

MINUTES OF A CITY COUNCIL MEETING HELD JANUARY 15, 2026 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

**CONVENED:** 6:30 P.M.

**CONDUCTING:** Mayor Steve Miller

**ROLL CALL:** Councilmembers Steve Adams, Rebecca Foulger, Michael Nelson, Nalyn 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, Senior Accountant Wes Bingham, City Planner Tony Ekins, Recreation Director Robert Stroud, City Engineer Matt Holmes, Power Superintendent Larry Coleman, Fire Chief Tony Stauffer, Asst. Fire Chief Luke Schmid, Asst. EMS Chief Luke Crockett, and 31 citizens. City Recorder Stephanie Fricke recorded the minutes.

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

**PLEDGE OF ALLEGIANCE:** Mayor Miller

**INVOCATION:** Councilmember Rasmussen

**APPROVAL OF MINUTES:**

The minutes of a regular meeting on December 4, 2025, were approved as written.

**ACTION**

Councilmember NaLyn Nelson made a motion to approve the minutes of a regular meeting held on December 4, 2025, as written. Councilmember Michael Nelson seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn 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.

Mayor Miller said in the short time he has been serving as Mayor of Hyrum he has come to realize how much he loves his city, our city, and how very much he enjoys serving. His intention is to serve with passion and energy while in office. During his campaign he campaigned for a City Manager that would be responsible for directing and leading the City and be the Chief Executive Officer of the City. A City Manager reports to the City Council and the City Manager would receive directions from the City Council. This position would work with all city staff and hold other managerial duties. As he has been thinking of this position and the impact it would have on the City, Citizens and his position. The creation of the City Manager position would relinquish the duties of the Mayor and the majority of those duties would be given to the City Manager. The citizens elected him into office and put their trust in him to help Hyrum City progress and grow while still remaining Hyrum. He feels a very strong desire to be part of the decisions being made and to be very involved with the day-to-day operations and take a bigger role in impacting our city in positive ways. As he has thought about this and after speaking with the City Attorney he is proposing instead of hiring a City Manager that the City hire a full-time City Administrator. A City Administrator will work with him on a day-to-day basis and the City Council on special assignments but is under the direction of the Mayor. In a scenario like this working with a qualified City Administrator that is qualified and can work on assignments and other responsibilities that are given to the City Administrator by the Mayor he believes twice as much can be accomplished. In his opinion a City Manager further removes the Mayor from the responsibility that he believes a Mayor should have. As the Mayor he should be involved in the work with the citizens, staff, projects, etc. due to its importance to the City. He has a great love for Hyrum and recognizes the good people who work here. He has a rapport with the citizens of Hyrum and feels like he can accomplish, with the help of staff and a City Administrator, great things for this City. Maybe a year down the road the City Administrator position isn't working, and it is determined that a City Manager would be best, and at that time he would take the role of a ceremonial Mayor. He owes it to the citizens of this City to be the Mayor that they elected him to be. In order for him to do that he needs to be in a position where he can make decisions that benefit the citizens of this City. This was discussed at the Workshop tonight and he would like to move forward with the support of the City Council to hire a City Administrator. He expressed his gratitude for the City we live in. Tonight's agenda will need to be amended to remove items 9.A. To receive public comment to establish the salary of a City Manager

for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code.; 11. D. Ordinance 26-02 - An ordinance creating Chapter 2.12 City Manager of Title 2 Administration and Personnel of the Hyrum City Municipal Code to establish the Hyrum City Manager position.; and 11. E. Ordinance 26-07 - An ordinance amending Chapter 2.12, Section 2.12.010 Salaries of the Hyrum City Municipal Code, to set the salary of the Hyrum City Manager.

**ACTION**

**Councilmember Rasmussen made a motion to approve the agenda for January 6, 2026, as amended by removing items: 9.A. To receive public comment to establish the salary of a City Manager for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code.; 11. D. Ordinance 26-02 - An ordinance creating Chapter 2.12 City Manager of Title 2 Administration and Personnel of the Hyrum City Municipal Code to establish the Hyrum City Manager position.; and 11. E. Ordinance 26-07 - An ordinance amending Chapter 2.12, Section 2.12.010 Salaries of the Hyrum City Municipal Code, to set the salary of the Hyrum City Manager. Councilmember NaLyn Nelson seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.**

8. PUBLIC COMMENT

9. ~~PUBLIC HEARING~~

~~A. To receive public comment to establish the salary of a City Manager for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code.~~

10. SCHEDULED DELEGATIONS

A. Fire Chief Tony Stauffer - To discuss ambulance service in Hyrum City.

B. Autumn McMonigle - To request approval of a Home Occupation Business License at 84 South 400 East for a skin care business.

11. INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES

A. Resolution 26-02 - A resolution authorizing a Councilmember to automatically succeed to the position of Mayor Pro Tempore.

B. Resolution 26-03 - A resolution appointing Power Superintendent Larry Coleman as Hyrum City's Intermountain Power Agency (IPA) Representative and Mayor Steve Miller as the Alternative Representative.

C. Resolution 26-04 - A resolution appointing UAMPS Member

Representatives.

- ~~D. Ordinance 26-02 - An ordinance creating Chapter 2.12 City Manager of Title 2 Administration and Personnel of the Hyrum City Municipal Code to establish the Hyrum City Manager position.~~
- ~~E. Ordinance 26-07 - An ordinance amending Chapter 2.12, Section 2.12.010 Salaries of the Hyrum City Municipal Code, to set the salary of the Hyrum City Manager.~~

12. OTHER BUSINESS

- A. To discuss improvements and possibilities to the 900 West Bypass Truck Route.
- B. Discussion of grant opportunities, qualifications, and other relevant factors.
- C. Consideration and appointments to the Planning Commission.
- D. Budget report.
- E. Consideration and approval of a Policy for Submission Process and Deadline for City Council Agenda Items.
- F. Review of City Council Assignments and Citizen Committees.
- G. Mayor and City Council reports.

13. ADJOURNMENT

***PUBLIC COMMENT:***

Mayor Miller asked if anyone had questions or comments to keep it under three minutes.

Friend Weller said north of Wapiti Bluff on Highway 101 adjacent to the gravel pit there is a berm that continues to get larger and it is becoming an eyesore. The berm is now high enough that it is blocking the north view on Highway 101 and it is covered in weeds. He asked if the City could contact the gravel pit and ask them to take care of the weeds.

Mayor Miller thanked Friend for bringing this to his attention and he will contact the gravel pit owners to discuss the berm.

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

***SCHEDULED DELEGATIONS:***

**FIRE CHIEF TONY STAUFFER - TO DISCUSS AMBULANCE SERVICE IN HYRUM CITY.**

Fire Chief Tony Stauffer provided a comprehensive report on the Hyrum City Fire Department. Chief Stauffer stated that the department was established in 1954, with Emergency Medical Services added in 1981, and has served the community for 70 years. The department operates as a combination department consisting of two full-time employees and thirty-four volunteers. The two full-time employees provide daytime coverage and are responsible for administrative duties, fire inspections, and vehicle maintenance, as volunteer availability during daytime hours is limited. He emphasized that volunteers are the backbone of the department and are a critical asset to the City.

Chief Stauffer reported that firefighters are required to complete formal schooling and obtain Firefighter I certification or higher. Ongoing training and annual recertification are mandatory within the fire service. The department currently includes ten EMTs, eleven Advanced EMTs, and two paramedic-level personnel. The department also has six CPR instructors and five EMS instructors, which allows for extensive in-house training opportunities. New volunteers are actively recruited and enrolled in required certification programs.

Chief Stauffer further reported on the department's wildland fire program. Firefighters complete a forty-hour wildland fire course and may advance to higher certifications, including Squad Boss, through completion of task books and active fire deployments. The department provides mutual aid on a statewide basis and participates in out-of-state deployments when requested. California wildfire deployments generate approximately \$35,000 per deployment, with the potential for up to four deployments per year.

Assistant Fire Chief Chris Crockett reported on the department's service area and mutual aid responsibilities. The Hyrum City Fire Department provides fire protection services to Hyrum, Nibley, Millville, and surrounding unincorporated areas, covering approximately 156.9 square miles. The department both gives and receives mutual aid throughout Cache County and responds to incidents as far as Lewiston when needed. Chief Crockett noted that the department also assists neighboring communities such as Mendon through mutual aid agreements.

Chief Stauffer reported that all commercial businesses within the City receive an annual fire inspection. Inspections include verification of proper address identification, clear fire lanes, functioning fire extinguishers, absence of electrical hazards,

code compliant electrical panels, and confirmation that sprinkler systems have been properly inspected. Exit sign battery deficiencies are documented and reported to business owners. These inspections contribute to firefighter safety, improve response effectiveness by familiarizing crews with building layouts and hazards, and assist the City in maintaining and improving its ISO fire rating. Oversight of school fire inspections is conducted by the State Fire Marshal's Office. The Department responded to approximately 600 total calls in 2023. Of those calls, approximately 450 were medical in nature, with the remaining calls consisting of fire-related responses including fires, vehicle accidents, and fire alarms. The department averages approximately two calls per day, and medical call volume continues to increase, indicating a growing reliance on EMS services within the community. Volunteers contribute thousands of hours of service annually, equating to millions of dollars in unpaid labor. Volunteers assist ambulance services by providing manpower and initiating basic life support prior to ambulance arrival. Volunteers are compensated on a per-call basis and are not salaried employees.

Chief Stauffer provided background regarding ambulance services and Cache County's involvement in fire and EMS operations. Cache County assumed ambulance services for portions of the valley and constructed a new fire station in Hyrum. Discussion was held regarding the potential formation of a county-wide fire district. Concerns were expressed regarding the possible loss of local control, increased taxes estimated at approximately \$60 per household annually, potential loss of locally purchased equipment, and the dilution of a department that has been built and maintained by the community for 70 years. Financial information was presented indicating that Hyrum City's current fire and EMS budget is approximately \$450,000 annually. Comparisons were provided showing Smithfield's budget at approximately \$2.9 million and Cache County's south station investment at approximately \$4 million for the building. It was reported that in order to maintain current service levels and meet future demands, funding requirements could increase to approximately \$1.5 million, including the need for additional full-time staffing paid through county agreements. Hyrum City provided Cache County with a one-year notice regarding ambulance services, initiated in November, with a noted deadline of November 1, 2027. Discussion included the possibility of forming a Hyrum-based ambulance district. Other municipalities, including Millville, Wellsville, and Nibley, have expressed interest in joining such a district. It was noted that service

could begin with one ambulance and expand as additional communities join.

Mayor Miller and the City Council expressed appreciation for the professionalism, dedication, and high level of service provided by the Hyrum City Fire Department and its volunteers.

**AUTUMN MCMONIGLE - TO REQUEST APPROVAL OF A HOME OCCUPATION BUSINESS LICENSE AT 84 SOUTH 400 EAST FOR A SKIN CARE BUSINESS.**

Autumn McMonigle was not in attendance. Business License Specialist Keesha Rinderknecht is recommending approval by the City Council since the application has been reviewed and meets all requirements of Hyrum City's Municipal Code Section

Councilmember Rasmussen said Autumn McMonigle's is requesting a Home Occupation Business License for a skin care business in her home at 84 South 400 East. The majority of Home Occupation Business License requests do not have to come before the City Council, however, if customers are coming to the house, then the request has to come before the City Council. After reviewing the application there seems to be enough parking spaces, and there shouldn't be any issues that affect the neighbors.

**ACTION**

Councilmember Rasmussen made a motion to approve Autumn McMonigle's request for a Home Occupation Business License at 84 South 400 East for a skincare business. Councilmember Foulger seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.

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

**RESOLUTION 26-02 - A RESOLUTION AUTHORIZING A COUNCILMEMBER TO AUTOMATICALLY SUCCEED TO THE POSITION OF MAYOR PRO TEMPORE.**

Mayor Miller said Resolution 26-02 will authorize a Councilmember to automatically succeed to the position of Mayor Pro Tempore in the Mayor's absence.

**ACTION**

Councilmember Adams made a motion to approve Resolution 26-02 a resolution authorizing Councilmember Michael Nelson to automatically succeed to the position of Mayor Pro Tempore. Councilmember NaLyn Nelson seconded the motion and Councilmembers Adams voted aye, Councilmember

Foulger voted aye, Councilmember Michael Nelson abstained, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

**RESOLUTION 26-03 - A RESOLUTION APPOINTING POWER SUPERINTENDENT LARRY COLEMAN AS HYRUM CITY'S INTERMOUNTAIN POWER AGENCY (IPA) REPRESENTATIVE AND MAYOR STEVE MILLER AS THE ALTERNATIVE REPRESENTATIVE.**

Mayor Miller said Resolution 26-03 appoints the Power Superintendent Larry Coleman as Hyrum City's Intermountain Power Agency (IPA) Representative and Mayor Steve Miller as the Alternate Representative.

**ACTION**

Councilmember Adams made a motion to approve Resolution 26-03 a resolution appointing Power Superintendent Larry Coleman as Hyrum City's Intermountain Power Agency (IPA) Representative and Mayor Steve Miller as the Alternate Representative. Councilmember Rasmussen seconded the motion and Councilmembers Adams voted aye, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

**RESOLUTION 26-04 - A RESOLUTION APPOINTING UAMPS MEMBER REPRESENTATIVES.**

Mayor Miller said Resolution 26-04 appoints UAMPS Member Representative Power Superintendent Larry Coleman, Mayor Steve Miller as the First Alternate Representative, and City Councilmember Steve Adams as the Second Alternate Representative.

**ACTION**

Councilmember Adams made a motion to approve Resolution 26-04 a resolution appointing UAMPS Member Representatives. Councilmember Foulger seconded the motion and Councilmembers Adams voted aye, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

***OTHER BUSINESS:***

**TO DISCUSS IMPROVEMENTS AND POSSIBILITIES TO THE 900 WEST BYPASS TRUCK ROUTE.**

Mayor Miller said he is actively pursuing a bypass truck route to help keep semi-truck traffic off of Hyrum City's residential streets. Developing 900 West would provide a bypass route to eliminate truck traffic through residential neighborhoods. West Point Dairy has expressed its support in completing this road. This would significantly reduce truck traffic in residential neighborhoods. The City will meet with Cache County to review potential grant funding and financial support for a truck bypass route. Progress is being made for a truck bypass route.

**DISCUSSION OF GRANT OPPORTUNITIES, QUALIFICATIONS, AND OTHER RELEVANT FACTORS.**

Mayor Miller said he wants to ensure Hyrum City is applying for grants and will have this be a key duty of the City Administrator. He attended a Cache County Council of Governments (CCCOG) meeting and was surprised to find out that Hyrum City has received less CCCOG money than any other city or town in Cache Valley. CCCOG awards funding for local transportation projects. The City should always be actively searching for and applying for grants because they can provide critical funding that can expand services, improve infrastructure, and advance community projects without placing additional burden on local taxpayers. By securing grant funding, the City can accelerate economic development, enhance public safety, and improve quality of life for residents while demonstrating fiscal responsibility and proactive leadership.

**CONSIDERATION AND APPOINTMENT TO THE PLANNING COMMISSION.**

Mayor Miller said there is a vacancy on the Hyrum City Planning Commission, and he is recommending the appointment of Michael Solvine to serve as an Alternate on the Planning Commission. Michael Solvine works at Hyrum State Park and also serves on Hyrum City's Volunteer Fire Department.

**ACTION**

**Councilmember Rasmussen made a motion to appoint Michael Solvine to serve as an Alternate Member on the Hyrum Planning Commission. Councilmember Adams seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.**

**BUDGET REPORT.**

City Treasurer Todd Perkins reviewed the 2025-2026 Operating

Budgets in detail. All of the departments are within their budgets. In the past Department Heads were allowed to move funds from one line item to another without having to request an amendment to the department's budget. He wanted to make sure the City Council was still okay with this process.

Councilmember Adams said City Staff does a great job with staying within the confinements of their budget. He does not see an issue with giving some latitude to the Department Heads to move money from one line item to another as long as it is for minor things.

A short discussion ensued and the City Council agreed that minor adjustments could be made through line-item transfers by Department Heads. However, any large transfers or use of funds for a project or purchase that was specifically budgeted for but is no longer being done, then the Department Head needs to receive City Council approval.

**CONSIDERATION AND APPROVAL OF A POLICY FOR SUBMISSION PROCESS AND DEADLINE FOR CITY COUNCIL AGENDA ITEMS.**

City Recorder Stephanie Fricke said she worked with Mayor Miller to prepared a City Council Agenda Submission Policy. This policy establishes a submission process and deadline. This will aid in legal compliance, enhance transparency, improve meeting efficiency, and allow both staff and council members adequate time to prepare. It supports good governance and strengthens the reliability and professionalism of the City Council's legislative process.

**ACTION**

**Councilmember Adams made a motion to approve the City Council Agenda Submission Policy. Councilmember Rasmussen seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.**

**REVIEW OF CITY COUNCIL ASSIGNMENTS AND CITIZEN COMMITTEES.**

Mayor Miller said City Councilmembers play a vital role when serving and/or overseeing City Committees and as Representatives for City Boards because they act as the direct link between the City Council, City Administration, and the public. Serving in these roles also allows Councilmembers to develop insight, coordinate across departments and advisory boards, and advocate for residents' interests early in the decision making process, strengthening governance, improving collaboration, and helping the

City function effectively as a unified body. He has reviewed and spoke with City Councilmembers regarding City Council Assignments for this coming year:

Councilmember Adams - Night Out Against Crime, 4<sup>th</sup> of July Parade, Homeowners Association, Tree City USA Program, and Cemetery Committee.

Councilmember Foulger - Easter Celebration, July 4<sup>th</sup> Celebration, School Liaison Representative, Inclusion Committee, and Library Board Representative.

Councilmember Michael Nelson - Celebration of Hyrum, Emergency Preparedness, Fire and EMS Representative, Business Representative, and Historic Preservation Commission.

Councilmember NaLyn Nelson - National Day of Service, July 4<sup>th</sup> Patriotic Program, Youth Council Representative, Hyrum Beautification Committee Chair, and Senior Center Board Representative.

Councilmember Rasmussen - July 4<sup>th</sup> Celebration, Christmas Celebration, Recreation Representative, Hyrum Library and Museum Foundation Board Representative, Hyrum Irrigation Board, and Museum Board Representative.

Mayor Miller - Hyrum Air Quality Committee, Cache Mayors Association, Cache Fire District Board, Cache Metropolitan Planning Organization, Cache Council of Governments, UAMPS Alternate Representative, and IPA Alternate Representative.

Mayor Miller said he has created a couple of new assignments: 1. Hyrum Air Quality Committee; 2. July 4<sup>th</sup> Celebration Committee; 3. Cemetery Committee; 4. Celebration of Hyrum Committee; 5. National Day of Service Event; 6. Hyrum Beautification Committee; 7. Fire and EMS Representative; and 8. Inclusion Committee. He would like to see more opportunities for citizens to volunteer to serve on committees and boards. Volunteers help bring a community together by turning participation into shared ownership. When residents from different backgrounds sit at the same table, they exchange perspectives, build mutual respect, and work toward common goals that reflect the community's real needs. This involvement strengthens trust in local decision-making, because people can see their neighbors actively shaping outcomes rather than decisions being made at a distance. Volunteering also fosters

a sense of pride and responsibility, encouraging collaboration beyond the meeting room and creating stronger connections among individuals, organizations, and local leaders.

**MAYOR AND CITY COUNCIL REPORTS.**

Councilmember Adams said he is already working on arrangements for National Night Out Against Crime in August.

Councilmember Rasmussen said the Museum has been busy reviewing collection reports, organizing activities, and preparing for the Celebration of America 250. Hot Wheels is on June 6<sup>th</sup> and is always a great fundraiser for the Museum and Elite Hall.

Councilmember NaLyn Nelson said she had the opportunity to attend a lunch at the Senior Center. Senior Center Director Jesse and the Cook Shannon are doing great jobs. She spoke with the Senior Center Board about her not being able to attend meetings since it is on the first Monday of each month at 11:00 a.m. and the Board agreed to change the date and time of their meetings so that she could attend. She has also been in contact with the Youth Council and will attend their meetings on Monday at 6:00 p.m.

Councilmember Michael Nelson said he attended a meeting on the South Cache Valley Recreation Center in Wellsville last week. There were a lot of people in attendance and the majority of them were not for a recreation center. Several residents expressed their concern that they were not contacted, nor did they have an opportunity to participate in the survey that asked questions on residents' interest in a recreation center. There were lots of ideas and different viewpoints on a recreation center and creation of a special service district.

Councilmember Foulger said she attended a Library Board Meeting and the Library is busy and is doing a great job. The month of November the Library held 19 programs with 322 children and 179 adults in attendance. A Teen Talent Show was held and had 24 participants. In December there were 23 programs with 303 children and 131 adults attending. Starting this month the Library is offering a home bound book delivery service that will be ran through volunteers. Applications for the home bound book delivery service must be submitted to the Library. Library Staff are already in the planning phase for the Summer Reading Program. The Summer Reading Program Kick-Off Party will be held the first part of June at the City Square, and the closing party will be held at

the Logan Pool in August.

Mayor Miller said he is truly enjoying learning about Hyrum City's utilities, policies, ordinances, and plans for the future. Every day he has the opportunity to speak with citizens to address their concerns, talk to business owners of the City, and to work with Hyrum City's staff. He is excited to have this opportunity to serve Hyrum City and its citizens. He expressed his gratitude and appreciation to the City Council for each members input and support.

**ADJOURNMENT:**

**ACTION**                    **There being no further business before the City Council, the Council Meeting adjourned at 8:55 p.m.**

ATTEST:

\_\_\_\_\_  
Steve J. Miller  
Mayor

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

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