

MINUTES OF A REGULAR CITY COUNCIL MEETING HELD JUNE 21, 2012 AT THE CIVIC CENTER, 83 WEST MAIN, HYRUM, UTAH.

**CONVENED:** 6:30 p.m.

**CONDUCTING:** Mayor W. Dean Howard

**ROLL CALL:** Councilmembers Martin L. Felix, Paul C. James, Stephanie Miller, and Craig Rasmussen present.

**EXCUSED:** Councilmember Aaron Woolstenhulme

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

**OTHERS PRESENT:** City Administrator D. Brent Jensen, and City Treasurer Todd Perkins. City Recorder Stephanie Fricke recorded the minutes.

**WELCOME:** Mayor Howard welcomed everyone in attendance.

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

**INVOCATION:** Councilmember Felix

**APPROVAL OF MINUTES:**

The minutes of June 7, 2012 were approved as written.

**ACTION** Councilmember James made a motion to approve the minutes of June 7, 2012 as written. Councilmember Rasmussen seconded the motion and all four councilmembers present 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 Felix made a motion to approve the agenda for June 21, 2012 as written. Councilmember Miller seconded the motion and all four councilmembers present voted aye.

#### AGENDA

8. SCHEDULED DELEGATIONS:

- A. Ryan Davis - To request a home occupation business license at 392 West 300 South Apt. #4 to repair small appliances.

- B. Captain Casey Staheli, Utah National Guard - To present the Community Covenant Program and request Hyrum City's participation.
  - C. Krista Aller - To request site plan approval for conversion of a single family dwelling into a duplex at 717 East Park Drive.
  - D. Kirk Hunt / S&K Property Investments - To request site plan approval for a machine shop and a wood working shop in an existing commercial building at 369 West Main Street.
  - E. Tom LaBau, Mosquito Abatement District Representative - To report on the Cache Mosquito Abatement District.
9. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND AN ORDINANCE:
- A. Resolution 12-05 - A resolution amending the 2011-2012 General Fund, Water Fund, Sewer Fund, Electric Fund, Irrigation Fund, Storm Water Fund, Capital Projects Fund, and Library Trust Fund Operating Budgets.
  - B. Resolution 12-06 - A resolution establishing the Municipal Certified Tax Rate for Fiscal 2012-2013.
  - C. Resolution 12-07 - A resolution approving and adopting the Fiscal 2012-2013 Operating Budgets for Hyrum City's General Fund, Culinary Water Fund, Sewer Fund, Electric Fund, Irrigation Water Fund, Storm Water Fund, Capital Projects Fund, and Library Trust Fund.
  - D. Ordinance 12-03 - An ordinance amending Chapter 2.12, Section 2.12.010 of the Hyrum City Municipal Code, to provide for adjustments in the salaries of officers and employees of Hyrum City.
10. OTHER BUSINESS:
- A. Appointments to the Hyrum Museum Board.
  - B. Delinquent utility accounts.
  - C. Budget Report.
  - D. Mayor and Council Reports.
11. ADJOURNMENT

***SCHEDULED DELEGATIONS:***

**RYAN DAVIS - TO REQUEST A HOME OCCUPATION BUSINESS LICENSE AT 392 WEST 300 SOUTH APT. #4 TO REPAIR SMALL APPLIANCES.**

Ryan Davis said he wants to repair small appliances in the storage unit below Dr. Gunnell's fourplex at 400 West and 300 South. He will provide warranty work for manufactures and retail outlets. He will pick up the appliances, repair them, and return them to the store. There will be no customers to the site and all tools and appliances will be stored inside the storage unit.

**ACTION**

**Councilmember James made a motion to approve a Home Occupation Business License for Ryan Davis to repair small appliances at 392 West 300 South. Councilmember Rasmussen seconded the motion and all four councilmembers present voted aye.**

**CAPTAIN CASEY STAHELI, UTAH NATIONAL GUARD - TO PRESENT THE COMMUNITY COVENANT PROGRAM AND REQUEST HYRUM CITY'S PARTICIPATION.**

Captain Staheli with the Utah National Guard said the Community Covenant Program's main purpose and focus is to keep open lines of communication between each city in Utah and the community covenant team. He needs a member of the Hyrum City Council to act as a military liaison. The purpose of the program isn't recruitment, but rather to provide continual information to the military liaison about programs, opportunities and benefits that affect service members, veterans, retirees and their families. There have been a number of job fairs for service members and veterans in Utah and Salt Lake County. These job fairs have been put together by business that have openings and are looking for current or former military personnel to fill the vacancies. This information is pushed along with other information to the military liaison in each city in the hopes that they share it with members in their community either in newsletters or by posting it in their social media. This communication goes both ways. If there is a retiree who has questions about benefits or a family whose spouse is deployed and they need help they can contact the military liaison who in turn can contact the National Guard. The military liaison is not expected to know everything, but if there's a member in the community who knows how to get a hold of us, then they can direct that service member to us and we will be able to resolve their concerns or questions and make sure they are taken care of.

Mayor Howard suggested members of the American Legion be utilized and service as military liaisons.

Captain Staheli said the City has a large audience and is able to get information out quickly to its citizen through newsletters and the website.

Councilmember Rasmussen volunteered to be the military liaison between the Utah National Guard and Hyrum City for its Community Covenant Program.

**ACTION** Councilmember James made a motion to participate in the Community Covenant Program. Councilmember Felix seconded the motion and all four councilmembers present voted aye.

**KRISTA ALLER - TO REQUEST SITE PLAN APPROVAL FOR CONVERSION OF A SINGLE FAMILY DWELLING INTO A DUPLEX AT 717 EAST PARK DRIVE.**

Donovan Aller said his mother Krista Allen asked him to represent her on this matter. She owns the house at 717 East Park Drive and wants to turn it into a duplex. The house was wired to allow for

two electrical meters.

Zoning Administrator Ron Salvesen said on June 7, 2012 the Planning Commission recommended approval of the site plan to convert a single family dwelling into a duplex with the following stipulations: 1) angle parking east of the driveway to maintain access to the garage and absolutely no parking across the street in the ball field parking lot; 2) a six-foot light-tight fence on the east property line; 3) maintenance for the landscaping; 4) garbage cans located on the east side of the garage; 5) basement windows large enough for emergency escape; 6) two separate power meters; and 7) inspected by the fire department and/or building department to ensure safety requirements including escape windows are met. Neighbors returned comment letters with two approving, one opposing, and one okay with the fence

Councilmember Rasmussen asked if there was a separate entrance/exit into the basement.

Donovan Aller said there is a separate entrance/exit to the basement.

**ACTION**

Councilmember Rasmussen made a motion to approve the site plan for Krista Aller to convert a single family house into a duplex at 717 East Park Drive with the following conditions: 1) angle parking east of the driveway to maintain access to the garage and absolutely no parking across the street in the ball field parking lot; 2) a six-foot light-tight fence on the east property line; 3) maintenance for the landscaping; 4) garbage cans located on the east side of the garage; 5) basement windows large enough for emergency escape; 6) two separate power meters; and 7) inspected by the fire department and/or building department to ensure safety requirements including escape windows are met. Councilmember Miller seconded the motion and all four councilmembers present voted aye.

**KIRK HUNT / S&K PROPERTY INVESTMENTS - TO REQUEST SITE PLAN APPROVAL FOR A MACHINE SHOP AND A WOOD WORKING SHOP IN AN EXISTING COMMERCIAL BUILDING AT 369 WEST MAIN STREET.**

Kirk Hunt requested site plan approval for a machine shop and a wood working shop in an existing commercial building at 369 West Main Street. The machine shop will consist of a single end mill and one lathe; the wood shop will be set up to manufacture doors and smaller items.

Brandon Liechty said he will be operating the machine shop and there will be no outside storage. He will only be doing one job

at a time and the finished products will be shipped UPS.

Zoning Administrator Ron Salvesen said on June 14, 2012 the Planning Commission recommended approval of the site plan with the following conditions: 1) garbage containers kept inside the building; 2) weeds and debris around the outside of the building cleaned up; and 3) approval from the fire and sewer departments.

**ACTION** Councilmember James made a motion to approve the site plan for Kirk Hunt at 369 West Main Street for a machine shop and wood working shop with the following conditions: 1) garbage containers kept inside the building; 2) weeds and debris around the outside of the building cleaned up; and 3) approval from the fire and sewer departments. Councilmember Felix seconded the motion and all four councilmembers present voted aye.

Councilmember James said he wants the landscaping around the building and the grass area between the road and sidewalk maintained.

**TOM LABAU, MOSQUITO ABATEMENT DISTRICT REPRESENTATIVE - TO REPORT ON THE CACHE MOSQUITO ABATEMENT DISTRICT.**

Tom LaBau said the Cache Mosquito Abatement District is busy spraying for mosquitoes. Due to the dry weather mosquito numbers are very low this year. He will ask the District to spray for mosquitoes on July 3 so they won't be a nuisance during the fireworks and other activities on the City Square.

Mayor Howard thanked Tom LaBau for the information he presented and he service to the community.

***INTRODUCTION AND ADOPTION OF RESOLUTIONS AND AN ORDINANCE:***

**RESOLUTION 12-05 - A RESOLUTION AMENDING THE 2011-2012 GENERAL FUND, WATER FUND, SEWER FUND, ELECTRIC FUND, IRRIGATION FUND, STORM WATER FUND, CAPITAL PROJECTS FUND, AND LIBRARY TRUST FUND OPERATING BUDGETS.**

**ACTION** Councilmember James made a motion to approve Resolution 12-05 amending the 2011-2012 General Fund, Water Fund, Sewer Fund, Electric Fund, Irrigation Fund, Storm Water Fund, Capital Projects Fund, and Library Trust Fund Operating Budgets. Councilmember Felix seconded the motion and all four councilmembers present voted aye.

**RESOLUTION 12-06 - A RESOLUTION ESTABLISHING THE MUNICIPAL CERTIFIED TAX RATE FOR FISCAL 2012-2013.**

**ACTION** Councilmember James made a motion to approve Resolution

12-06 establishing the Municipal Certified Tax Rate for Fiscal 2012-2013. Councilmember Miller seconded the motion and all four councilmembers present voted aye.

RESOLUTION 12-07 - A RESOLUTION APPROVING AND ADOPTING THE FISCAL 2012-2013 OPERATING BUDGETS FOR HYRUM CITY'S GENERAL FUND, CULINARY WATER FUND, SEWER FUND, ELECTRIC FUND, IRRIGATION WATER FUND, STORM WATER FUND, CAPITAL PROJECTS FUND, AND LIBRARY TRUST FUND.

ACTION Councilmember Felix made a motion to approve Resolution 12-07 approving and adopting the fiscal 2012-2013 operating budgets for Hyrum City's General Fund, Culinary Water Fund, Sewer Fund, Electric Fund, Irrigation Water Fund, Storm Water Fund, Capital Projects Fund, and Library Trust Fund. Councilmember James seconded the motion and all four councilmembers present voted aye.

ORDINANCE 12-03 - AN ORDINANCE AMENDING CHAPTER 2.12, SECTION 2.12.010 OF THE HYRUM CITY MUNICIPAL CODE, TO PROVIDE FOR ADJUSTMENTS IN THE SALARIES OF OFFICERS AND EMPLOYEES OF HYRUM CITY.

ACTION Councilmember James made a motion to approve Ordinance 12-03 amending Chapter 2.12, Section 2.12.010 of the Hyrum City Municipal Code, to provide for adjustments in the salaries of officers and employees of Hyrum City. Councilmember Rasmussen seconded the motion and all four councilmembers present voted aye.

*OTHER BUSINESS:*

APPOINTMENT TO THE HYRUM MUSEUM BOARD.

Councilmember Felix recommended appointing Tom LaBau, Steve Downs, Carma Carlsen, and Charles Schill to the Hyrum Museum Board.

ACTION Councilmember Felix made a motion to appoint Tom LaBau, Steve Downs, Carma Carlsen, and Charles Schill to the Hyrum Museum Board. Councilmember James seconded the motion and all four councilmembers present voted aye.

DELIQUENT UTILITY ACCOUNTS.

Mayor Howard reviewed the list of delinquent utility accounts. The total proposed write-off is \$5,940.65 for the Fiscal Year 2011-2012.

**ACTION** Councilmember Rasmussen made a motion to approve the list of Fiscal Year 2011-2012 Delinquent Utility Accounts, in the amount of \$5,940.65 as a write-off. Councilmember Miller seconded the motion and all four Councilmembers voted aye.

**BUDGET REPORT.**

City Administrator D. Brent Jensen reviewed the 2011-2012 Operating Budgets and then discussed some of the projects that would be taking place in the new budget year.

**MAYOR AND CITY COUNCIL REPORTS.**

Councilmember James reminded everyone of the softball tournament going on the week of the 4<sup>th</sup> of July. The water in the rivers is low and it might be a short irrigation season. Hyrum City's Water Master Gerald Swenson passed away last week and wanted to make a public statement to express his sincere appreciation to Gerald for all his work he did for the irrigation company and Hyrum City. He was a great man.

Councilmember Miller said the ribbon cutting ceremony for the new rodeo grounds will be held June 22 at 7:15 p.m. before the rodeo starts. She reminded everyone of the July 4<sup>th</sup> scheduled and activities where she needs help. Mayor Howard said the Hyrum Saddle Club didn't help with the remodel of the new arena. The City was told several times Saddle Club members would help but no one ever did. He asked the City Council if it wanted to hold the Hyrum Rodeo next year so that the profits made could be used towards the library, or City parks.

Councilmember Miller said the Hyrum Saddle Club has always sponsored the July 4<sup>th</sup> Rodeo. She thinks the City should continue to allow the Saddle Club to host the rodeo even if the City charged a rental fee for the use of the arena.

Councilmember James said the City built a new arena and the Saddle Club didn't help. The City allows the Saddle Club to use the arena to ride in all year long and never charges a fee. However, maybe it is time the City look into charging a riders fee and a rental fee for members of the Hyrum Saddle Club.

**ADJOURNMENT:**

**ACTION** There being no further business before the City Council, the Council Meeting adjourned at 7:20 p.m.

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W. Dean Howard  
Mayor

ATTEST:

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Stephanie Fricke  
City Recorder

Approved: July 5, 2012  
As written