also serves as Hyrum City's Human Resources Director and reviewed the responsibilities and strategic goals of the Human Resources Department. The mission of the Human Resources Department is to support a high-performing workforce by recruiting, developing, and retaining dedicated employees who serve the community with integrity, professionalism, and excellence. She explained that the department strives to foster a positive workplace culture that values accountability, respect, and public service.

The primary functions of the Human Resources Department, include recruiting and onboarding qualified employees, administering employee compensation and benefits, supporting employee relations and conflict resolution, conducting background checks for new hires and city volunteers, maintaining personnel records and HR systems, promoting a safe and respectful work environment, and assisting the City Administrator with employee matters. She noted that Human Resources also serves as a witness during hiring, disciplinary, and termination processes.

She clarified that employee performance evaluations are conducted by the City Administrator and Department Heads, and the City Administrator is responsible for compensation studies, compensation recommendations, and coordinating employee training and professional development. She further noted that hiring, firing, and disciplinary authority rests with the Mayor and/or City Administrator.

She has payroll administration responsibilities, including implementing employee wages, benefits, and tax withholdings; reviewing employee timecards for vacation, sick leave, holiday pay, compensatory time, on-call time, and overtime; processing

payroll twice monthly; ensuring accurate and timely paycheck issuance; submitting payroll files to the bank; filing all federal and state payroll tax reports; and managing employee benefits through URS, PEHP, ULGT, and Health Savings Accounts. Technology and system improvements implemented during the past year to improve efficiency and service delivery. She reported that the Human Resources Department implemented ApplicantPro and HireForms systems to streamline recruitment and onboarding processes. These systems allow job postings across multiple job boards, provide online application processing, allow managers to review applications in real time, and enable new employees to complete onboarding documentation electronically. She stated these systems have improved efficiency and accessibility for both applicants and staff.

The City uses Caselle software for accounting and payroll processing. While Caselle integrates well with the City's financial operations, utility billing, and municipal functions, she noted that payroll processing within the system can be complex and time-consuming and requires additional diligence to ensure accuracy and compliance.

Human Resources continues to provide ongoing onboarding support to employees by assisting with onboarding questions, helping employees access benefit portals, and explaining benefits and employment policies.

She reviewed several strategic goals and objectives for the Human Resources Department. These include strengthening recruitment and retention efforts through expanded recruitment tools, improved onboarding systems, competitive benefits evaluation, and employee recognition initiatives; enhancing payroll accuracy and efficiency through compliance with payroll and tax reporting requirements; and supporting employee development through structured training opportunities, leadership development, performance evaluations, and continuing education opportunities. Goals related to promoting a positive workplace culture through communication, teamwork, and employee recognition; ensuring compliance with employment laws and workplace policies; improving HR efficiency and support services through continued technology use and responsiveness to employee needs; and supporting workforce planning and organizational growth by identifying staffing needs, assisting with succession planning, and providing data and reporting to City leadership.

The Human Resources Department continues to experience increased workload and service demands as the City grows and emphasized the importance of maintaining efficient systems, City Recorder/Human Resources Director Stephanie Fricke reviewed Hyrum City's employee benefit package and explained the costs associated with adding benefited employees. A full time employee earning \$50,000 a year will receive approximately \$48,000 in benefits.

Hyrum City provides a legal, healthy, and competitive benefit package for permanent full-time and part time benefited employees. Vacation leave ranges from 10 to 22 days annually depending on years of service, with employees receiving 22 vacation days after 14 years of employment. Employees also accrue short-term sick leave at five days per year and long-term sick leave at seven days per year. Hyrum City provides 13.5 paid holidays annually. Part-time benefited employees working between 29 and 29.75 hours per week receive three-fourths of the leave benefits provided to full-time employees.

Hyrum City contributes to the Utah Retirement Systems (URS) as required by the State of Utah. The City contributes approximately 18% of an employee's salary into the retirement pension system. In addition, Hyrum City offers a matching 401(k) contribution up to 2.5% of total wages for benefited employees.

The City's health insurance benefits are provided through PEHP. Under the traditional health insurance plan, Hyrum City pays 82% of the premium and the employee pays 18%. For a family traditional plan, the City pays approximately \$2,124.11 per month and the employee pays approximately \$466.27 per month. Under the high deductible health plan, the City pays the full monthly premium of approximately \$2,127.78 and the employee pays no monthly premium cost.

Dental insurance is also provided with the City paying 82% of the premium and the employee paying 18%. For a family dental plan, the City pays approximately \$92.97 per month and the employee pays approximately \$20.41 per month. Vision insurance is offered, but employees are responsible for the full premium cost. Hyrum City also provides a \$50,000 life insurance policy for employees, with employees having the option to purchase additional life insurance coverage at their own expense. Long-term disability insurance is also provided through PEHP following a three-month waiting period if an employee becomes disabled and unable to work.

Additional employee benefits were reviewed, including a 1.3% salary enhancement to help offset the employee contribution required under the URS Tier 2 retirement system. Supervisors receive a vehicle stipend of \$125 per month. Cell phone reimbursements are provided at \$85 per month for supervisors, \$35 per month for full-time Public Works employees, and \$25 per month for part-time employees who utilize personal cell phones for work purposes. Public utility department employees receive a \$650 annual clothing allowance for boots, shirts, coats, and other work-related apparel.

Hyrum City provides quarterly employee lunches, monthly safety incentive gifts valued at \$10 for completion of safety training and maintaining accident-free records, free household library cards for City employees, and allows employees to rent Hyrum City properties at the resident rental rate.

It was restated that for an employee earning approximately \$50,000 annually, the City's benefit package costs approximately \$48,000 per year in additional compensation and benefits. She emphasized the importance of understanding the full cost of personnel requests, noting that all requests for benefited employees must be approved by the City Council because they represent ongoing annual financial obligations to the City. Public employee benefit packages are generally very generous when compared to private sector employment. However, wages in the public sector are often considerably lower than wages offered in private industry. She stated that private employers frequently offer higher salaries, but many do not provide the same level of retirement, insurance, leave, and long-term benefits that public employees receive. There can be challenges in competing with private sector wages when recruiting and retaining employees. However, when comparing employment opportunities, individuals must determine what is most important for their personal situation. Some individuals may place greater value on long-term benefits, retirement security, health insurance, and leave time, while others may prioritize higher wages and immediate income. She explained that weighing wages against the overall benefit package often helps individuals determine whether public employment or private employment is the better fit for their needs and career goals.

City Recorder and Human Resources Director Stephanie Fricke recommended that the City Council review all new personnel requests during the upcoming budget process to determine which positions should be funded now that the Council has additional information

regarding the true cost of full-time and part-time benefited employees. She stated that it may be beneficial for the City Council to establish a hiring priority list for general fund departments so department heads understand the Council's expectations regarding future staffing levels and departmental growth. She explained that establishing staffing expectations could help departments understand whether the City Council intends to support future program expansion and additional staffing, or whether departments should maintain their current level of service without additional personnel over the next several years. She stated that having clear direction from the City Council would assist department heads in planning programs, services, and operational growth. Utility departments differ from general fund departments because utility services are considered essential services. As Hyrum City continues to grow and as state and federal regulations change, utility departments may require additional staffing to ensure services continue to be provided safely, reliably, and in compliance with applicable laws and regulations.

ADJOURNMENT:**ACTION**

**There being no further business before the City Council,
the Council Meeting adjourned at 12:25 p.m.**

ATTEST:

Steve J. Miller

Mayor

Stephanie Fricke
City Recorder

Approved: May 21, 2026
As Written/Amended