

MINUTES OF A SPECIAL CITY COUNCIL MEETING HELD FEBRUARY 24, 2025  
AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

**CONVENED:** 8:00 A.M.

**CONDUCTING:** Mayor Miller

**ROLL CALL:** Councilmembers Steve Adams, Jared L. 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 Treasurer Todd Perkins, Electric Superintendent Larry Coleman, Water & Roads Superintendent Kade Maughan, Parks Superintendent Ned Fredrickson, Library Director Emily Coltrin, Museum Director Jami VanHuss, Utility Billing Clerk Margaret Poppleton, City Planner Tony Ekins, City Engineer Matt Holmes and City Secretary Keesha Rinderknecht. 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 Clawson made a motion to approve the agenda for February 24, as written. Councilmember Adams seconded the motion and Councilmembers Adams, Clawson James, Nelson, and Rasmussen voted aye. The motion passed.**

5. WORKSHOP:
  - A. Strategic Planning Session.
6. ADJOURNMENT

**WORKSHOP - STRATEGIC PLANNING SESSION.**

Mayor Miller said this is a Strategic Planning Session meeting and there are a lot of items on the agenda that need to be discussed. It is important that the City Council stays within the time

allotted on the agenda for each item.

**Budget Review:**

- A. Capital Projects 1, 5, & 10 year Plan
- B. Cash Reserves
- C. Impact Fees for roads
- D. Hire an Accountant

City Treasurer Todd Perkins reviewed the previous year's budget. His biggest financial concern right now is hiring an accountant in the office so that he is compliant with the State Auditors Office. Last August the City Council adjusted the property tax rate and he asked if the City was interested in adjusting them this year or if he should discuss it with the City Council next year. The City Council said due to the financial situation of the City there was no need to consider increasing property taxes this year.

The City is in the process of conducting a water study, sewer study, and General Plan Update which will help guide the City Council on growth, impact fees, infrastructure and rates.

Last years budget included nine new full time employees. This year he has only heard from a couple of departments that want a part time employee to be increased to a full time employee.

City Treasurer Todd Perkins said the City has completed several Capitol Projects over the past few years, however, there are always more Capitol Projects.

The Museum would like to apply for the RAPZ Tax Grant for the Annex of the Elite Hall. RAPZ Tax Grant's have been used for the Elite Hall in the past but it is mainly used to help improve parks.

Three Year Plan - The City Office building is out of space and will need additional room within two to three years. There have been discussions about building living quarters onto the fire station so that it can be a full time fire department. If the living quarters are built the City Office could be built on top of the living quarters. It could be built with 3 floors - main floor fire department, second floor city offices, and third floor for expansion.

Five Year Plan - Additional park property on the southeast and west side of Hyrum. The City is also looking at purchasing property to build a new Public Utilities Building.

**Electric Utility**

- A. UAMPS Update
- B. Easements for Transmission Line along 4400 South
- C. Grants for Fiberoptic Options
- D. South of Hyrum Dam
- E. Canyon Property, Camp Host
- F. Tree Trimming Service
- G. Personnel (Substation/Generation Employee)
- H. 1 year, 5 year, and 10 year plan

Electric Superintendent Larry Coleman updated the City Council on UAMPS and the challenges that the Power Industry is facing. He is working on getting easements for a transmission line along 4400 South. However, there are a couple of obstacles in getting the easement, such as, acquiring the property and the price of it for an easement, and the possibility of the County and State making 4400 South into Highway 101. The property south of Hyrum Dam is served by Hyrum Power, he will be working with Rocky Mountain Power about trading power lines that are outside City limits for power lines that Rocky Mountain Power owns inside Hyrum City limits. Hiring a campground host helps with vandalism in the area during summer months. Hyrum City needs to continue its tree trimming program to keep tree branches out of the power lines.

Request for 2025-2026 - Continue tree trimming program

One Year Plan - Hammer Substation moving all controls and relays from outside to inside the building; 300 South Upgrade installing new 600 Amp feeder from Hammer; and Reroute 46kv transmission line on 4400 South.

Five Year Plan - Complete 4400 South transmission line; Canyon Power line covert from overhead to underground; and West Point Substation second bay transformer and control building in operation.

Ten Year Plan - Continue to invest in system improvements and upgrade circuits.

Future - 46kv line looped; and secure property for building on substation on Hyrum's southeast boundary.

**Utilities Report**

- A. Water Meters - Replacing Radios

- B. UAMPS AMI Meters
- C. Needs
- D. Power scheduling
  - Generator Scheduling
  - Watching Prices on Power
  - Digital Newsletters
  - Water and Irrigation Rates
  - Pay as You Go Electricity

Utility Billing Specialist and Power Scheduler Margaret Poppleton said there are still water meters that need to be replaced with radio read meters. Due to the time that is involved in replacing a water meter the Water Department waits to replace manual read meters until the meter isn't working. Power Scheduling is busy and can be time consuming from April to October, but it has saved the City a lot of money by being able to run the generators and produce power we need and sale the excess power. The printing company the City has used to print and mail utility bills are no longer offering that service. She is working on finding competitive pricing with another printer. Water and Irrigation rates need to be reviewed and increased or decrease the amount of gallons allowed for the base price from 10,000 gallons to 3,000 gallons. She is also looking at providing pay as you use electricity. This will allow customers who are frequently shut off due to nonpayment to be placed on a pay as you use meter. Utility billing write offs are down from previous years. Researching Utility Customers who have account balances that have to be written off 83% of the write offs are customers renting.

Request for 2025-2026 - Increase Utility Deposit for customers who are renting. Continue to change manually read meters to radio read meters. Provide pay as you use electricity. Increase water rates and reduce base water usage from 10,000 gallons to 3,000 gallons.

#### **Water Reclamation**

- A. Operations & Maintenance
- B. Sewer Line Capacity Study
- C. Millville City Agreement
- D. Board Members - Agenda Postings and Minutes
- E. Needs
- F. 1 year, 5 year, and 10 year plan
- G. Needs 1 certified employee

Water Reclamation Superintendent Angela Pritchett reviewed the progress and positives from the Water Reclamation Department this year: Polymer Savings - Previous Cost \$4.22/lb KUBWATER Current

Cost \$1.79/lb SNF POLYDYNE Savings of \$2.43/lb with an Annual savings of > \$10,000; New Lakeside Screen Weather Protection Savings - Proposed Lakeside Screen Weather Protection Cost \$17,000 In-house weather protection \$1,500 for a Savings of \$15,500; and Ovivo Drum Screen Replacement - Initial quote to replace drum/hopper/cover spray assembly + \$9,000 field service \$174,607.30 Final quote \$22,000 for rebuild/hopper + \$2,400 service fee for installation startup. Total \$24,400 Savings \$150,000 +. UPDES Permit Renewal Worked together with the State to improve limits. Lift Stations Annual Load Testing & PM's by Cummins. Millville City is in the process of reviewing the agreement between the cities. Needs for the Water Reclamation are: Hire a third operator with experience Competitive pay; Re-evaluate personnel policy/benefits On-call; Water Reclamation Master Plan to ensure there is capacity to bring on Millville City and provide a roadmap for future growth; Safety Officer who can assist in a useful safety program to keep everyone safe and for compliance. Monies allocated for safety Railing/doors/grates/exit signs. Update construction standards - Confusion and frustration with contractors not knowing what the expectations are. Clearly define sewer authority and responsibilities. Fees for additional lateral inspections - often times laterals are not complete upon arrival or do not pass regardless of communicating what the expectations are. Update pretreatment code / permit template / industrial User Application. Hire a Pretreatment Coordinator

2024 Update - Refine PM program to provide better detail and add vehicles and heavy equipment Complete. Hire a third operator Complete but hiring again. Invest resources to train a new team Complete. Update Pretreatment Plan and Permits In-Progress. Develop BMP's to maintain collection system In-Progress. Complete a Sanitary Sewer Collection Master Plan In-Progress. Complete a Water Reclamation Master Plan Put on Hold.

One Year Plan - Replace WRF back up generator. Hire a third operator with wastewater experience. Update Pretreatment Program. Develop BMP's to maintain collection system. Complete Sanitary Sewer Collection Master Plan. Finalize Millville City Agreement & Form a Board. Treat Millville City's wastewater.

Five Year Plan - Engineer a system that prevents MBR overflow. Train operators to use GIS for manhole inspections. Purchase Equipment to clean collection lines. Complete Water Reclamation Master Plan. I & I study for collection system. Grout/replace collection lines to prevent infiltration. State approved pretreatment program.

Ten Year Plan - Replace collection lines. Upgrade Water Reclamation Facility. Train for the future Manager. Replace CCTV equipment/trailer.

**Culinary, Irrigation, Storm Water**

- A. Water Supply
- B. Secondary Water Metering - Options & Costs
- C. Dividing Water & Roads Department
- D. New Supervisor over Water Department
- E. 2 Additional Employees for a total of 3
- F. Future Well
- G. Fixing Swales in Canyon Estates
- H. 1 year, 5 year, and 10 year plan

Water and Road Superintendent Kade Maughan reported that the City has contracted with a consultant for a Water Study. This water study will inventory our lines, water rights and shares, and also help provide information for how much water we have for growth. The State provided an exemption to Hyrum City so that it doesn't have to meter its secondary water system. However, in the future the City will most likely have to install irrigation meters and monitor usage. In preparation for that the City is already requiring developers to install meter barrels for each house on the pressurized irrigation system. The City has been looking for a new Culinary Water and Irrigation Water Superintendent since July. The City has offered the position to someone but he hasn't accepted it yet. He still needs two employees in the water department but has been waiting for the new superintendent to be hired so that the superintendent can help select the employees for his/her department. As the City grows to the southeast the City needs to plan to develop a well on the southeast side of Hyrum. The City's water system can not provide the pressure with the quantity necessary to provide additional growth on the south east side of Hyrum without a new well.

**Roads**

- A. Possible COG Projects
- B. Construction and Maintenance
- C. This will be its own department and will include Storm Water and the Cemetery. Kade will be over this department.
- D. 1 additional employee
- E. Needs
- F. 1 year, 5 year, and 10 year plan

Water and Road Superintendent Kade Maughan said Mayor Miller is

working with COG to help find funding for roads in Hyrum. There are old culinary water mains that need to be replaced and he likes to replace the lines when the road is being rebuilt. This eliminates a new road from having to be dug up if there is a leak. Hyrum City has grown and it is time for the City to have a Road Department and a Water Department. The Road Department will oversee the cemetery and the storm water department. This years budget has a maintenance position that will help in roads as needed.

### **Cemetery**

- A. Future Expansion
- B. Maintenance
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Water and Road Superintendent Kade Maughan said the City needs to have the cemetery expansion property designed so that improvements can start being made to it. The road on 600 East the borders the cemetery needs to be vacated so the original cemetery can extend the expansion property without a road dividing the cemetery.

### **Metering**

- A. Update
- B. Needs
- C. Training
- D. Needs Employee For Water Meters

Utilities Meterman Braxton Wood said there are approximately 450 water meters that are not working. Replacing residential water meters is not a high priority since replacing residential water meter can be very labor intensive and the revenue generated from a residential water meter over 10 years may not cover the cost of a new meter and the time to replace the meter. The City needs to look at reducing the base rate number of gallons from 10,000 and then it may make sense to replace water meters. The city has three different water meters that require three different types of reading systems. The new Landis and Gear meters are only lasting about 10 years when it was hoped they would last double that. The City is looking at a new master meter program that would be able to read all meters including power. An employee needs to be hired to help with the maintenance and reading of water meters. He is currently enrolled in the Power Meterman Apprenticeship Program and is finishing his first year.

One Year Plan - To purchase power meter testing equipment.

**Parks**

- A. Improvements
- B. Future Parks and Trail Sites
- C. Recreation Programs
- D. Summer Help
- E. Canyon Property
- F. Needs
- G. Maintenance
- H. 1 year, 5 year, and 10 year plan

Parks Superintendent Ned Fredrickson said the design for Libbie Springs Park on the West Side of Hyrum needs to be completed. Hyrum City has a lot of parks and the City will need to decide at what level it wants to provide parks to its citizens. The more parks that are built it requires more employees. He currently hires eight to ten seasonal workers and has hired a full time parks maintenance worker that is being transferred from the Wastewater Reclamation Department. He would like to offer a higher wage to the seasonal workers to try and attract more experienced workers. He attended a conference on Playground Safety and Inspection and there are a lot of things in the City parks that need to be updated and/or replaced to provide a safer environment.

One Year Plan - Inspect all parks and playground equipment for safety. Increase rental fee and deposit for the Hornets Field at East Park.

Five Year Plan - Replace AJ's Park playground equipment.

10 Year Plan - Evaluate and upgrade all parks to ensure all playground equipment and buildings meet safety standards.

Future - Purchase park property on the southeast side of Hyrum.

**City Planner**

- A. Planning Commission
- B. Transportation Plan
- C. Zoning & Building Ordinances
- D. Development Committee (public works & staff)

City Planner Tony Ekins said he has been working for Hyrum City for almost a month and he has been busy learning the City Code and coming up with checklists and processes. There are numerous



housing projects being proposed and built in Hyrum City. It is important these developments meet City Code and built to Hyrum City Standards. Hyrum City is working on its General Plan Update and a Transportation Plan that will help guide development in Hyrum. Once the Transportation Plan and General Plan are updated the Hyrum City Code will need to be amended to reflect these plans.

**City Engineer**

- A. Identify possible parcels of land to purchase for future city needs.
- B. Citizen Serve
- C. Inspections and Other Responsibilities
- D. 1 year, 5 year and 10 year plan

City Engineer Matt Holmes said the City needs to identify possible parcels of land for future growth, such as, public works buildings, parks, storage facilities, wells, etc. Once the potential sites or property has been identified the City can then try to purchase the property when it becomes available.

One Year Plan - Hire a building site inspector.

Five Year Plan - Hire a staff engineer.

**Office**

- A. Cemetery Lots - fees
- B. How many available to purchase
- C. Business Licenses
- D. Newsletter

Office Specialist Keesha Rinderknecht said the City has sold 144 cemetery spaces this past year and there were 69 burials. There are 1,043 spaces still available for purchase in the existing Hyrum Cemetery. This past year she issued 114 Home Occupation Business Licenses; 196 Landlord licenses; 115 Commercial licenses; and 7 Solicitor Licenses.

To Do / Immediate: Determine if fire inspection service fees are being charged for Nibley businesses.

**Library**

- A. Programs
- B. Circulation
- C. Needs

- D. Fees
- E. Move AC Units
- F. 1 year, 5 year, and 10 year plan

Library Assistant Rosie Johnson said the Library's Summer Reading Program is always a huge success with over 2,500 participants. They hold a summer reading kick off party and then a party to close summer reading. The library is always planning programs that are geared to all demographics that visits the library. Hyrum City is working on renewing its user agreements with Nibley and Wellsville. Costs have increased over the past five years higher than anticipated and the contract price needs to be increased. The Air Conditioning Units need to be moved off of the roof to help with maintenance and longevity of the units.

One Year to Five Year Plan - Heat the sidewalks and/or parking lot on the north side of the building. Four full time employees.

### **Animal Control**

- A. County Impound and Services
- B. Number of Dogs Licensed
- C. Hours worked weekly
- D. Needs

Animal Control Officer Kirt Lindley said the County Impound Service is great, however, it does take more time to drive to Logan. Currently, he is not being reimbursed for fuel or mileage but is driving his own vehicle. Due to driving into Logan he will also need additional hours. Usually there are around 600 to 700 dogs that are licensed in Hyrum each year. There are 450 dogs licensed for this year but there are still eight more days to go before a late fee is charged.

One Year Plan - Purchase a bite stick and box. Receive mileage reimbursement for driving personal vehicle.

### **City Nuisance Officer**

- A. Report Noticing Process
- B. Hours Worked Weekly
- C. Needs

Community Improvement Officer Jeff Hertzler said he would like to be able to issue citations for nuisances. Cache County Deputies are busy taking care of more important matters and if he could

issue citations it would help with nuisance enforcement and free up time for law enforcement officers. He would still work with the Sheriff's office on certain issues and he would also work with the City Attorney.

**Fire and EMS**

- A. Frequency of Calls
- B. Number of Firemen and First Responders
- C. Future of the Department - County Fire District?
- D. Needs

Fire Chief Tony Stauffer said there were 704 calls last year that averages two a day (443 were medical calls and 261 were fire calls). Thirty eight percent of calls are during day time hours when there is full time coverage. There are 12 firefighters; 5 EMS; and 14 that are both firefighters and EMS. This past fall brought on six new staff that are on probation right now. Hyrum and the areas the Fire Department serve have grown and population requires a full time fire department. In order to accomplish that the Fire Station will need to be added onto to provide living quarters.

**Museum**

- A. Programs
- B. Elite Hall
- C. Museum Educator 20 hours weekly \$16-17 starting wage
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Museum Director Jami VanHuss said she gave a report at the last City Council Meeting on the Museum and covered most of the topics. In July her hours were reduced to 29.75 hours per week. She is requesting a part time nonbenefitted Museum Educator in the 2025-2026 budget to help her accomplish the goals of the Museum.

**Maintenance**

- A. We need a full time employee

Mayor Miller said the City is in the process of hiring a maintenance person for buildings, HVAC, and light vehicle maintenance. This person will also help be on call for the Water, Roads, and Cemetery Department.

**Community / Recreation**

- A. Need a full time employee

Mayor Miller said the City is in the process of hiring a Community Recreation Director that will be in charge of recreation, activities, 4<sup>th</sup> of July, Easter Egg Hunt, Hyrum Holidays, National Night Out, Baseball/softball, flag football, pickleball tournaments, newsletter, reserving buildings, etc. This is a full time job. This position can also provide support to the Hyrum Senior Center Director and Museum Director.. This position can help bring recreation, arts, and community programs to Hyrum.

### **Legal**

- A. Justice Court
- B. County Contract with Sheriff Dept. including Bailiff
- C. Reports
- D. Judge Retiring - Hiring Process

Court Clerk Lori Hatch said the City is in the process of hiring a part time non-benefitted court clerk to help her with responsibilities. Judge Larsen will be leaving in June this year and the State Judicial Committee will be conducting the replacement process for Judge Larsen. Cache County Law Enforcement Contract needs to be renewed this year.

### **Personnel Needs**

- A. Need Part time and full time help (budgeted already for this budget), and an additional part time employee in the next budget.
- B. Job Description and Wage Analysis
- C. Contract with a firm to update the personnel policy
- D. Train a Deputy Recorder
- E. Other

City Recorder Stephanie Fricke said Hyrum City has experienced a lot of growth over the past ten years. Even though the population has double the number of employees haven't increased until this last budget year. Every department needs and wants additional employees. Mayor Miller, City Treasurer Todd Perkins and City Recorder Stephanie Fricke want to meet with Supervisors and develop a five year plan for new positions at Hyrum City. This will act as a priority list for determining when new positions should be considered. This will help the City and Supervisors plan for the future.

In order to meet State Auditors requirements for checks and balances there needs to be an additional finance employee. This employee will be hired as an Accountant and will help track

planning and development fees, bank reconciliations, possibly balance the daily deposit and other accounting duties as needed.

The Job Description and Wage Analysis Study was conducted. Writing the job descriptions was a longer process than anticipated. It is important that job descriptions were an accurate reflection of what the City expects the employee to do not necessarily what the employee thinks is his/her responsibility. The wage analysis study came back and Hyrum City was offering a competitive salary and there are some adjustments that will need to be made. Since January 2024, Hyrum City has hired over 40 employees and is in the process of hiring the following positions that have been budgeted for: Accountant, Community Recreation Coordinator, Assistant Court Clerk, Water Superintendent, 2 Water employees, Maintenance, Wastewater Operator, Public Utilities Director, Water Meter Technician, Campground Host, Parks Seasonal, Deputy Recorder, and an employee in Power Department. Hyrum City has filled the following positions this year: Power Superintendent (twice), Power Distribution Manager (twice), Senior Center Cook (twice), Senior Center Director, Water Operator, Parks Director, Parks Maintenance Worker, Wastewater Operator, library aides, firefighters and EMS, Seasonal workers (14), crossing guards (2). It has been a busy year and she is still in the process of contracting with a firm to update Personnel Policies to ensure it meets State and Federal Laws and accurately reflects the policies and procedures of the City.

In order to fill the positions and to be fair to current employees it is important to offer a competitive salary and benefit package. She asked the City Council to support a matching 401k contribution of up to 2.5% for employees. She is also working with the Health Insurance Agent to offer a High Deductible Insurance Plan along with the Traditional Health Insurance Plan. The High Deductible Insurance Plan maybe more affordable for employees and depending on costs the City may be able to contribute money into the employees HSA. She would also like the cell phone reimbursement to be increased for employees that are required to carry a cell phone. Online On-Boarding Packets - To help with the new hire process she would like to find a company that offers online On-Boarding Packets so that all new hire forms can be submitted electronically rather than by paper.

Hyrum City has over 50 full time equivalent (FTE) employees this year and has to comply with the Affordable Care Act (ACA), which means the City is required to provide anyone working over 30 hours a week with Health Insurance and there are extensive reporting

requirements to the Federal Government. Part Time employees are being held strictly to a no more than 29.75 hours per week per benefitted employee, and no more than 28.75 hours per week for non benefitted employees.

Moving forward she would like to hire a Deputy Recorder that is looking for a career with Hyrum City. In order to find the right person with the right qualifications she may have to offer that job as a full time position which would need to be approved in next year's budget. She has been here 30 years in May and one of the many responsibilities of a City Recorders job is to know the history and to access documents or information. She had been training Hailey Brown for five years and Hailey was amazing but Hailey has decided to only work 10 hours a week updating the City's website. This year Stephanie has written 45 Resolutions compared to last year at 27 Resolutions; 13 Ordinances compared to 4 ordinances in 2022 and 2021; 24 City Council Meeting Minutes and Agendas; along with numerous contracts and agreements. To help the public, elected officials, and staff access and find documents easier the City Website now hosts and has searchable documents: All City Council Meeting Minutes from 1860 to current; Resolutions and Ordinances from 1976 to current; all Annexation Agreements; and is currently working on having all City Agreements on it as well.

#### **Senior Center**

- A. Programs
- B. Attendance
- C. Needs - Is there a potential to go full time?
- D. Can Lisa's hours be increased from 28 to 29.75?
- E. 1 year, 5 year, and 10 year plan

Senior Center Director Jesse Walker said he is working on improving and providing various programs for the seniors. He has a new program "Chair Yoga" and he has over 30 people attending it. The Senior Center currently provides 3 meals a week. Lisa Weiss is the new cook and he receives compliments all the time about her cooking. He would like to increase her hours from 28 to 29.75 hours per week so she can have part time benefits. He would also like his position to be full time. He does not have enough time to accomplish everything he needs to do only working 29.75 hours per week.

#### **ADJOURNMENT:**

#### **ACTION**

**There being no further business before the City Council,**

**the Council Meeting adjourned at 2:45 p.m.**

ATTEST:

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

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

Approved: March 20, 2025  
As Written