

MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD DECEMBER 7, 2017,  
AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

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

**CONDUCTING:** Mayor Stephanie Miller

**ROLL CALL:** Councilmembers Kathleen Bingham, Jared L. Clawson, Steve Adams, and Craig Rasmussen were present.

**EXCUSED:** Councilmember Paul James

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

**OTHERS PRESENT:** City Administrator Ron Salvesen and thirty three citizens. Secretary Diane Woolstenhulme recorded the minutes.

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

**PLEDGE OF ALLEGIANCE:** Councilmember Rasmussen led the governing body and the citizens in the Pledge of Allegiance.

**INVOCATION:** City Administrator Kathy Bingham

**APPROVAL OF MINUTES:**

The minutes of a regular meeting of November 16, 2017 were approved as written.

**ACTION**

Councilmember Bingham made a motion to approve the minutes of a regular meeting on November 16, 2017 as written. Councilmember Adams seconded the motion and Councilmembers Bingham, Clawson, Adams, and Rasmussen voted aye. The motion passed.

**AGENDA ADOPTION:** A copy of the notice and agenda for this meeting was FAXED and 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 Bingham made a motion to approve the agenda for December 7, 2017 as written. Councilmember Clawson seconded the motion and Councilmembers Bingham,

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

## AGENDA

9. SCHEDULED DELEGATIONS:
  - A. Fred Burr, Wiggins and Associates - To present the 2016-2017 Audit Report.
  - B. Ross Stenquest, Little Bear Creek Subdivision - To request approval of Building permits before improvements are completed in Phase 2 of Little Bear Creek Subdivision at 225 North 600 West.
10. INTRODUCTION AND ADOPTION OF RESOLUTIONS:
  - A. Resolution 17-18 - A resolution accepting a petition for annexation of certain real property under the provisions of Section 10-2-405, Utah Code Annotated, 1953, as amended (Southeast Annexation - Wilkinson's Rosehill Dairy, JN Farms, Clawson, Nielsen, Harrison, Nielsen, Petersen, and Evans - 238.64 acres).
  - B. Resolution 17-19 - A resolution amending the Hyrum City Building Permit Inspection and Connection Fee Schedule.
  - C. Resolution 17-20 - A resolution amending the Hyrum City Emergency Operation Plan.
11. OTHER BUSINESS:
  - A. Appointment to Hyrum Library Board.
  - B. Consideration and award of bid for the leasing of Richmond Irrigation Shares.
  - C. Consideration and award of bid for the contracting of Hyrum City's Cemetery landscaping and lawn care maintenance.
  - D. Mayor and City Council reports.
12. ADJOURNMENT

**PUBLIC COMMENT:**

Mayor Miller said if a citizen has a question or would like to make a comment to please keep it under three minutes.

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

**SCHEDULED DELEGATIONS:****FRED BURR, WIGGINS AND ASSOCIATES - TO PRESENT THE 2016-2017 AUDIT REPORT.**

Fred Burr, Wiggins & Company, presented the 2016-2017 audit report. He reviewed the financial statements of the governmental activities, the business type activities, the discretely presented

component unit, each major fund, and the aggregate remaining fund according to Government Auditing Standards.

Capital assets-Hyrum City's investment in capital assets for its governmental and business-type activities as of June 30, 2017, amounts to \$69,200,318. Accumulated depreciation on capital assets was \$40,586,135. Net capital assets amounted to \$28,614,183 at June 30, 2017. The investment in capital assets includes land, buildings, improvements, infrastructure (roads, sidewalks, curb and gutter, etc.) and machinery and equipment. The total increase in the City's investment in capital assets during 2017 was \$1,942,947. Depreciation expense for 2017 was \$2,182,825 with \$909,404 recorded in governmental activities and \$1,273,421 recorded in business-type activities.

Long-term debt - As of June 30, 2017, the City had total outstanding debt of \$3,604,647. The city retired the library loan of \$1,122,000. In Addition, the City paid more than required on the sewer bond.

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. These assets consist of land \$912,194, buildings 7,630,502, improvements 2,642,376, machinery and equipment \$2,919,094, infrastructure 9,371,397, construction in progress 867,422 with a accumulated depreciation of (\$13,426,106) with a total capital assets of \$10,916,879. Some liabilities are not due and payable in the current period and therefore are not reported in the funds. Those liabilities consist of unfunded pension liability (326,471), deferred outflows/inflows of resources (net) pension items \$118,787, and compensated absences (\$220,171) for a total liabilities of (\$427,855) giving a total net position-governmental funds of \$11,984,542.

The results of the audit process disclosed no instances on noncompliance which are required to be reported in accordance with the State Compliance Audit Guide, however, there were two other matters of Internal control over financial reporting dealing with inventory and bank reconciliation.

**ACTION**

**Councilmember Clawson made a motion to approve the 2016-2017 Audit Report from Wiggins and Company. Councilmember Bingham seconded the motion and Councilmembers Bingham, Clawson, Adams, and Rasmussen. The motion passed.**

**ROSS STENQUEST, LITTLE BEAR CREEK - TO REQUEST APPROVAL OF BUILDING PERMITS BEFORE IMPROVEMENTS ARE COMPLETED IN PHASE 2 OF LITTLE BEAR CREEK SUBDIVISION AT APPROXIMATELY 225 NORTH 600 WEST.**

Mr. Stenquest stated that due to the weather they have been unable to complete the pavement at this time and projects that as soon as the weather permits (March/April) they will be able to complete work on the roads.

Councilmember Clawson expressed concerns on the pavement being incomplete and the effect on the storm water.

Dan Hoggan stated they are waiting on permits from the state and estimates that when those permits are granted it will be approximately 3-4 days to complete work on the drainage system.

Mayor Miller addressed the issue of snow removal.

Dan Hoggan stated that as the developer they would be responsible for snow removal and replacing any manhole covers and pavement base that may arise from the removal of snow.

City Administrator Ron Salvesen stated that the use of track mats would alleviate issues arising from snow removal and debris being tracked onto the roadway.

Kevin (contractor) stated that it is a four to six month process before occupancy can be issued allowing time to complete paving of the roads.

**ACTION**

Councilmember Rasmussen made a motion to approve the building permits before subdivision improvements are complete for Phase 2 Little Bear Creek located at 225 North 600 West with the following provisions: 1. Each lot owner must sign a letter/form prepared by the city stating that the roads are not maintained by the city that they build at their own risk and signed prior to issuing of permit; 2. There will be no occupancy permits issued until roads are complete; 3. Snow removal is to be maintained by the developer; 4. Any situation with manholes being pushed out of the way all costs and cleaning of the sewer and back up damages will be incurred by the developer; and 5. Track mats must be installed at each end of unpaved sections prior to permits being issued, additional permits may be issued without further approval of council. Councilmember

Clawson seconded the motion and Councilmembers Bingham, Clawson, Adams, and Rasmussen voted aye. The motion passed.

**INTRODUCTION AND ADOPTION OF RESOLUTIONS:**

**RESOLUTION 17-18 - A RESOLUTION ACCEPTING A PETITION FOR ANNEXATION OF CERTAIN REAL PROPERTY UNDER THE PROVISIONS OF SECTION 10-2-405, UTAH CODE ANNOTATED, 1953, AS AMENDED (SOUTHEAST ANNEXATION - WILKINSON'S ROSEHILL DAIRY, JN FARMS, CLAWSON, NIELSEN, HARRISON, NIELSEN, PERERSEN, AND EVANS -238.64 ACRES).**

Mayor Miller said Resolution 17-18 accepts a petition for annexation.

City Administrator Ron Salvesen stated that the petition will go to the city attorney for approval and any issues dealing with signatures will be addressed by the attorney's office. Issues of objection to the petition would need to be addressed through the county and a public hearing will need to be held at a later date as the process proceeds.

**ACTION** Councilmember Adams made a motion to approve Resolution 17-18 accepting a petition for annexation. Councilmember Clawson seconded the motion and Councilmembers Bingham, Clawson, Adams and Rasmussen voted aye.

**RESOLUTION 17-19 - A RESOLUTION AMENDING THE HYRUM CITY BUILDING PERMIT INSPECTION AND CONNECTION FEE SCHEDULE.**

**ACTION** Councilmember Bingham made a motion to approve Resolution 17-19 adjust costs for culinary water connection fees from \$297 to \$347 and storm water connection fee \$150. All fees are the responsibility of the builder/home owner. Councilmember Clawson seconded the motion and Councilmembers Bingham, Clawson, Adams and Rasmussen voted aye.

**RESOLUTION 17-20 - A RESOLUTION AMENDING THE HYRUM CITY EMERGENCY OPERATION PLAN.**

**ACTION** Councilmember Bingham made a motion to approve Resolution 17-20 to amend the Hyrum City Emergency operation plan. Councilmember Rasmussen motioned that geographic jurisdiction be added to the amendment. Councilmember Clawson seconded the motion and

Councilmembers Bingham, Clawson, Adams and Rasmussen voted aye.

**OTHER BUSINESS:**

**CONSIDERATION AND APPOINTMENT TO HYRUM Library BOARD.**

**ACTION** Councilmember Clawson made a motion to appoint Lisa Thomas to the Hyrum Library Board. Councilmember Adams seconded the motion and Councilmembers Bingham, Clawson, Adams and Rasmussen voted aye.

**CONSIDERATION AND AWARD OF BID FOR THE LEASING OF RICHMOND IRRIGATION SHARES.**

**ACTION** Councilmember Clawson made a motion to award Kartchners a 5 year lease at \$100 year and cost of shares for Richmond Irrigation Shares. Councilmember Rasmussen seconded the motion and Councilmembers Bingham, Clawson, Adams and Rasmussen voted aye.

**CONSIDERATION AND AWARD OF BID FOR THE CONTRACTING OF HYRUM CITY'S CEMETERY LANDSCAPING AND LAWN CARE MAINTENANCE.**

**ACTION** Councilmember Rasmussen made a motion to award Yard Care Service the bid for contracting of cemetery and landscaping and lawn care maintenance at \$480 week with a provision that this is on a year to year basis and the city may opt out of the contract for lack of performance. Contract is pending on back ground references and proof of insurance. Councilmember Clawson seconded the motion and Councilmembers Bingham, Clawson, Adams and Rasmussen voted aye.

**MAYOR AND CITY COUNCIL REPORTS.**

Councilmember Adams stated there have been issues of cars parking in the red zone at JBS and the concern of potential accidents.

City Administrator Ron Salvesen stated that JBS has proposed a walk way over the road to alleviate issues and will send Derek at JBS an email to address issues of walking across the road.

Councilmember Rasmussen stated that he appreciates staff assistance for the Holiday at Hardware he stated there were approximately 600 people. Suggestions were made concerning ADA

accessibility. Museum movie night at the Elite hall is scheduled for December 15, 2017 @ 7:00 doors open at 6:30 movie is Beauty and the Beast.

Councilmember Bingham said Youth council swearing in is scheduled for January 4, 2018 with 40 new members. Proceeds from the candy cabin, Fourth of July and dance was \$700 with \$100 to be used for sub for Santa for a 15 year old in need and \$600 to Mountain Crest seminary teacher injured in an accident. Work on the Pageant is scheduled to begin in January.

City Administrator Ron Salvesen stated that Tony Nielsen contacted him and stated that the condos on 100 North are to be sold as is, they do not meet today's standards and were originally built to be sold separately. Mr. Nielsen expressed concerns on time and effort to come before the council in January as his intent is to proceed and sell each unit as is; it is to the City's advantage in that ownership would lead to better care and upkeep. An HOA will need to be established in order to deal with issues of care and water usage. He also stated that the city may want to look into updating the city logo and simplify the logo.

Mayor Miller stated that the city will keep the seal but update the logo.

Mayor Miller reminded Christmas party will be held December 13, 2017 at the senior citizen center at 6:30.

**ADJOURNMENT:**

**ACTION**                    **There being no further business before the City Council,  
the Council Meeting adjourned at 7:48 p.m.**

ATTEST:

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

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

Approved: January 4, 2017  
As Written