

MINUTES OF A REGULAR CITY COUNCIL MEETING HELD JULY 17, 2014 AT THE CIVIC CENTER, 83 WEST MAIN, HYRUM, UTAH.

CONVENED: 6:30 p.m.

CONDUCTING: Mayor Stephanie Miller

ROLL CALL: Councilmembers Scot M. Allgood, Jared L. Clawson, Martin L. Felix, Paul C. James, and Aaron Woolstenhulme present.

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

OTHERS PRESENT: City Administrator Ron Salvesen, and three citizens. City Recorder Stephanie Fricke recorded the minutes.

WELCOME: Mayor Miller welcomed everyone in attendance.

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

INVOCATION: Councilmember Clawson

APPROVAL OF MINUTES:

The minutes of June 19, 2014 were approved as written.

ACTION Councilmember James made a motion to approve the minutes of June 19, 2014 as written. Councilmember Allgood seconded the motion and all five councilmembers voted aye.

AGENDA ADOPTION: A copy of the notice and agenda for this meeting was faxed to The Herald Journal, mailed to each member of the governing body, and posted at the Civic Center more than forty-eight hours before meeting time.

ACTION Councilmember Clawson made a motion to approve the agenda for July 17, 2014 as written. Councilmember Allgood seconded the motion and all five councilmembers voted aye.

AGENDA

8. PUBLIC COMMENT

9. SCHEDULED DELEGATIONS:

- A. Ryan Reeves, Interstate Commercial Property - TO request approval of an amended Preliminary Plat for Blacksmith Fork Villas a Retirement Community PUD located at 650 East Main Street.

10. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND AN ORDINANCE:
 - A. Resolution 14-15 - A resolution amending Hyrum City's Personnel Policy and Procedures Manual to require supervisors to live within three miles of City Limits, to further clarify City's health insurance enrollment options, to set criteria for on-call response times, and to set specific amounts for travel and training reimbursements.
 - B. Resolution 14-16 - A resolution appointing Matthew Draper as Hyrum City's UAMPS Member Representative.
 - C. Ordinance 14-05 - An ordinance amending Title 17 (Zoning Ordinance) of the Hyrum City Municipal Code to allow a trailer, camper, or RV on residential lots for temporary use with no permit for the first 30 days of occupancy, if additional time is needed and requested the City may issue two successive 30 day permits.
11. OTHER BUSINESS:
 - A. Consideration and appointment to the Senior Center Board.
 - B. Consideration and approval of an Interlocal Agreement between Cache County and Hyrum City for Law Enforcement Services.
 - C. Consideration and approval of contract with Fireworks West for the 2015 July 4th fireworks.
 - 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.

No public comment was given.

SCHEDULED DELEGATIONS:

RYAN REEVES, INTERSTATE COMMERCIAL PROPERTY - TO REQUEST APPROVAL OF AN AMENDED PRELIMINARY PLAT FOR BLACKSMITH FORK VILLAS A RETIREMENT COMMUNITY PUD LOCATED AT 650 EAST MAIN STREET.

City Administrator Ron Salvesen said the City Council approved the Preliminary Plat for Blacksmith Fork Villas at 650 East Main Street on May 15, 2014. However, the developer was still working with UDOT on obtaining an access onto Main Street (Highway 101) and UDOT will not give the developer the access that was shown on the Preliminary Plat.

Ryan Reeves with Interstate Commercial Property said after

meeting with UDOT a small adjustment was made to the layout of the development. UDOT would not approve two main accesses onto the Highway, instead UDOT approved one main access and a small driveway for the assisted living area. Due to the reconfiguration of the main accesses the number of units were reduced to 24 rather than 25 units.

ACTION

Councilmember James made a motion to approve the revised Preliminary Plat for Blacksmith Fork Villas located at 650 East Main Street, a retirement assisted living community with 24 condos and 27 assisted living units with the following conditions: 1. Assisted living building elevations be approved by the Planning Commission before a building permit is issued; 2. If snow removal becomes an issue then snow will be hauled off of site; 3. Final landscaping plan to be approved by the Planning Commission; 4. UDOT permit submitted with Final Plat; 5. CC&R's submitted with Final Plat; 6. Work with City on restoration of 16' utility easement; 7. Increase parking for the assisted living building if needed; and 8. Installation of a six foot high vinyl fence. Councilmember Woolstenhulme seconded the motion and all five councilmembers voted aye.

INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES:**RESOLUTION 14-15 - A RESOLUTION AMENDING HYRUM CITY'S PERSONNEL POLICY AND PROCEDURES MANUAL TO REQUIRE SUPERVISORS TO LIVE WITHIN THREE MILES OF CITY LIMITS, TO FURTHER CLARIFY CITY'S HEALTH INSURANCE ENROLLMENT OPTIONS, TO SET CRITERIA FOR ON-CALL RESPONSE TIMES, AND TO SET SPECIFIC AMOUNTS FOR TRAVEL AND TRAINING REIMBURSEMENTS.**

Mayor Miller said the City requires all employees to live within ten miles of the Hyrum City Offices. The proposed resolution will require Hyrum City Supervisors to live within three miles of Hyrum City limits throughout the period of his/her employment with Hyrum City. Having City Supervisors live within three miles of the City allows for a quick response time plus keeps them part of the community. That requirement was placed on the last supervisor hired.

The City's Personnel Policy and Procedures Manual does not set criteria for on-call response times. The proposed addition would require an employee on-call to respond by phone within five minutes of the initial notification and be within a fifteen minute driving distance of Hyrum City.

The City has reimbursed employees, officers, etc. who are attending a conference, training, schools, or on city business for meals upon submittal of a receipt. There was no maximum amount on the meals but relied on employees, officers, etc. to be financial conservative on the amount that was spent. The City also paid for spouse's meals, and the cost of a partner's program conference registration. The proposed amendments would set a per diem on meals not covered in the conference registration. Employees will be encouraged to stay at hotels that provide a continental breakfast if feasible and available. No per diem will be authorized for spouses or partners of employees or others traveling with the employee. However, the City will pay for one event sponsored activity for employee's spouse/partner that is held in conjunction with the conference or program. Receipts shall not be required for per diem reimbursements or advancements. The Mayor or City Administrator has the authority to make exceptions for a meal more than per diem, for spouse's meals, or for spouse's partner program registration.

It is the policy of the City to pay a portion of the cost of health insurance for each full time employee, if that employee elects not to enroll (only if employee is covered through another insurance policy) in Hyrum City's medical insurance the City contributes a portion of the health insurance cost into that employee's 401k account. The proposed changes would increase the portion the City contributes from 50% to 75% at family coverage rate and also include the dental insurance in the contribution. Hyrum City currently offers all full time employees life insurance and long term disability insurance but that practice is not in compliance with the Personnel Policy and Procedures Manual. The policy needs to be amended to allow all full time employees including those that do not enroll in medical and dental insurance to enroll in life insurance and long term disability insurance.

ACTION

Councilmember Allgood made a motion to approve Resolution 14-15 amending Hyrum City's Personnel Policy and Procedures Manual to require supervisors to live within three miles of City Limits, to further clarify City's health insurance enrollment options, to set criteria for on-call response times, and to set specific amounts for travel and training reimbursements. Councilmember Clawson seconded the motion and all five councilmembers present voted aye..

RESOLUTION 14-16 - A RESOLUTION APPOINTING MATTHEW DRAPER AS HYRUM CITY'S UAMPS MEMBER REPRESENTATIVE.

Mayor Miller said the City hired Matthew Draper as Hyrum City's Electric Department Superintendent. Matthew worked for Mount Pleasant and was currently serving as Mount Pleasant's representative to UAMPS.

ACTION Councilmember James made a motion to approve Resolution 14-16 appointing Matthew Draper as Hyrum City's UAMPS Member Representative and Quentin Voth as Hyrum City's Alternate UAMPS Member Representative. Councilmember Clawson seconded the motion and all five councilmembers voted aye.

ORDINANCE 14-05 - AN ORDINANCE AMENDING TITLE 17 (ZONING ORDINANCE) OF THE HYRUM CITY MUNICIPAL CODE TO ALLOW A TRAILER, CAMPER, OR RV ON RESIDENTIAL LOTS FOR TEMPORARY USE WITH NO PERMIT FOR THE FIRST 7 DAYS OF OCCUPANCY, IF ADDITIONAL TIME IS NEEDED AND REQUESTED THE CITY MAY ISSUE TWO SUCCESSIVE 30 DAY PERMITS.

Mayor Miller said the City Council on June 19, 2014 tabled Ordinance 14-05 until the following recommendations were made: 1. A permit be required after the first seven days of occupancy in a trailer, camper or RV on residential lots; and 2. Include provisions for a fee to be charged for the permit.

ACTION Councilmember James made a motion to adopt Ordinance 14-05 amending Title 17 (Zoning Ordinance) of the Hyrum City Municipal Code to allow a trailer, camper, or RV on residential lots for temporary use with no permit for the first 7 days of occupancy, if additional time is needed and requested the City may issue two successive 30 day permits. Councilmember Allgood seconded the motion and all five councilmembers voted aye.

Councilmember James recommended a resolution charging a \$30 permit fee for the issuance of a second permit be placed on the next City Council Agenda.

OTHER BUSINESS:

CONSIDERATION AND APPOINTMENT TO THE SENIOR CENTER BOARD.

Councilmember James said Lynn Coulam has agreed to serve on the Hyrum Senior Center Board.

ACTION Councilmember James made a motion to appoint Lynn Coulam to the Hyrum Senior Center Board. Councilmember Felix seconded the motion and all five councilmembers

voted aye.

CONSIDERATION AND APPROVAL OF AN INTERLOCAL AGREEMENT BETWEEN CACHE COUNTY AND HYRUM CITY FOR LAW ENFORCEMENT SERVICES.

The Interlocal Agreement between Cache County and Hyrum City for Law Enforcement Services was not provided to the City Council before this meeting.

ACTION

Councilmember James made a motion to table the approval of an Interlocal Agreement between Cache County and Hyrum City for Law Enforcement Services. Councilmember Woolstenhulme seconded the motion and all five councilmembers voted aye.

CONSIDERATION AND APPROVAL OF CONTRACT WITH FIREWORKS WEST FOR THE 2015 JULY 4TH FIREWORKS.

Councilmember James said he has contacted Fireworks West to provide the 2015 July 4th Fireworks. Fireworks West has offered a 23% discount if the City pre-pays for next year.

ACTION

Councilmember Woolstenhulme made a motion to approve the contract with Fireworks West for the 2015 July 4th Fireworks and to authorize prepayment. Councilmember James seconded the motion and all five councilmembers voted aye.

MAYOR AND CITY COUNCIL REPORTS.

Councilmember Woolstenhulme said National Night Out Against Crime is August 5 from 6:00 to 8:00 p.m.

Councilmember Felix said the Health Department informed him that next July 4th the City Council will have to have someone wear gloves and serve the watermelon to people rather than allowing people to pick-up the pieces of watermelon from the table.

Councilmember James said he received a couple of requests from vendors wanting to sale items at the soccer fields on the night of the fireworks. He will charge the vendors the same amount as the booth charge on the City Square.

Councilmember Clawson said there were over thirty booths on the square on July 4th. The Hyrum Princesses set-up a booth for people to take pictures with them.

Mayor Miller said she received a complaint and a compliment on the number of spots on Main Street that were reserved before the

parade. She asked the City Council if it had any preference on how soon people should be able to reserve a spot by putting out blankets, chairs, tape, etc. on the City's planter strip before the 4th of July parade.

After a short discussion the City Council agreed to restrict people from reserving a spot (including blankets, sunshades, chairs, tape, etc.) on the July 4th parade route until 7:00 a.m. the day before the parade.

Mayor Miller said the Hyrum History Book is almost finished and it was decided the City will pay for the printing of the book rather than allowing Watkins to print the book and sale it with no reimbursement back to the City. Next summer the cabins will be open from 11:00 a.m. to 3:00 p.m. Tuesday, Thursday, and Saturday rather than 10:00 a.m. to 2:00 p.m. The Youth Council has a combined Youth Council Social at the Little Bear River Bottoms at the end of July and will be helping with the Senior Center Summer Social on August 6. She has been working with City Administrator Ron Salvesen on the location, design, and bidding process for the new City Office Building. It has been decided to connect the new City Office Building to the Library rather than rebuilding it at its current location. This will give additional parking, future room to grow with the additional space available that the City owns, and should increase visitors to museum, library, and City Hall by being located in one area. The present City Office Building could either be demolished leaving only the restrooms, and City Council Chambers that could be used as additional meeting space, or the building could be left vacant for a couple of years to see if the County approves a south court location. If the building is demolished it would open up more space for the Civic Center parking, and also the City could landscape it as garden space with water features, etc. that could be used for weddings.

ADJOURNMENT:

**ACTION There being no further business before the City
 Council, the Council Meeting adjourned at 8:05 p.m.**

ATTEST:

Stephanie Miller
Mayor

Stephanie Fricke
City Recorder

Approved: August 7, 2014
 As written