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City Council Agenda Information

To: Mayor Steve Miller and City Council
From: Stephanie Fricke, City Recorder
Date: December 31, 2025
Subject: Strategic Planning Session

Summary: Set dates and time for Workshop for Strategic Planning Session in February.

Mayor Miller wants to hold a City Council Workshop for a Strategic Planning Session in February. The Strategic Planning Session provides an opportunity for City Administration and Department Heads to meet with the City Council to discuss projects that have been accomplished, projects they plan to undertake, review departmental budgets, request future staffing, discuss capital improvement projects, and establish 5, 10, and 15-year plans for their departments.

In the past, this meeting has been held over one day from 8:00 a.m. to 3:00 p.m., however, additional time is needed to more thoroughly discuss future plans and needs with the City Council. The meeting could be held over two days or still hold the meeting with one day but extend the hours.

Minutes from previous strategic planning sessions are attached for reference.

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 pre-treatment 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, 4th 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

MINUTES OF A SPECIAL CITY COUNCIL MEETING HELD FEBRUARY 9, 2024 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. Councilmember Craig L. Rasmussen arrived at 8:20 a.m.

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

OTHERS PRESENT: City Treasurer Todd Perkins, Electric Superintendent Tom Cooper, Water & Roads Superintendent Kade Maughan, Fire Chief Tony Stauffer, Parks Superintendent Brad Call, Library Director Emily Coltrin, Museum Director Jami VanHuss, Utility Billing Clerk Margaret Poppleton, City Receptionist Hailey Brown, 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 Adams made a motion to approve the agenda for February 9, as written. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson James, Nelson, and Rasmussen voted aye. The motion passed.

5. INTRODUCTION AND ADOPTION OF ORDINANCES:

- A. Ordinance 24-01 - An ordinance repealing and reenacting Title 16 the Subdivision Ordinance of the Hyrum City Municipal Code.
- B. Ordinance 24-02 - An ordinance amending Sections 10.20.090, 10.20.100, and 10.20.105 of Chapter 10.20 of Title 10 of the Hyrum City Municipal Code, to provide an

exception to allow parking longer than 48 hours on a City street where curb and gutter do not exist.

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

INTRODUCTION AND ADOPTION OF ORDINANCES:

ORDINANCE 24-01 - AN ORDINANCE REPEALING AND REENACTING TITLE 16 THE SUBDIVISION ORDINANCE OF THE HYRUM CITY MUNICIPAL CODE.

Mayor Miller said Ordinance 24-01 has been discussed in previous City Council Meetings and the proposed ordinance includes the latest draft of all recommended amendments to the ordinance. The proposed amendments are due to Senate Bill 174 that requires numerous changes in the City's subdivision approval process and should have been adopted by February 1, 2024. State Law no longer allows the City to require a Concept Plan nor for the City Council to be a part of the approval process for the Preliminary Plat, and Final Plat approval. The City Council also discussed setting fees to ensure that the professional fees of those members serving on the Administrative Land Use Authority are covered by the developer.

ACTION

Councilmember James made a motion to adopt Ordinance 24-01 repealing and reenacting Title 16 the Subdivision Ordinance of the Hyrum City Municipal Code. Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, and Nelson voted aye. The motion passed.

ORDINANCE 24-02 - AN ORDINANCE AMENDING SECTIONS 10.20.090, 10.20.100, AND 10.20.105 OF CHAPTER 10.20 OF TITLE 10 OF THE HYRUM CITY MUNICIPAL CODE, TO PROVIDE AN EXCEPTION TO ALLOW PARKING LONGER THAN 48 HOURS ON A CITY STREET WHERE CURB AND GUTTER DO NOT EXIST.

Mayor Miller said resident Eric Derr has requested the City adopt the proposed changes to allow parking longer than 48 hours on a City Street where curb and gutter do not exist. Eric attended the January 18, 2024 City Council meeting and expressed his concern about receiving a letter from the City asking him to move his trailer off City property. The trailer is permanently parked in the City's right-of-way and Eric feels like he has hauled in gravel for a trailer pad and doesn't see why the City would prohibit him from parking a vehicle in the City's right-of-way when the right-of-way is 100' wide. Ordinance 24-02 proposes amending Sections

10.20.090, 10.20.100, and 10.20.105 of Chapter 10.20 of Title 10 of the Hyrum City Municipal Code, to provide an exception to allow parking longer than 48 hours on a City street where curb and gutter do not exist.

The City Council discussed the proposed changes and determined it was in the City's best interest to not amend the ordinance. If this ordinance was approved someone could permanently park a trailer or vehicle in front of another resident's property and never move it. The City should include information about the City's parking ordinance in the newsletter to help educate the residents that a vehicle, trailer, etc. can not be parked on City property longer than 48 hours.

ACTION
Amended
12-10-2024

~~Councilmember James made a motion to deny the adoption of 24-021 repealing and reenacting Title 16 the Subdivision Ordinance of the Hyrum City Municipal Code and to keep the ordinance as currently written an Ordinance amending Sections 10.20.090, 10.20.100, and 10.20.105 of Chapter 10.20 of Title 10 of the Hyrum City Municipal Code, to provide an exception to allow parking longer than 48 hours on a City street where curb and gutter do not exist.~~ Councilmember Clawson seconded the motion and Councilmembers Adams, Clawson, James, and Nelson voted aye. The motion passed.

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. History - Accomplishments
- B. Cash Reserves
- C. Taxes & Impact Fees

City Treasurer Todd Perkins reviewed the previous year's budget. His biggest financial concern right now is the Electric Department. Property tax rates continues to decrease each year but property taxes are higher than in previous years due to growth. Increasing property tax rates is not popular decision but this would be a good year to consider it. He has scheduled a date with Cache County for a public hearing on increasing taxes Hyrum City has

extremely low property taxes for Cache Valley and it provides numerous general fund services that other cities do not.

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

This years budget will include requests for employees in numerous departments. The average overall percentage of a budget is around 25% for employees and Hyrum City is currently at 12%.

Capitol Projects

1. 5 year Plan
2. 10 year Plan

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

One Year Plan - Additional park property on the southeast and west side of Hyrum. The City maybe interested in purchasing property at the mouth of the canyon and by the culinary water reservoirs. This property could have a dual purpose in the water department and also as recreation property. The City is also looking at purchasing property adjacent to the City's gravel pit on the northeast side of Hyrum. This property would be used to build a shop for the Public Utilities Department.

Five Year Plan - A sports complex building in Hyrum. A sports complex recreation facility has been something that has been discussed for years but as Hyrum's population increases it would be beneficial to the residents of Hyrum to have an indoor facility for recreation. As Hyrum continues to grow the City will need to add onto the existing fire station so that it includes living quarters.

Electric Utility

- A. Budget
- B. UAMPS Update - power supplies & costs
- C. Projects
- D. Margaret Poppleton as a scheduler
- E. Canyon Property
- F. Citizen Serve
- G. Needs
- H. 1 year, 5 year, and 10 year plan

I. 2 more employees

Electric Superintendent Tom Cooper said he has been working on organization of his department and to set a future plan for employee growth. In order to operate efficiently he needs to hire two linemen or one lineman and one apprentice. Margaret Poppleton is the utility billing clerk but was asked to be the power scheduler in addition to her regular duties. Margaret was willing to accept the additional responsibilities but the amount of time necessary to fill this position is unknown at this time. Margaret will be able to continue do her utility billing clerk as long as the power scheduling job doesn't go over 2 hours a day. Having a power scheduler will hopefully save the City hundreds of thousands of dollars annually on electricity.

Positions added in 2023-2024 - Margaret Poppleton, Power Scheduler; Braxton Wood, Meter Apprentice; and Quentin Voth, Meter Foreman.

Requests for 2024-2025 - two lineman, meter truck, service truck, and 3 phase wire trailer.

One Year Plan - Complete 4400 South Substation; and conduct Master Plan Study of the Electrical System.

Five Year Plan - Transmission system improvements.

Ten Year Plan - Rebuild transmission lines.

Action Plan - Reevaluate Electric Impact Fees.

Meter Department

- A. New department
- B. Update
- C. Needs
- D. Training
- E. Job Description
- F. Budget

Power Superintendent Tom Cooper said the Meter Department is a new department this year. The Meter Department encompasses not just electric meters, but culinary water meters as well. If the City has to install pressurized irrigation meters then those meters will fall under the Meter Department as well. Due to the electric meters the meter technicians will have to attend meter school and

it is a four year program. Hyrum City's meter reading equipment and software provider is no longer going to provide updates for the software and equipment and is requiring everyone to upgrade. This would be a substantial cost and is not feasible. Numerous cities use this provider and have contacted UAMPS to see if there is a way UAMPS could create a software that could work with the existing equipment.

Requests for 2024-2025 - Meter apprentice school, meter truck, and possibly another employee to install and read meters on pressurized irrigation system if the law requires it.

One Year to Five Year Plan - Meter Apprentice Program completed by employee; and determination on State Law if City has to install irrigation meters.

Action Plan - Continue to work with UAMPS and current meter software provider to determine a solution for future readings of meters in Hyrum City.

Senior Center

- A. Programs
- B. Attendance
- C. Needs
- D. Director Retirement
- E. Director limited to 29.75 hours as of July 1, 2024
- F. Needs
- G. 1 Year, 5 year, and 10 year plan

Senior Center Director Vicky McCombs said the Senior Center has a variety of programs that is offered to the seniors. Seniors from all over the Valley attend the activities and eat lunch at the Senior Center.

She is considering retiring October 1, 2024 and a new Director will need to be hired. Her recommendation is to not revise the position description and to keep the position how it is.

The Senior Center Director is a part time benefited position and due to the City being under 50 full time equivalent employees this position has been allowed to work upto 39 hours per week. However, last July Mayor Miller gave each employee that is working between 29.75 hours to 39 hours per week a years notice that these positions would be reduced to 29.75 hours come July 1, 2024 when the City is over 50 FTE "full time equivalent" employees. This

July the City will be over 50 FTE's and will have to comply with Federal Employment laws that requires health insurance be offered to any employee working 30 hours or more a week. These positions are part time and due to the cost of Health Insurance it is in the City's best interest to hire an additional employee that could work upto 29.75 hours a week and it would still be under the cost of what just the health insurance benefit would cost the City. By hiring an additional employee to help these positions being reduced to 29.75 hours it will allow for cross training and double coverage. Vicky asked the City Council to allow her to continue to work her 39 hours per week until she retires in October. Mayor Miller said the City would be in violation of Federal law if it allowed an employee to work over 30 hours per week without health insurance once it has over 50 FTE.

She needs to replace the custodian and cook at the Senior Center as quickly as possible. These positions have been vacant since January 2024.

Requests for 2024-2025 - Stove top, treadmill, and bike.

One Year Plan - Bathroom tile deep cleaned or replaced.

Action Plan - New stove top, flooring in restrooms, and pool table felt replaced.

General Plan

- A. RFP and Completion Date
- B. Road Master Plan
- C. Zoning and Building Ordinances
- D. Development Committee
- E. Identify possible parcels of land to purchase for city needs
- F. Office space for engineer and planner
- G. Needs
- H. 1 year, 5 year, and 10 year plan

City Engineer Matt Holmes said he hasn't had time to work with a firm to create an RFP to update the General Plan. The General Plan needs to be updated to ensure it is in compliance with State Law, Moderate Income Housing Law, and to revise it so it can be a working document for City Staff, developers and citizens to use to determine what type of growth can be allowed in certain areas. This would help with future annexations and also citizen purchasing homes or businesses to know what the City has planned to have around that area. The City should be proactive rather than

reactive to growth. Developers should not be planning Hyrum City's growth, but rather the City should have a plan that developers can refer to how growth is going to happen in specific areas. The City Council said they want the RFP to update the General Plan to be a top priority and have the RFP notice by May 1, 2024.

Roads Master Plan - This issue was discussed last year and the Road Master Transportation Plan still needs to be updated. It needs to include future roads and classification of those roads to determine width requirements. Hyrum City is going to continue to grow and without a Transportation Master Plan the City can not require developers to dedicate rights-of-way or build larger roads than necessary. The City also needs to revise the Zoning Ordinance to not allow backyards to face highways. There are other options available such as small access road. The Highways are the gateways to and through our community and we don't want these roads to feel like a tunnel. Also fences along canals need to be addressed because combustible fences are still being built along canals and open ditches. An impact fee needs to be looked at for installation of future roads.

Zoning and Building Ordinances - The Subdivision and Zoning Ordinance needs to be revised to include various zones that can address sensitive areas, storage units only, mixed use zones, and overlay zones that would allow a property owner to choose between two zones. The City's Zoning Ordinances have not been thoroughly reviewed in many years and with revising the General Plan zones should be created to fit the needs of the City. The number of parking spaces needs to be increased for multi-family housing units. More people are living together and there is not enough parking spaces for the number of cars in multi-family areas. This is visible throughout town.

Development Committee - The City is looking at creating an Administrative Land Use Authority and who should be on the committee and if a fee will have to be assessed. Mayor Miller and Matt Holmes will continue to look at options and bring their recommendation for the formation of the Administrative Land Use Authority to the City Council for its approval.

Possible Parcels of land to purchase for city needs - Land by gravel pit for future expansion, land by water reservoirs for a park and water expansion, land on the south side of Hyrum for a park, land on the west side of Hyrum for a regional park area, land near City Office/Shop for future expansion, and land for a sports complex.

Office space for engineer and planner - The upstairs of the City Office does not have enough space for additional employees so the City Engineer and City Planner will need to be moved to a different area. There are three areas that are proposed for these two offices - upstairs current court clerk office that would need to be remodeled into two offices, offices in office basement, or shop.

Requests for 2024-2025 - New Employee City Planner, and possibly remodel current court clerk office, basement, or shop to create an office for City Engineer and an office for City Planner.

One year Plan - Update General and Transportation Plan.

Five Year Plan - Review all development and design standards; and review all development fee schedules.

Action Plan - RFP for General Plan Update sent out by May 1, 2024; and to object against new Bill being proposed to change impact fees.

Culinary, Irrigation and Storm Water

- A. Water Supply
- B. Secondary Water Metering
- C. Dividing Road and Water Department
- D. New Supervisor for New Department
- E. Two additional employees
- F. Needs
- G. 1 year, 5 year, and 10 year plan

Water Supply - Road and Water Superintendent Kade Maughan said an RFP for updating the City's Water Master Plan has been sent out and the project should hopefully be awarded in March. This Water Master Plan will provide a 40 year growth outlook and plan; review water rights and shares; and GIS all lines and meters. The City also needs to look into and secure all of its water rights. The culinary water system around the City blocks is old and there are sections that should be replaced but he doesn't want to replace the water line until there is money to replace the road and vice versa.

Secondary Water Metering - The City is still trying to figure out the new law to determine if it will have to start metering irrigation water. If meters have to be installed there will be sections throughout the City that will be turned off for the

irrigation season. The City may want to offer culinary water use for outside watering at a reduced cost. There will be entire sections of town with roads torn up to get the meters installed. This will be at least a three to five year project.

Additional Employees - The Water and Road Department has been short an employee for two years and has not hired the additional employee that was budgeted for this year. Before he hires he would like the City to separate the Water and Road Department into two departments. The City has grown and needs to have two different departments. Currently the Road and Water Department works the majority of the weekends since they snowplow in the winter; take care of culinary water and irrigation water leaks in the spring, summer, and fall; and also are responsible for all burials in the Cemetery including Saturdays. One of his full time employees recently moved to the Meter Department and another part time employee resigned. He is short 3 full time and 1 part time employees. He currently has three full time employees and one part time employee and he needs additional help. His department has the most departments in Public Works and has half as many employees as the Power Department.

Requests for 2024-2025 - Separate Road and Water Department into Water and Irrigation Department and Roads and Storm Water Department, new supervisor in Water Department, new employee in Road Department (in addition to the 2 new employees in Water Department budgeted for in 2023-2024).

One Year Plan - Complete water study, hire 4 new budgeted employees, evaluate water rights; update city ordinances when Water Plan is complete to ensure land that is annexed the City knows whether it needs culinary water rights and/or irrigation shares; cost of water right if purchased from City; and if law requires start preparing for installation of secondary water meters.

Five Year Plan - Develop a water line replacement and road rebuild plan to prioritize sections for replacement and rebuild. That culinary water lines can be replaced when roads are going to be rebuilt.

Ten to Twenty Year Plan - Pipe irrigation water from Highline to Irrigation System.

During the overlay time period the City Council discussed the needs for the Water, Irrigation, and Storm Water Department.

ACTION PLAN – Hire replacement for employee that transferred to Meter Department, hire two new employees that has been budgeted for; hire a consultant to ensure our water rights are secured; and complete Water Master Study.

Roads

- A. Possible COG Projects
- B. Construction and Maintenance
- C. Separate Road and Storm Water Department
- D. 1 additional employee
- E. Kade Supervisor over Roads, Storm Water and Cemetery
- F. Needs
- G. 1 year, 5 year, and 10 year plan

Possible COG Projects – Road and Water Superintendent Kade Maughan said the road between JBS and Nibley should be widened all the way rather than just a small section from Nibley to Hyrum. This would allow for better traffic flow. The City also needs funding to help widen the road on 4600 South. The road is narrow and is being used for semi-truck traffic.

Construction and Maintenance – Road and Water Superintendent Kade Maughan said he would like to replace culinary water lines at the same time he is rebuilding roads that way the new road won't have to be dug up if the water line breaks. He would like a plan developed to prioritize the roads and water lines that need to be replaced. He would like the City to look into purchasing property by the old gravel pit on Highway 165 to relocate the City shop in the future and to provide additional buildings for storage.

Requests for 2024-2025 – One new employee.

One Year Plan – Amend ordinance to require developers to stub roads for future in accordance with Transportation Plan; require main utility lines past asphalt and crosses at intersections; concentrate on industrial areas; completion of Master Transportation Plan; Semi's only on 900 West; and update Stormwater Plan.

Five Year Plan – Develop a water line replacement and road rebuild plan to prioritize sections for replacement and rebuild. That culinary water lines can be replaced when roads are going to be rebuilt.

Ten Year Plan – 4200 Bypass Road instead of Main Street.

ACTION PLAN - Update Design Standards for stubbing roads; and develop a plan for roads and water line replacement to determine priority; and the City contact the property owner adjacent to the City's old gravel pit to discuss purchasing at least 10 acres for a future City Shop location that storage buildings could be built immediately for the Roads Department and Electric Department.

Cemetery

- A. Fees
- B. Future Expansion
- C. Maintenance
- D. Needs
- E. Asbestos remediation, house demolition
- F. Cemetery Sexton
- G. 1 year, 6 year, and 10 year plan.

City Secretary Keesha Rinderknecht reported on the number of burial spaces available to purchase in the Hyrum Cemetery. There are very few spaces left to purchase except for at the north end of the Cemetery. She wants to look at the State's process for the City to take back Cemetery lots that have not been used and/or an owner can not be found. This would give the City additional burial spaces. Cemetery rates have not been increased since 2018 and costs have increased significantly. The website that hosted Hyrum City's Cemetery information has went out of business and Hyrum City is looking at a new software provider so that the burial and headstone information can be updated and viewed on line.

Fees - There needs to be a headstone moving fee and also an oversized vault fee. People are installing headstones before they have passed away and the City does not charge to move the headstone which if there are two people on the headstone the headstone will be moved four times. Headstone companies charge the city to move the large headstones and the City currently doesn't have a way to recuperate the cost of moving the headstone.

Future Expansion - Roads and Water Superintendent Kade Maughan said the Cemetery is one of his many departments he oversees. The City needs to expand the cemetery to the east on the cemetery expansion property.

Requests for 2024-2025 - Demolition of house 600 East 90 North. Appoint Keesha Rinderknecht as Cemetery Sexton.

One Year Plan - Mapping of lots for the cemetery property east of the 600 East; and vacate the 600 East road between 50 North and 100 North.

Five Year Plan - Purchase properties along Main at 50 North between 600 East and 700 East; and GIS location of cemetery vaults.

ACTION PLAN - Asbestos removal of the home on 600 East 90 North; and amend ordinance and Cemetery Policy to not allow oversized vaults except for in certain areas already sized for larger vaults.

Office

- A. Cemetery lots
- B. How many available to purchase
- C. Business License
- D. Dog Licenses
- E. Newsletter

City Secretary Keesha Rinderknecht said there are approximately 1,386 lots left in the existing cemetery and the City has approximately 65 burials a year. In 2023 the City issued 111 Home Occupations; 167 Landlords; 104 Commercial; and 6 Solicitor for a total of 388 Business Licenses. The number of dog licenses continue to go down each year.

Maintenance

- A. New Employee
- B. Buildings
- C. Vehicles
- D. On call for Water, Roads, and Cemetery

Mayor Miller said the City needs an employee for maintenance on buildings, HVAC, and light vehicle maintenance. This person could also help be on call for the Water, Roads, and Cemetery Department.

Requests for 2024-2025 - New employee

Community / Recreation

- A. New Employee
- B. Job Description

Mayor Miller said it is time for the City to hire a Community Events Planner that could be in charge of recreation, activities, 4th of July, Easter Egg Hunt, Hyrum Holidays, National Night Out, Baseball/softball, flag football, pickleball tournaments,

newsletter, reserving buildings, etc. This could be a part time or full time job it is unsure of how many hours this position will need to accomplish the goals of the job description. Hyrum has a lot of parks and buildings that could be utilized. This position can help bring recreation, arts, and community programs to Hyrum.

Requests for 2024-2025 – New employee

Parks

- A. Improvements & New Parks
- B. Future Park 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

Improvements and New Parks – Parks Superintendent Brad Call said he would like to build an ADA playground at East Park. A new sprinkler system is needed at Salt Hollow Park and also the Dog Park. The tennis courts need resurfaced.

Future Park and Trail Sites – A trail needs to be built from the dog park to the vet clinic on 6200 South. Additional soccer fields are needed. Purchase additional park property on Southeast side and West side of Hyrum.

Recreation Programs – The new Community Event Planner will be working with the Parks Department on new activities and programs.

Summer Help – Summer help is hired May 1 through October 31 and there will be 8 to 10 employees.

Canyon Property – There is a possibility that the parks department will mow the Canyon Park Property but all maintenance costs will be paid by the Power Department.

Requests for 2024-2025 – Turn back Mt. Sterling Park to developer, and bleachers for baseball diamonds.

One Year Plan – Tennis courts resurfaced; and new sprinkler system at Salt Hollow Park, East Park, and Dog Park.

Five Year Plan – Add additional pickleball courts south of Salt

Hollow Park.

10 Year Plan - To build a trail from Dog Park to Veterinary Clinic.

ACTION PLAN - Replace sprinkler systems.

Wastewater Treatment

- A. Operations & Maintenance
- B. Sewer Line Capacity Study
- C. Millville City
- D. Board Members
- E. Needs
- F. 1 year, 5 year, and 10 year plan

Wastewater Treatment Superintendent Angela Pritchett could not be in attendance but prepared a Power Point Presentation to address the Operations and Maintenance; Sewer line capacity study; Millville City update; 1 year, 5 year, and 10 year plan; and needs.

Requests for 2024-2025 - Hire a third operator; resources for training; competitive pay to attract and retain operators; Water Reclamation and Collection Systems Master Plan; Lateral inspection requirements clearly defined in construction standards; Feeds of additional lateral inspections; Safety Officer who can assist in a useful safety program; and Hyrum City Service Agreements.

One Year Plan Update - Develop a robust preventive maintenance plan in progress; and update pretreatment plans. This past year she has completed the following project from her one year plan last year - Drying bed, headworks screen and compactor projects; Update SECAP; and Developed BMPS to operate the WRF.

One Year Plan - Refine PM Program to provide better detail and add vehicles and heavy equipment; Hire a third operator; Invest resources to train new team; Update pretreatment plan and permits; Develop BMP's to maintain collection system; Complete a Sanitary Sewer Collection Master Plan; and Complete Water Reclamation Master Plan.

Five Year Plan - Replace WRF backup generator; Engineer a system that will not fail during a power outage; Engineer a system that prevents MBF overflow; Train operators to use GIS for manhole inspections; Treat Millville City's wastewater; and State approved Pre Treatment Program.

Ten Year Plan - I & I study for collection system; replace collection lines; Upgrade Water Reclamation Facility; and train for future Superintendent.

ACTION PLAN - To fund a Capital Facilities and Sewer Line Capacity Study; prepare a Preventive Maintenance Program; upgrade line size on 300 North; and to look at replacing the generator.

Library

- A. Programs
- B. Circulation
- C. Needs
- D. 1 year, 5 year, and 10 year Plan

Programs - Library Director Emily Coltrin said the Library's Summer Reading Program had over 2,330 people participate in it. There is a kick off party and an end of the summer party. There were over 800 people at the kick off party and over 875 people at the pool party for the end of summer reading program. The library strives to plan program that are geared to all demographics that visits the library. It wants anyone who visits the library to feel welcomed and find information they are looking for. Fall and Winter Programs had over 3,000 people in attendance in the programs. These programs include movies, story time, book club, paint with me night, author visits, and craft time.

The Library has started an adult book club and there are already 16 people in it. Hyrum Library has had the highest circulation for the past three years for those libraries service less than 22,000 patrons. Total circulation for the library for the 2023 calendar year is 312, 714. The library has 4,472 patrons accounts of which 3,853 are active.

Needs - The library needs the back parking lot to have more ice melt applied to keep the patrons safe.

One Year Plan - Add databases to the services we provide, and implement homebound services.

Five Year Plan - Improve communications with library patrons and community; Improve Spanish section of the library and create more outreach opportunities.

Ten Year Plan - Extend the service area.

Museum

- A. Programs
- B. Elite Hall
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Programs - Museum Director Jami VanHuss at the February 1, 2024 City Council Meeting reported on the programs and progress of the Hyrum Museum for 2023. The Museum received \$53,800 in funding from the City; it generated \$25,000 in additional income through grants and donations; and \$35,965 from in kind donations. For every dollar the city budgets to the museum they are able to leverage it to provide more than double that value to the community. Staff provides this value with maximum of 54 hours of work per week. In 2023 the daily visitation and programming attendance increased by 20%.

The Elite Hall needs the sinks replaced in the women's restrooms.

One Year, Five Year, and Ten Year Plans - The Museum has its goals set out for the next ten years and continues to review, update, and add to the goals to ensure the Museum continues to move forward with momentum and professionalism. The Museum provides a great service to the community and visitors both receive resources and benefit in innumerable ways.

Needs - The Museum needs the Hyrum City Council's support by supporting its current staff and providing professional wages.

Fire and EMS

- A. Frequency of calls
- B. Number of Firemen and First Responders
- C. Future of the Department
- D. Ladder Truck
- E. Needs
- F. 1 year, 5 year, and 10 year plan

Frequency of Calls - Hyrum City Assistant Fire Chiefs Chris Crockett and Luke Schmidt said last year Hyrum City Fire and EMS Departments responded to an average 15 calls per month for fire and 35 call a month for EMS.

Number of Firemen and First Responders - There are 32 fire fighters

17 are both fire fighters and help with the EMS Department. There are 14 advanced EMTs.

Future of the Department - Hyrum's population has grown considerably along with the population of the other cities Hyrum contracts with for fire service. Last year Hyrum City worked with Cache County and hired two full time firemen to be here at Hyrum City.

ACTION PLAN - To train someone to teach CPR Classes. Review service contracts with Nibley and Millville; and consider purchasing a ladder and brush truck.

Animal Control

- A. Future of Animal Control
- B. County Impound and Services
- C. Number of Dogs Licensed
- D. Needs

Kirt Lindley said this past year there has been a couple of transitions with Frank Christiansen retiring and Cache County opening its impound for animals. The impound facility offered by Cache County is a great benefit to Hyrum and helps with his job. However, it does take more time since he has to drive the dogs to Logan rather than to the Blacksmith Fork Vet Clinic.

Requests for 2024-2025 - Increase his hours to 29 hours per week.

Legal

- A. Justice Court
- B. County Contract with Sheriff Dept.
- C. Reports
- D. Reformation Legislation
- E. Needs a part time clerk
- F. Office Space

Court Clerk Lori Hatch said Hyrum City's contract with the Sheriff's Department for a bailiff is working out great. The State continues to require additional reports and she needs help. She is asking for a part time assistant clerk to help her with reports and taking fines. There is an office in the basement next to the Council Room that could be used as the Court Clerks office and it would free up the space upstairs that the Court Clerk currently occupies.

Utilities Report

A. Work Orders

B. Needs

C. Concerns

Work Orders - Utility Billing Clerk Margaret Poppleton said the City has over 3,835 utility accounts. There are 138 solar customers and they take a lot of time and attention. There are 207 customer on equal play. She is in the process of having all work orders being digital by this February. This past year the City transitioned from Logan City Solid Waste to Waste Management for Solid Waste Services. All utility customers can sign-up for utility services on line now. Imposed penalties for utility bills paid late which generated \$3,484.62 in just January of 2024.

Action Plan: Offer one time incentive for customers to sign up for paperless billing.

Concerns: The number of rental properties has drastically increased which increased the number of people moving in and out. It has also increased the time needed for collections. She suggested increasing the deposit fee for residential and commercial users to help cover the actual cost of utility bill if the customer leaves a delinquent amount owing.

Office

- A. City Rentals
- B. Hyrum City Website

City Receptionist Hailey Brown said the Elite Hall isn't used often for events, but is mainly rented for dance classes and the free exercise classes that are offered in the evening. Usage of the Civic Center has increased this past year. The campgrounds are being used more and the City may want to look at increasing the rental fee. The following is a list of parks and properties and the number of times it was rented and the total rental fees:

1. City Square and Bowery	42 times	\$1,400
2. AJ Park	17 times	\$875
3. Salt Hollow Park	56 times	\$1,700
4. Blacksmith Park	64 times	\$1,875
5. Civic Center	180 times	\$16,100
6. Elite Hall	60 times	\$9,655 of which \$6,956 Was from dance classes
7. Canyon Lodge	10 times	\$740
8. CCC Campground	359 spaces	\$3,730
9. Left Hand Campground	423 spaces	\$6,450

10. Canyon Park Campground 669 spaces \$8,675

Total revenue \$58,156,25

Hailey Brown reviewed some of the new information that is available on the City Website. The website includes all City Council Meeting Minutes from when Hyrum City was incorporated; all ordinances and resolutions from 1999 to present; all annexation agreements; and zoning changes in a searchable format. This allows citizens, Councilmembers, employees, etc. to research minutes, ordinances, and resolutions from anywhere at any time. She has been working on putting all agreements on the website and hopes it will be completed by next year.

Community Improvement Officer

Community Improvement Officer Jeff Hertzler spoke to the City Council on the importance of enforcing its ordinances fairly and responsibly. He knows his job may not be popular to the people receiving letters from him but the majority of the time the complaint has been issued by another resident that would like the issue resolved. He tries to address every issue as friendly as possible but sometimes that approach doesn't work. He appreciates the City Council's support in allowing him to do his job and enforce the City's ordinances.

Personnel Needs

- A. Need help in finance department
- B. Need part time help in utility billing
- C. Job Description and Wage Analysis Study
- D. Compensation Committee
- E. Pay Range Approved by City Council
- F. Contract with a firm to update Personnel Policies
- G. Mental and Financial Help resources for Employees
- H. Online Onboarding Packets

City Recorder Stephanie Fricke said there is a need for additional accounting help in the office. 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.

Margaret Poppleton is the City's Utility Billing Clerk but has taken on the responsibility to purchase power. If purchasing power

is more than a two hour a job per day the City will need a part time utility billing clerk to help her.

The Job Description and Wage Analysis Study is being conducted. Writing the job descriptions has been a longer process than anticipated. It is important that the job descriptions match what the employee is doing and is an accurate reflection of what the City expects the employee to do not necessarily what the employee thinks is his/her responsibility. Almost all the job descriptions have been written and Mayor Miller is reviewing them to ensure that they accurately reflect what the City requires for these positions. Once the job descriptions are accurate then the job will be looked and rated. After that the wage analysis study will be conducted and then a pay range will be proposed to the Compensation Committee. Mayor Miller will ask two City Councilmembers and possibly two other people at large to serve on this committee. The Committee will look at cities with similar populations, budget, etc. to compare the wages with. Then they will make a recommendation for the pay range to the City Council for its approval.

Contract with firm to update Personnel Policies - In next year's budget she is requesting funds to have the Personnel Policy reviewed to ensure it meets State and Federal Laws and accurately reflects the policy's and procedures of the City.

Mental and Financial Help resources for Employees - She would like the City Council to consider offering Mental and Financial Help through a private contractor as a benefit to its employees.

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.

New Employee Requests from All Departments - City Recorder Stephanie Fricke said Hyrum City will be 50 full time equivalent (FTE) employees this July. Which will require the City 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. As discussed last year Hyrum City has four part time positions (Senior Center Director, Library Director, Museum Director, and Power Dept Purchasing/Assistant) that are not budgeted full time positions but work over 30 hours per week. Mayor Miller spoke with each of these employee last July that their

hours would be reduced to 29.75 hours as of July 1, 2024.

The following positions are being requested in the 2024-2025 Budget:

Full Time:

Power Department - 2 Lineman
Water Department - 1 Supervisor; and 1 employee
Roads - 1 employee
Maintenance Department - 1 employee
City Planner - 1 employee
Community Event Planner - 1 employee
Accountant - 1 employee

Part Time:

Animal Control increase hours to 29 hours per week
Assistant Court Clerk - 1 employee

ADJOURNMENT:

ACTION

**There being no further business before the City Council,
the Council Meeting adjourned at 3:45 p.m.**

ATTEST:

Stephanie Miller
Mayor

Stephanie Fricke
City Recorder

Approved: March 7, 2024
As Written

ATTEST:

Stephanie Miller
Mayor

Stephanie Fricke
City Recorder

Approved: December 10, 2024
As Amended

MINUTES OF A SPECIAL CITY COUNCIL MEETING HELD JANAUARY 27, 2023 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, Vicky McCombs, and Craig L. Rasmussen.

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

OTHERS PRESENT: City Treasurer Todd Perkins, Electric Superintendent Matt Draper, Wastewater Treatment Superintendent Angela Pritchett, Water & Roads Superintendent Kade Maughan, Fire Chief Tony Stauffer, Parks Superintendent Brad Call, Library Director Emily Coltrin, Museum Director Jami VanHuss (by telephone), Utility Billing Clerk Margaret Poppleton, City Receptionist Hailey Brown, and City Secretary Keesha Rinderknecht. Planning and Zoning Board Member Brian Carver, and Meeting Moderator Amy Adams. 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 Adams made a motion to approve the agenda for January 27, 2023, as written. Councilmember Rasmussen seconded the motion and Councilmembers Adams, Clawson James, McCombs, and Rasmussen voted aye. The motion passed.

5. AGENDA ITEMS:

A. Workshop - Strategic Planning Session.

6. ADJOURNMENT

AGENDA ITEMS:

WORKSHOP - STRATEGIC PLANNING SESSION.

Mayor Miller said she asked Amy Adams to be the moderator of today's Strategic Planning Session. Amy will help keep the agenda item within the time allotted and guide the discussions on department needs; one year, five year and ten year plans; and at the end of the meeting there will be time for the City Council to determine an action plan for each department.

Budget Review:

- A. History - Accomplishments
- B. Cash Reserves
- C. Capital Projects
- D. Taxes & Impact Fees

City Treasurer Todd Perkins reviewed the previous year's budget and the accomplishments of each department. His biggest financial concern right now is the Electric Department. The Power Department has used all of its financial reserves and is operating on a month to month balance. Hyrum City's Power Department has spent more than \$6 million in reserves in the past four years, and also has used \$1.5 million that the General Fund transferred to the Power Department in June of 2022. Currently the Power Department's balance is \$1.6 million and the power bill from UAMPS was more than \$1.5 million last month. There is going to be over a \$2 million dollar increase in the pressurized irrigation budget next year due to State Law requiring meters be installed on all secondary water users (except agricultural). Property tax rates continue to decrease each year but property taxes are higher than in previous years due to growth. Increasing property tax rates is not popular decision but in the future property taxes should be increased. Hyrum City has extremely low property taxes for Cache Valley and it provides numerous general fund services that other cities do not.

Electric Utility

- A. Budget
- B. UAMPS Update - power supplies & costs
- C. Projects
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Electric Superintendent Matt Draper said the electric utility has financial problems due to increasing power costs. Financial reserves have been spent on building a substation and inventory. Some electrical parts are taking a minimum of two years to receive.

No one knows what the cost of power is going to be in the future but because there are cities that are members of UAMPS that didn't purchase enough power and relied on power from the open market, it has driven up the cost of the open market power and is penalizing all of the other UAMPS members including Hyrum City.

The Power Department needs new equipment and another building to store its equipment.

One Year Plan - Contract for gas for generation plant in Hyrum; complete the 4400 South substation; bring back temporary generators during summer months; and complete power plant substation breaker.

Five Year Plan - New building for equipment; transmission line upgrades.

Ten Year Plan - New substation property; build new substation; loop transmission lines; and upgrade Canyon Lines.

During the overlay time period the City Council discussed the rising costs of electricity and the financial risk that it has upon the City and its citizens. A meeting was held during the lunch break with Dave Berg Consulting about implementing the PPAC charge immediately to help cover power costs. The City Council wants a meeting scheduled with Rocky Mountain Power to discuss the possibility of Hyrum City selling its electric utility to Rocky Mountain Power. The City does not want to wait until the electric utility has depleted all city reserves before looking into the possible sale to Rocky Mountain Power, because it may take a year to two years to finalize the transaction if the City determines that is the best solution to the electric rate crisis.

ACTION PLAN - A meeting be scheduled with Rocky Mountain Power to discuss the possible sale of the electric utility; and to immediately increase power rates.

Wastewater Treatment

- A. Operations & Maintenance
- B. Sewer Line Capacity Study
- C. Millville City
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Wastewater Treatment Superintendent Angela Pritchett said she has

been in this position for six months and during this time she has been going through Hyrum City's permits, plans, and projects. The sewer plant has undergone a deep cleaning and paperwork is being organized. It is important to have a clean work environment. She wants the landscaping around the sewer plant property to be cleaned and maintained this summer. She is developing a plan for auditing of the infrastructure, and a preventative maintenance plan for all lift stations. A Capital Facilities Plan needs to be conducted that includes a sewer line capacity study. Millville City is planning on connecting to Hyrum City's sewer system in the spring of 2024. She is unsure if the plant has the capacity to handle Millville's load.

One Year Plan - Develop a robust preventive maintenance plan; complete drying bed, headworks screen and compactor projects; update SECAP and pretreatment plans; develop BMP's to operate the WRF; and evaluate headworks capacity.

Five Year Plan - Develop a master plan; replace back up generator; engineer a system that will not fail during a power outage; engineer a system that prevent MBR overflow; train operators to use GIS to do manhole inspections; and treat Millville City's wastewater.

Ten Year Plan - Update collection lines; construct a system that prevents the possibility of MBR overflow; and train for the future superintendent.

During the overlay time period the City Council discussed the needs for the Wastewater Treatment Plant and the studies that should be conducted to ensure the future of our Wastewater Treatment and Collection System.

ACTION PLAN - To fund a Capital Facilities and Sewer Line Capacity Study; prepare a Preventive Maintenance Program; upgrade line size on 300 North; and to look at replacing the generator.

General Plan

- A. Road Master Plan
- B. Zoning & Building Ordinances
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Roads Master Plan - The Transportation Master Plan needs to be

updated to include future roads and classification of those roads to determine width requirements. Hyrum City is going to continue to grow and without a Transportation Master Plan the City can not require developers to dedicate rights-of-way or build larger roads than necessary. The City also needs to revise the Zoning Ordinance to not allow backyards to face highways. There are other options available such as small access road. The Highways are the gateways to and through our community and we don't want these roads to feel like a tunnel. Also fences along canals need to be addressed because combustible fences are still being built along canals and open ditches. An impact fee needs to be looked at for installation of future roads.

General Plan - The City Council discussed hiring a firm to update the General Plan to ensure it is in compliance with State Law, Moderate Income Housing Law, and to revise it so it can be a working document for City Staff, developers and citizens to use to determine what type of growth can be allowed in certain areas. This would help with future annexations and also citizen purchasing homes or businesses to know what the City has planned to have around that area. The City needs to take this time that growth has slowed and look at how it wants the City to grow and make a plan. The City should be proactive rather than reactive to growth. Developers should not be planning Hyrum City's growth, but rather the City should have a plan that developers can refer to how growth is going to happen in specific areas.

Zoning and Building Ordinances - The Subdivision and Zoning Ordinance needs to be revised to include various zones that can address sensitive areas, storage units only, mixed use zones, and overlay zones that would allow a property owner to choose between two zones. The City's Zoning Ordinances have not been thoroughly reviewed in many years and with revising the General Plan zones should be created to fit the needs of the City. The number of parking spaces needs to be increased for multi-family housing units. More people are living together and there is not enough parking spaces for the number of cars in multi-family areas. This is visible throughout town.

Planning Commission Member Brian Carver said he appreciates the City holding this meeting and wanting to update its Zoning Ordinance and General Plan to address the needs of our growing community. He proposed holding a joint meeting with the City Council and Planning Commission to discuss the types of zones and changes that need to be made to the Zoning Ordinance.

During the overlay time period the City Council discussed the needs of the General Plan and Zoning Ordinances. The City's growth is slowing down and now would be the opportune time to have the General Plan thoroughly reviewed and updated to how the City wants to grow so the Plan can be used to steer development rather than development steering the City. Also while the General Plan is being updated the Zoning Ordinance should be amended as well to include the types of zones that the General Plan may include, such as the items previously discussed.

ACTION PLAN - To hold a joint meeting with the Planning Commission to discuss the City Council's vision for Hyrum City and how the two bodies can work together to accomplish the vision. This will include updating the City's General Plan and Zoning Ordinances. A Transportation Study be conducted immediately to help plan for roads in the future.

Culinary, Irrigation and Storm Water

- A. Water Supply
- B. Secondary Water Metering
- C. Additional Employees
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Water Supply - Road and Water Superintendent Kade Maughan said the City's needs one more well south of 6600 south and a back up chlorination system. A new well would be approximately 3 million dollars. The City also needs to look into and secure all of its water rights. The culinary water system around the City blocks is old and there are sections that should be replaced but he doesn't want to replace the water line until there is money to replace the road and vice versa.

Secondary Water Metering - The State of Utah is requiring all cities with secondary water to start metering the water. This will require each house to have a meter. The City has applied for a grant from the State to help with the costs of installation of irrigation meters. When the meters are installed there will be sections throughout the City that will be turned off for the irrigation season. The City may want to offer culinary water use for outside watering at a reduced cost. There will be entire sections of town with roads torn up to get the meters installed. This will be atleast a three to five year project.

Additional Employees - The Water and Road Department has been short an employee for two years. Road and Water Superintendent Kade

Maughan has been waiting to see if the City is going to separate the departments so that the Road and Water Department is not working the majority of the weekends since they snowplow in the winter; take care of culinary water and irrigation water leaks in the spring, summer, and fall; and also are responsible for all burials in the Cemetery including Saturdays. He currently has three full time employees and one part time employee and he needs additional help. He would like to hire at least one person to help with secondary water metering, and two people in the Roads and Water Department. His department has the most departments in Public Works and has half as many employees as the Electric Department.

One Year Plan - Water Rights Evaluation; upsize irrigation line from 850 West to 900 West; hire two to three employees; start preparing for installation of secondary water meters; replace a 6" irrigation line on gravity system from 900 West to 850 West; and hire a consultant to conduct a 30 year water plan.

Five Year Plan - Develop a water line replacement and road rebuild plan to prioritize sections for replacement and rebuild. That culinary water lines can be replaced when roads are going to be rebuilt.

Ten to Twenty Year Plan - Pipe irrigation water from Highline to Irrigation System.

During the overlay time period the City Council discussed the needs for the Water, Irrigation, and Storm Water Department.

ACTION PLAN - To fund a 30 year culinary water study; to hire two to three employees; hire a consultant to ensure our water rights are secured; and upsize irrigation line from 850 West to 900 West.

Roads

- A. Possible COG Projects
- B. Construction and Maintenance
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Possible COG Projects - Road and Water Superintendent Kade Maughan said the road between JBS and Nibley should be widened all the way rather than just a small section from Nibley to Hyrum. This would allow for better traffic flow. The City also needs funding to help widen the road on 4600 South. The road is narrow and is being

used for semi-truck traffic.

Construction and Maintenance - Road and Water Superintendent Kade Maughan said he would like to replace culinary water lines at the same time he is rebuilding roads that way the new road won't have to be dug up if the water line breaks. He would like a plan developed to prioritize the roads and water lines that need to be replaced. He would like the City to look into purchasing property by the old gravel pit on Highway 165 to relocate the City shop in the future and to provide additional buildings for storage.

One Year Plan -

Five Year Plan - Develop a water line replacement and road rebuild plan to prioritize sections for replacement and rebuild. That culinary water lines can be replaced when roads are going to be rebuilt. Also divide the Road and Water Department into two separate departments.

During the overlay time period the City Council discussed the needs of the Road Department.

ACTION PLAN - The City look into dividing the roads and water department; start looking into having an engineer look at the water lines and roads to determine priorities for replacement; and the City contact the property owner adjacent to the City's old gravel pit to discuss purchasing at least 10 acres for a future City Shop location but storage buildings could be built immediately for the Roads Department and Electric Department.

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Cemetery

- A. Fees
- B. Future Expansion
- C. Maintenance
- D. Needs

City Secretary Keesha Rinderknecht reported on the number of burial spaces available to purchase in the Hyrum Cemetery. There are very few spaces left to purchase except for at the north end of the Cemetery. She wants to look at the State's process for the City to take back Cemetery lots that have not been used and/or an owner can not be found. This would give the City additional burial spaces. Cemetery rates have not been increased since 2018 and costs have increased significantly. The website that hosted Hyrum

City's Cemetery information has went out of business and Hyrum City is looking at a new software provider so that the burial and headstone information can be updated and viewed on line.

Fees - There needs to be a headstone moving fee and also an oversized vault fee. People are installing headstones before they have passed away and the City does not charge to move the headstone which if there are two people on the headstone the headstone will be moved four times. Headstone companies charge the city to move the large headstones and the City currently doesn't have a way to recuperate the cost of moving the headstone.

Future Expansion - Roads and Water Superintendent Kade Maughan said the Cemetery is one of his many departments he oversees. The City needs to expand the cemetery to the east on the cemetery expansion property. James Dorigatti owns the house on the northwest corner of the block and he passed away in December. Kade highly recommended the City purchase the house and demolish it so that the road on 600 East between 50 and 100 North can be vacated and the cemetery be fenced from the old cemetery to the expansion area. The road between 50 North and 100 North is a dangerous intersection because of the access being so close to an intersection plus its on a steep hill side. If the City purchases the Dorigatti property the City could own the entire block and expand the cemetery and take care of a potential dangerous intersection.

One Year Plan - Install one way signage throughout the cemetery; purchase the Dorigatti property on the north east side of the Cemetery; and close off the 600 East road between 50 North and 100 North.

Five Year Plan - Purchase properties along Main and 50 North between 600 East and 700 East.

Ten Year Plan - To design the layout of the cemetery expansion property.

During the overlay time period the City Council discussed the needs for the Cemetery and the City Council agreed that the City should consider purchasing the Dorigatti property and close off the road. Also that a new software provider needs to be selected for the City's burial information.

ACTION PLAN - Purchase Dorigatti property; close off the 600 East between 50 North and 100 North Road; and to contract with a

new software provider so that the City's burial information can be viewed online.

Maintenance

- A. Buildings
- B. Vehicles
- C. On Call Hours for Water, Roads, and Cemetery
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Buildings - Road and Water Superintendent Kade Maughan said his four employees also help with maintenance of buildings and vehicles. The City is getting large enough with enough buildings that a full time maintenance person could be hired to handle some of the maintenance projects, such as, HVAC, plumbing issues, cleaning, changing light bulbs, etc.

During the overlay time period the City Council discussed the needs for Maintenance personnel.

ACTION PLAN - Develop maintenance plans for all departments that includes preventive maintenance as well; and rather than hiring a maintenance person to contract the work out instead.

Parks

- A. Improvements & New Parks
- B. Future Park and Trail Sites
- C. Recreation Programs
- D. Needs
- E. Maintenance
- F. 1 year, 5 year, and 10 year plan

Improvements and New Parks - Parks Superintendent Brad Call said he would like to build an ADA playground at East Park. A new sprinkler system is needed at Salt Hollow Park and also the Dog Park. The tennis courts need resurfaced. Lights need to be installed at the dog park and skate park.

Future Park and Trail Sites - A trail needs to be build from the dog park to the vet clinic on 6200 South. A trail could also be built on the Little Feeder Ditch easement. Additional soccer fields are needed, he will try to redesign the current soccer fields to add an additional field.

Recreation Program - Hyrum City should contact Nibley City about

partnering with them rather than hiring a full time recreation director. Nibley City has full time recreation director that is responsible for programs like fall softball, kickball, flag football, concerts in park, etc.

During the overlay time period the City Council discussed the needs of the Parks Department.

ACTION PLAN - Redesign the soccer fields; contact Nibley about participating with them in its recreation programs; install an ADA playground; and prioritize sprinkler systems that need replaced.

Senior Center

- A. Programs
- B. Attendance
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Programs and Attendance - Senior Center Director Vicky McCombs said the programs at the Senior Center are well attended and she is even drawing people that speak Spanish so she may need an interpreter. She is constantly changing up or bring in new programs to keep the Seniors actively attending.

One Year Plan - Replace kitchen sinks, refrigerator, curtains and lights. The front doors need repaired because they are heavy to open.

Five Year Plan - Replace pool table, update the bathrooms, and replace furnace.

Ten Year Plan - New carpet and paint.

During the overlay time period the City Council discussed the needs of the Senior Center.

ACTION PLAN - To repair or replace the front doors.

Library

- A. Programs
- B. Circulation
- C. Needs
- D. 1 year, 5 year, and 10 year plan

Programs - Library Director Emily Coltrin said the Library's Summer

Reading Program had over 2,200 people participate in it. There is a kick off party and an end of the summer party. There were over 700 people at the kick off party and over 800 people at the pool party for the end of summer reading program. The Library has started an adult book club and there are already 16 people in it. Hyrum Library has had the highest circulation for the past three years for those libraries service less than 22,000 patrons. The

Needs - The library needs a cash drawer, banners hung, outside irrigation spickets fixed, air ducts cleaned, and air conditioners on top of the roof moved. Since the air conditioning units were moved to the roof there have been constant maintenance issues.

One Year Plan - Increase number of library users.

Five Year Plan - Implement the 1,000 books before Kindergarten program; and improve communication and book selection for Spanish section.

Ten Year Plan - Extend service agreements to Paradise, Avon and Millville.

During the overlay time period the City Council discussed the needs of the Library.

ACTION PLAN - To have access to a maintenance contractor to install the cash drawer, fix irrigation spickets, air ducts cleaned, and have air conditioning units looked at to determine if it is feasible to relocate the units.

Museum

- A. Programs
- B. Needs
- C. 1 year, 5 year, and 10 year plan

Programs - Museum Director Jami VanHuss said the Museum finished the H2O Today in the Bear River Heritage Area Exhibit. As part of Utah Humanities Think Water Utah project the Museum engaged in a statewide collaboration and conversation on the already critical and very difficult topic of water in a year when the region suffered through a historic drought. The Museum opened a new display called the Hear of Hyrum which features local businesses on Hyrum's main Street in the 1940's. The Museum received a \$32,000 grant to create and travel a STEM Exhibit on the history and science of vaccinations.

One Year, Five Year, and Ten Year Plans – The Museum has its goals set out for the next ten years and continues to review, update, and add to the goals to ensure the Museum continues to move forward with momentum and professionalism. The Museum provides a great service to the community and visitors both receive resources and benefit in innumerable ways.

Needs – The Museum needs the Hyrum City Council supports by supporting its current staff and providing professional wages.

Fire and EMS

- A. Frequency of Calls
- B. Number of Firemen and First Responders
- C. Future of the Department
- D. Needs
- E. 1 year, 5 year, and 10 year plan

Frequency of Calls – Hyrum City Fire Chief Tony Stauffer said last year Hyrum City Fire and EMS Departments responded to 495 calls in Hyrum, Nibley, and Millville.

Number of Firemen and First Responders – There are 31 fire fighters 17 are both fire fighters and help with the EMS Department. There are 14 advanced EMTs.

Future of the Department – Hyrum City Fire Chief Tony Stauffer said Hyrum's population has grown considerably along with the population of the other cities Hyrum contracts with for fire service. Hyrum no longer has enough volunteers who can respond during the day and currently there are only three people who can respond to calls during the day and that is not enough to provide adequate fire service. He has met with Mayor Miller to discuss his concerns about the lack of fire service personnel during business hours and the need for full time firemen at the City station. He would like the Council to consider hiring two full time firemen to serve weekdays during business hours

During the overlay time period the City Council discussed the needs of the Fire and EMS Department.

ACTION PLAN – To consider contracting with Cache County for two full time employees at the Hyrum Fire Station; review service contracts with Nibley and Millville; and consider purchasing a

ladder and brush truck.

Animal Control

- A. Future of Animal Control
- B. County Impound and Services
- C. Number of Dogs Licensed

Future of Animal Control, County Impound and Services - Cache County is opening up its new animal shelter and Hyrum City is in a position where it can contract with the County for animal control services. If the City did this there may be a chance that it could still keep one animal control officer to provide local service and the County could be used as a back-up.

Number of Dogs Licensed - For the past several years there are between 700 to 800 dogs licensed each year.

During the overlay time period the City Council discussed the future of the animal control department.

ACTION PLAN - To contact Cache County about providing back up services for animal control if Hyrum City kept one animal control officer.

Legal

- A. Justice Court
- B. County Contract and Reports

Justice Court - Court Clerk Lori Hatch said the Justice Court continues to be open five days a week with court held on Tuesday evenings from 4:00 to 6:00 p.m. She would like a new laptop that she can take with her to the court room on court nights.

During the overlay time period the City Council discussed the needs of the Justice Court.

ACTION PLAN - To fund the purchase of a new laptop.

Utilities Report

- A. Work Orders
- B. Needs
- C. Concerns

Work Orders - Utility Billing Clerk Margaret Poppleton said the City has over 7,000 utility accounts. She has been over utility

billing for the past 7 years and it has changed so much. There are over 95 solar customers and they take a lot of time and attention. The number of rental properties has drastically increased which increased the number of people moving in and out. It has also increased the time needed for collections. She recommended the City look into Logan City's policy that requires the property owner to be responsible for the electric bill. The City is moving to digital work orders so that the public works can complete the work orders and submit them electronically which will hopefully be more efficient.

During the overlay time period the City Council discussed the needs of the Utility Billing Department.

ACTION PLAN - Increase initial fee for solar customers including charges, meters, engineer fees etc.; amend the code to set time frame for billing adjustments; and update code to require property owner to have utility account in their name and not a renter's name.

Overlay

During the overlay time period the City Council discussed the needs of each department and came up with an action plan. The Action Plan is under each department.

Office

- A. City Rentals
- B. Personnel Needs

City Rentals - City Receptionist Hailey Brown said the Elite Hall isn't used often for events, but is mainly rented for dance classes and the free exercise classes that are offered in the evening. Usage of the Civic Center has increased this past year it was down the past two years due to COVID. The campgrounds are being used more and the City may want to look at increasing the rental fee.

Personnel Needs - City Recorder Stephanie Fricke said Hyrum City is almost at 50 full time equivalent (FTE) employees and there are reasons for not wanting to go over the 50 FTE. Once the City is at 50 (FTE) it will have 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. Hyrum City has

five part time positions that are not budgeted full time positions but when Hyrum City has 50 FTE employees these part time positions that work more than 30 but less than 40 will have to be given health insurance which will cost the City more than \$22,000 per year per employee. Some of the part time employees do not want to be offered the Health Insurance but also can't afford their hours to be cut back to 30. With the economy changing and the City unsure as to whether or not it will continue to have an Electric Department She recommended the City try to stay under the 50 FTE for at least another year until some of the unknowns can be resolved. The Water and Roads Department needs atleast two employees; one employee for the meter position; and a public works director. These three positions along with modifying hours of other temporary seasonal positions will keep the City under the 50 FTE as long as a department doesn't allow part time employees to work over the hours allotted.

ACTION PLAN - The City will stay under the 50 FTE employees for this year and that during the budget process the number of new employees approved will not push the City over 50 FTE.

Welcome to Hyrum's Website

A. Brief Overview of what is on it.

Brief Overview of City's Website and Employee Portal - City Recorder Stephanie Fricke reviewed some of the new information that is available on the City Website. The website includes all City Council Meeting Minutes from when Hyrum City was incorporated; all ordinances and resolutions from 1999 to present; all annexation agreements; and zoning changes in a searchable format. This allows citizens, Councilmembers, employees, etc. to research minutes, ordinances, and resolutions from anywhere at any time. Soon all agreements will be on the website also. The employee portal was designed to provide City employees information about benefits, on-call, personnel policies and procedures manual, employee calendar, and even access to department forms and policies. The employee portal is accessed through a username and password and is available to all employees.

ADJOURNMENT:

ACTION

**There being no further business before the City Council,
the Council Meeting adjourned at 4:15 p.m.**

ATTEST:

Stephanie Miller
Mayor

Stephanie Fricke
City Recorder

Approved: March 2, 2023
As Written