



The Regular Meeting of the Brian Head Town Council  
Brian Head Town Hall – Council Chambers  
56 North Highway 143 – Brian Head, UT 84719  
[www.Zoom.us](http://www.Zoom.us) (Click Here)  
Via Zoom Meeting ID# 843 1108 7944  
**TUESDAY, MARCH 9, 2024 @ 1:00 PM**

## AGENDA

- A. CALL TO ORDER**
- B. PLEDGE ALLEGIANCE**
- C. DISCLOSURES**
- D. APPROVAL OF THE MINUTES:** February 27, 2024 Town Council Meeting
- E. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.** Public input is limited to three (3) minutes on non-agenda items.
- F. AGENDA ITEMS:**
  - 1. FY 2025 STRATEGIC PLAN REVIEW.** Bret Howser, Town Manager. The Council will review the first draft of the FY2025 Strategic Plan. .
  - 2. ENGINE BRAKE RESTRICTION ORDINANCE.** Bret Howser, Town Manager. The Council will consider an ordinance restricting engine brakes. .
  - 3. FUTURE AGENDA ITEMS.** The Council will discuss potential items for future agendas..
- G. ADJOURNMENT**

**Date: March 9, 2024**

Available to Board Members as per Ordinance No. 11-003 authorizes public bodies, including the Town, to establish written procedures governing the calling and holding of electronic meetings at which one or more members of the public board may participate by means of electronic communications. In compliance with the Americans with Disabilities Act, persons needing auxiliary communications aids and services for this meeting should call Brian Head Town Hall @ (435) 677-2029 at least three days in advance of the meeting.

### CERTIFICATE OF POSTING

I hereby certify that I have posted copies of this agenda in three conspicuous locations; the Post Office, The Mall, and the Brian Head Town Hall and have posted copies on the Utah Meeting Notice Website and the Brian Head Town website and have caused a copy of this notice to be delivered to the Daily Spectrum, a newspaper of general circulation.

*Nancy Leigh, Town Clerk*



# STAFF REPORT TO THE TOWN COUNCIL

BRIAN HEAD

## ITEM: BUILDING AND PLANNING DEPARTMENT REPORT

**AUTHOR:** Lester Ross, Building & Planning Official  
**DEPARTMENT:** Administration  
**DATE:** March 12, 2024  
**TYPE OF ITEM:** Informational

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### MONTHLY BUILDING REPORT:

#### Building Permits Summary

##### February Issued Building Permit Totals:

Residential Permit:	1
Single Family Dwellings:	0
Townhomes	0
Commercial	0
Total	1

##### Year To Date Building Permits Summary

YTD Residential	2
YTD Commercial	0
YTD Total	2

##### Fees Collected for February 2024

Residential Permit:	\$ 506.68
Commercial Permit:	\$ 0
Total	\$ 506.68

##### February Plan Reviews

Residential Permits:	2
Commercial Permits:	0
Total:	2

##### Year To Date Plan Reviews:

Residential Permits:	5
Commercial Permits:	0
Total:	2

February total inspections completed: 28

Year to Date total inspections completed: 65

### LAND USE REPORT:

#### Land Use Permits Summary

##### February issued Permits Totals:

Tree Removal:	0
Grading/Excavation	0
Trenching/Encroachment	0
Total	0

##### Year To Date Issued Permits Totals:

Tree Removal:	0
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Grading/Excavation	0
Trenching/Encroachment	0
Total	0

February Land Use Submitted applications:

Tree Removal:	1
Grading/Excavation	1
Trenching/Encroachment	1
Conditional Use	0
Lot Line Adjustment	0
Minor Plat Amendment	0
Preliminary Plat	1
Final Plat	1
Vacating ROW or Easement	1
Zone Amendment	0
Total	3

Year to Date Land Use Submitted applications:

Tree Removal:	1
Grading/Excavation	1
Trenching/Encroachment	1
Conditional Use	0
Lot Line Adjustment	0
Minor Plat Amendment	2
Preliminary Plat	1
Final Plat	1
Vacating ROW or Easement	1
Zone Amendment	0
Total	0

**STAFF REPORT:**

February was a slower month in the Building and Planning department. In Planning we have received and been working on a application to extend Vasals Road. The road plans are currently being reviewed by the Towns Engineer. We received two subdivision applications that we are working on. A Preliminary Plat for Hidden Springs between Pine Tree Condos and White Bear Staff have done a review, and we are waiting on the applicant to update their plans. And a Final Plat for Ridgeview Town Homes (MLV) staff will be reviewing the plans next week. The Planning Commission was able to complete the required training for 2024 they watched a two-part training. They watched part one on their own and we did part two in the planning commission on The Basics of Utah Land Use Regulations. Building is still going on in Brian Head it is slow due to the weather, but we have a few projects that are still working in the winter. Based on the number of engineers and contractors that have called getting design criteria for Brian Head it is looking like we are going to have another busy year. We will continue to review plans and work on projects so we are ready to go when the building season starts.

**ATTACHMENTS:**

- A. February 2024 Building Permits Summary from City Inspect

FEBRUARY 2024  
BUILDING PERMITS SUMMARY

Residential Permit Totals:	1
Single Family Dwellings:	0
Townhomes / Condos (2+ Unit Bldgs, Not Stacked):	0
Multi-Family Dwellings (2+ Units stacked):	0
Commercial Permit Totals:	0
<b>TOTAL:</b>	<b>1</b>

YTD Residential:	2
YTD Commercial:	0
<b>YTD Total:</b>	<b>2</b>

Residential Permit Valuations:	\$ 23,475.00
Commercial Permit Valuations:	\$ 0.00
<b>TOTAL:</b>	<b>\$ 23,475.00</b>

YTD Valuation Residential:	\$ 33,475.00
YTD Valuation Commercial:	\$ 0.00
<b>YTD Total:</b>	<b>\$ 33,475.00</b>

Fees collected for FEBRUARY 2024

Residential Permit:	\$ 506.68
Commercial Permit:	\$ 0.00
<b>Total:</b>	<b>\$ 506.68</b>

**TOTAL INSPECTIONS COMPLETED FOR FEBRUARY 2024: 28**

**TOTAL INSPECTIONS COMPLETED FOR YEAR TO DATE: 65**

**12 YEAR HISTORY OF SINGLE FAMILY DWELLING PERMITS ISSUED**

2013 - 0	2016 - 7	2019 - 1	2022 - 10
2014 - 0	2017 - 8	2020 - 3	2023 - 16
2015 - 1	2018 - 4	2021 - 19	2024 - 0

# Brian Head Town Permit Summary

(02/01/2024 to  
03/06/2024)

	Permit Issued	Total Valuation	Total Fees
Residential Permit			
Accessory	1	23,475.00	\$ 506.68
Residential Permit Totals:	1	23,475.00	\$ 506.68
Commercial Permit			
Commercial Permit Totals:	0	0.00	\$ 0.00
Grand Totals:	Permit Issued 1	Total Valuation 23,475.00	Total Fees \$ 506.68

# Brian Head Town Permit Summary

(01/01/24 to  
03/06/2024)

	Permit Issued	Total Valuation	Total Fees
<b>Residential Permit</b>			
Accessory	1	23,475.00	\$ 506.68
Additions/Remodels	1	10,000.00	\$ 260.62
<b>Residential Permit Totals:</b>	<b>2</b>	<b>33,475.00</b>	<b>\$ 767.30</b>
<b>Commercial Permit</b>			
<b>Commercial Permit Totals:</b>	<b>0</b>	<b>0.00</b>	<b>\$ 0.00</b>
<b>Grand Totals:</b>	<b>Permit Issued 2</b>	<b>Total Valuation 33,475.00</b>	<b>Total Fees \$ 767.30</b>

# Completed Inspections Report

Inspections Completed Between January 01, 2024 And January 31, 2024

Report Generated On March 06, 2024

## FEBRUARY 2024

Commercial  
Residential

**Total Commercial: 0**

Drywall	2
Energy Efficiency/Insulation	1
Gas Line Air Test	2
Gas Meter	1
Insulation	2
Other	1
Rough Electrical	3
Rough Framing	4
Rough Mechanical	3
Rough Plumbing	4
Shower Pan	4
Weather Barrier	1

**Total Residential: 28**

### REPORT SUMMARY

Commercial Inspections: 0  
Residential Inspections: 28  
Total Inspections: 28



## Brian Head Town Council Update

January 1, 2023

### ***BRIAN HEAD MARSHALS OFFICE:***

February was a very busy month with deputies handling 117 incidents. It was a very diverse month in terms of types of incidents with the highest number of incidents (34) being citizen/motorist assists. Besides the citizen assists, deputies handled 22 different categories. Some of these include disorderly conduct, domestics, DUI's, medicals which were the second most (18), as well as thefts, threats, and vehicle accidents.

We also were able to get some guys some needed time off during this month. It has been nice having the department back to full staff with nobody out for injuries or illness (knock on wood). This time off has still left us a little short handed from time to time as our reserve/part-time deputy pool is next to nothing. We have some great part-time employees, but because of their great skill sets they are often not available for Brian Head as they travel around on military assignments and instruct other agencies in topics related to public safety. We currently have Zach Tuttle and Ali Snow who are both part of an army intelligence unit that gets deployed often. Jeff Morgan is world renowned for his dive instruction and travels a lot teaching classes to fire departments, police departments as well as the FBI and other military units. We will continue to recruit part-time deputies in hopes of filling shifts when our own deputies need time off for vacation, sick, or to go to specialty trainings.

### ***BRIAN HEAD FIRE DEPARTMENT:***

We had some great training opportunities this month. Deputy Jon Bettridge was able to take a wildland "Air Operations" course. This is a required course for him as he is pursuing his engine boss qualification. He is also enrolled in another wildland training this month on his journey to this qualification.

Deputy Burton taught the fire department their CPR/AED/First Aid refresher which certifies them for these lifesaving techniques. It is great to have the expertise, tools and ability to teach and receive these quality training in-house.

The first training meeting of the month fell on Valentines Day. So, we thought it was probably a wise idea to cancel that training and encouraged our firefighters to take

their spouses out for dinner. The Volunteer Association had some nice hoodies made up that they distributed to our firefighter's spouse. It was good for us to put our wives first and to express appreciation for their support.

A couple of our volunteers went down to Cedar for the annual "Polar Plunge". We took our ice rescue suits and hung out in the frigid waters while people jumped in. This is an event that raises awareness and funds for our area's Special Olympics. It's so awesome to watch our firefighters step up in our communities and do what they do best and serve.

We had a couple of fire incidents this month. One included a truck fire. An employee of the Cedar Breaks Lodge pulled into the parking lot and found smoke and fire coming from between his cab and the bed of his truck. He quickly used a fire extinguisher which stopped the fire from actively burning. Our fire department then showed up and were able to put the fire completely out. The truck was saved with minimal damage. We found that the owner had been taking cardboard to the dump. A piece of cardboard fell between the cab and bed and was resting on the exhaust system. The heat eventually broke the cardboard down and it started on fire.













**Brian Head Town**  
**Public Works Department Update**  
**March 12, 2024**

It is almost that time of year again. Snow removal and maintenance of snow removal equipment has dominated much of Public Works time over the past few months. With the snow beginning to melt the Mountain is teasing Public Works with a glimpse of the Spring to come. Although this snow year has not been what last year was, Public Works has still plowed a lot of snow. With the implementation of the new Snow Removal Program the Council has seen the “polish work” that the program can bring and at which the speed and efficiency it can be accomplished during the storm. With the coming of Spring, also begins the construction season. The projects are currently out to bid with staff expecting to open bids on the 20<sup>th</sup> of March. Staff continues to reach out to multiple contractors encouraging them to bid on the Towns projects. Staff looks forward to a very, very busy construction season and to the completion of the projects that have been assigned to us. Public Works will begin the transition from snow removal back towards construction and maintenance with work down the Canyon looking to begin in the next week.

**Streets**

- Snow plowing continues along with repairs and maintenance on the snow removal equipment.
- Asphalt patching material has been delivered and operators will begin placing next week filling up the potholes that are being created by the freeze thaw process.

**Water**

- Repair of the meter reading system continues with new MXU's being installed as they are arriving from back order.
- Some of PW operators attended the Rural Water Conference to obtain CEU credits and to also begin the certification process for the new hires.
- The infrastructure projects are currently out to bid.
- The new well is progressing through the design process

**Sewer**

- The Sewer project is currently out to bid.
- Staff will begin locating manholes down the canyon for data collection along the Parowan City section of the canyon to begin studying the sewer flow capacity along that portion of the line.

## **Solid Waste**

- The white trash truck has been taken in for repair. It is having issues with the def system.

## **Equipment**

- Repairs to equipment continue as needed.

## **In-house Projects**

Public Works will continue to work on in-house projects and maintain buildings and equipment as needed. If you have any questions or concerns, please do not hesitate to call.



# STAFF REPORT TO THE TOWN COUNCIL

BRIAN HEAD

## ITEM: DRAFT FY 2025 STRATEGIC PLAN REVIEW

**AUTHOR:** Bret Howser  
**DEPARTMENT:** Administration  
**DATE:** March 12, 2024  
**TYPE OF ITEM:** Discussion

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### **SUMMARY:**

Council will review and discuss the attached Draft FY 2025 Strategic Plan, in particular the proposed strategies and action steps, and direct staff regarding any changes they would like to see.

### **BACKGROUND:**

Council met at a Strategic Planning Retreat in January and reviewed the Community Vision, Town Goals, and FY 2024 Strategies & Action Steps. Based on discussion and direction from that retreat, staff has drafted a proposed FY 2025 Strategic Plan.

### **ANALYSIS:**

The Draft FY 2025 Strategic Plan is attached. The attached plan is a collaboration of the Administration, Public Works, and Public Safety Departments.

### **FINANCIAL IMPLICATIONS:**

The FY 2025 budget, which will be presented in April, will be based on this strategic plan.

### **BOARD/COMMISSION RECOMMENDATION:**

N/A

### **STAFF RECOMMENDATION:**

Council should review and discuss the attached Draft FY 2025 Strategic Plan, in particular the proposed action steps, and direct staff regarding any changes they would like to see.

### **PROPOSED MOTION:**

No motion necessary, item is discussion/informational only

### **ATTACHMENTS:**

A - Draft FY 2025 Strategic Plan



# FISCAL YEAR 2025 STRATEGIC PLAN

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BRIAN  HEAD

*Proposed*  
March 12, 2024



# CONTENTS

## PURPOSE STATEMENT

*Brian Head Town exists to serve the interests of its residents, homeowners, businesses and guests. As a local government entity, the Town Council and staff strive to accomplish those things which Town stakeholders expect of their local government in the most efficient manner possible. To accomplish this, the Town engages in a detailed and thorough strategic planning process which is described in these pages.*

*This document focuses on the strategies which will be administered by the staff of Brian Head Town in order to pursue the goals of the Town Council and effectuate the vision set forth by the community. Many of these strategies may be ongoing or long-term in nature, but each strategy will be pursued to one degree or another during the course of Fiscal Year 2025 (July 1, 2024 thru June 30, 2025).*

*Certain action steps which will be carried out in pursuit of these strategies are also detailed herein. These action steps, along with typical day-to-day duties, make up the work plan for staff for the fiscal year. This document stems from the Community Vision and serves as the basis for the fiscal year budget.*

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# STRATEGIC PLANNING PROCESS

Brian Head Town engages in strategic planning in order to ensure that the community's expectations of its local government are being met. Through strategic planning, all resources (meaning every tax dollar spent and each man hour worked) are tied back to a clear community vision through goals, strategies, and action steps.

The elements of strategic planning shown here are intended to establish what it is the residents and guests of Brian Head expect from their local government by 1) defining a vision, 2) fleshing out that vision in a set of outcome-oriented goals, 3) developing strategies to effectuate those goals, 4) identifying the action steps staff will take in pursuit of the strategies, and 5) allocating resources to these actions. In this manner, we will better ensure that finite resources are being most effectively applied toward achieving what the community ultimately expects of its local government.

## COMMUNITY VISION

In August of 2013, the Town Council directed town staff to re-establish a community vision which would drive a new effort in strategic planning. A focus group of individuals representing various facets of the community was assembled to look at Brian Head through the lenses of culture, economy, and environment, and from their discussion and brainstorming on those topics derive a single

unifying statement defining a vision of what Brian Head is and hopes to become. The Brian Head Town Community Vision was then submitted to the public and Council for approval in a series of public hearings in September and October 2013.

## STRATEGIC PROCESS



The Council adopted the Brian Head Town

Community Vision which is summarized in the statement at the bottom of this page. Further information about this vision, including more detailed descriptions of the current and ideal culture, environment, and economy of the Town are included in the Brian Head Town Community Vision document available online at [www.brianheadtown.utah.gov](http://www.brianheadtown.utah.gov) or by contacting Town Hall at 435-677-2029.

## TOWN GOALS

Following adoption of the community vision, the Town Council developed a set of Town goals which flow from the vision. These goals highlight aspects of the vision which require special attention from the staff. Council will review these goals annually to monitor the progress made on each goal and may modify these goals in the short term. The goals are detailed more particularly in the following section of this document.

**BRIAN HEAD IS A RUSTIC MOUNTAIN VILLAGE WITH  
DIVERSE RECREATION AND COMPLEMENTARY  
COMMERCIAL OPPORTUNITIES WHERE PEOPLE AND  
NATURE CO-EXIST**



# STRATEGIC PLANNING PROCESS

## STRATEGIES & ACTION STEPS

This FY 2025 Strategic Plan document deals with the strategies and action steps portion of the strategic planning process. These elements were developed by Town staff and have been crafted particularly to bring about the Town goals and community vision.

Each year, the Council and staff reviews strategies or services currently provided by Brian Head Town and we ask ourselves what aspect of the community vision or Town goals this activity serves. If a given strategy is geared toward achieving one the goals or the vision, it remains in the strategic plan, and in many cases is enhanced with new action steps. If a strategy is not determined to be effectively achieving the vision or goals, it is modified or discarded. Where Town goals are being addressed by few current services or programs, strategies may be added along with associated action steps.

The remainder of this document describes these strategies and action steps for the upcoming fiscal year.

## RESOURCE ALLOCATION

With the vision, goals, strategies and action steps all identified, what remains is to allocate time and resources to these elements. This is done each year through the budget process. The details of resource allocation are contained in the Town's budget document, which has been formatted to align budget data with these elements of strategic planning. The draft FY 2025 Budget Document will be completed in April 2024 and can be found online at [www.brianheadtown.utah.gov](http://www.brianheadtown.utah.gov) or by contacting Town Hall at 435-677-2029.



# TOWN GOALS

Each January the Town Council meets in a Strategic Planning Retreat to set broad guiding strategic policy for the year. During this retreat, the Council reviews the Town's progress toward the existing Town Goals and considers any potential modifications of the Town Goals.

The following goals were derived from the Community Vision and have been set by the Town Council to guide policy and action for Brian Head Town during Fiscal Year 2025.

## Economy

### ECONOMY

- 1) Enhance the Brian Head Experience
- 2) Attract more visitors especially in Summer & Fall
- 3) Support local events
- 4) Maintain a business and development climate that is attractive to resort-complementary commercial establishments



## Culture

### CULTURE

- 1) Foster a stronger sense of community and well-informed public discourse
- 2) Engage the community with information & activities that build unity
- 3) Increase livability of Town by making area more pedestrian and bike friendly
- 4) Mitigate impacts of resort economy on town culture

## Environment

### ENVIRONMENT

- 1) Maintain emphasis on and protect the natural environment
- 2) Guide growth of the built environment to be consistent with the General Plan and balanced with finite resources
- 3) Expand and improve the trails system
- 4) Develop a more polished image and first impression of the Town



# STRATEGIES

## ADMINISTRATION DEPARTMENT

The Administration department carries out a variety of day-to-day duties which are critical to the strategic approach of the Town. These include: For the sake of brevity, these are not all listed under a strategy in this plan, but man hours of money spent on them will be included in the Budget Document under the corresponding strategy. The action steps listed below are explicitly spelled out in the plan because they are new, involve significant cost, represent policy or administrative direction, or require a certain degree of follow-up and accountability.

### Public Information & Communication

**Strategy:** Hold regular open meetings and solicit public engagement (PI01)

**Goals Impacted:** Culture #1

Action Step	Lead Staff	By When
Hold Council Meeting each 2 <sup>nd</sup> / 4 <sup>th</sup> Tuesday	N. Leigh	Ongoing
Hold Planning Commission each 1 <sup>st</sup> / 3 <sup>rd</sup> Tuesday	<u>L. Ross</u>	Ongoing
Annual Community Input Forum	N. Leigh	12/ <u>2024</u>
Conduct annual open meeting training	N. Leigh	03/ <u>2025</u>

**Strategy:** Communicate significant information to the public in proactive manner (PI02)

**Goals Impacted:** Culture #1 and #2

Action Step	Lead Staff	By When
<del>Send info via email list on important Council agenda items</del>	<del>N. Leigh</del>	<del>Ongoing</del>
Maintain Town Facebook page	B. Howser	Ongoing
Quarterly Mayor's message	C. Wallis	Quarterly
Monthly news/information poster (posted and emailed)	C. Wallis	Monthly
<del>Install metal information kiosks around town</del>	<del>B. Howser</del>	<del>07/2023</del>
<del>Organize tabular page on website with past agendas/minutes</del>	<del>N. Leigh</del>	<del>09/2023</del>
Pop up information booths at two summer events (and as needed) <u>need help wording this action step</u>	B. Howser	09/2023
Complete backlogged Planning Commission minutes	N. Leigh	06/ <u>2025</u>
<u>Implement Governmental Website Privacy Notice</u>	N. Leigh	12/ <u>2024</u>
<u>Wrap digital marquee into shuttle stop at Town Hall</u>	B. Howser	10/2024



# STRATEGIES

*Strategy: Keep Town Hall open and staffed with knowledgeable and personable personnel (PI03)*

**Goals Impacted:** Culture #1; Economy #1

Action Step	Lead Staff	By When
Have front desk and phone coverage 9-4:30 <del>5:00</del> all weekdays	B. Howser	Ongoing
Staff generally available to answer public inquiries 8-4:30 <del>5:00</del> weekdays	B. Howser	
	Ongoing	
Business/events licensing and fuel pump cross training refresher	N. Leigh	09/ <u>2024</u>
Utility billing/bulk water cross training refresher	A. Hunter	12/ <u>2024</u>
Building permit cross training refresher	L. Ross	03/ <u>2025</u>

*Strategy: Maintain clear and accessible records for the public (PI04)*

**Goals Impacted:** Culture #1

Action Step	Lead Staff	By When
Update Brian Head history with newspaper clippings and news from Google alerts	<u>D. Calloway</u>	Ongoing
<u>Acquire and implement AI minutes software</u>	N. Leigh	09/ <u>2024</u>
<u>Implement electronic archiving process for all departments</u>	N. Leigh	12/ <u>2023</u>
Renew records officer certification	N. Leigh	03/ <u>2025</u>
Complete electronic archiving of physical bldg/planning records	L. Ross	06/ <u>2025</u>
Complete electronic archiving of physical admin/public works records	N. Leigh	06/ <u>2025</u>
<u>Update the ordinance/resolution database</u>	N. Leigh	06/ <u>2024</u>
<u>Implement a Explore codification service for the Town Code</u>	N. Leigh	06/ <u>2025</u>

*Strategy: Plan and carry out community events geared toward building Town unity (PI05)*

**Goals Impacted:** Culture #1 & #2; Economy #1; Environment #1

Action Step	Lead Staff	By When
Advertise Town Events on electronic reader board	B. Howser	Ongoing
<u>Fall Town cleanup</u>	<u>C. Wallis</u>	09/ <u>2025</u>
Fall community hike and barbecue	B. Howser	09/ <u>2024</u>
Spring Town cleanup	C. Wallis	05/ <u>2025</u>
Brian Head Arbor Day event	<u>N. Leigh</u>	06/ <u>2025</u>
Town fuel mitigation event	D. Benson	06/ <u>2025</u>
Volunteer trail cleanup/maintenance	B. Howser	06/ <u>2025</u>



# STRATEGIES

*Strategy: Celebrate Brian Head Town's 50 years (PI06)*

**Goals Impacted:** Culture #1 & #2

Action Step	Lead Staff	By When
Elected Officials display board	N. Leigh	<del>09/07/2023</del> 2024
<del>Design 50<sup>th</sup> Anniversary Logo</del>	N. Leigh	10/2023
<del>Brian the Bear Stories/Book</del>	N. Leigh	11/2023
Frontier Homestead Brian Head display	N. Leigh	04/12/2024
<del>Acquire public safety badges for 50<sup>th</sup> year</del>	D. Benson	06/2024
Scrapbook restoration/compilation	<u>D. Calloway</u>	10/12/2024
Audio recording compilation	N. Leigh	11/12/2024
Create video history	N. Leigh	12/2024
Publish Brian Head History Book	N. Leigh	12/2024
50 <sup>th</sup> Celebration Event	N. Leigh	03/2025

## Community Development

*Strategy: Maintain land management policies that reflect the Community Vision and General Plan (CD01)*

**Goals Impacted:** Environment #1 & #2; Economy #4

Action Step	Lead Staff	By When
<del>Develop and implement Planning Commission training program</del>	L. Ross	12/2023
<del>compliant with State statute</del>		
<del>Train Planning Commission 4-hrs per year</del>	L. Ross	06/2025
<del>Develop and implement Town Planner training program</del>	L. Ross	12/2023
<del>Attend Utah Land Use Institute Conference</del>	L. Ross	10/2024
<del>Attend American Planning Association Conference</del>	L. Ross	05/2025
<del>Re-write subdivision policy consistent with statute</del>	B. Howser	12/2023
Revisit exterior cladding requirements	B. Howser	12/2023
<del>Ensure light fixture requirements match policy expectations</del>	L. Ross	12/2024
<del>Revisit snow storage requirements</del>	L. Ross	12/2024

*Strategy: Provide clear, timely, customer-friendly planning/building reviews (CD02)*

**Goals Impacted:** Environment #1 & #2; Economy #4

Action Step	Lead Staff	By When
Complete design review on all permits within 14 days	L. Ross	Ongoing
<del>Complete CityInspect implementation for all permit types</del>	L. Ross	09/2023
<del>Implement land use online permits (include Special Assessment)</del>	L. Ross	10/2024
<del>Revamp website to feed into CityInspect and include all necessary forms and information</del>	L. Ross	12/2023
Building season kickoff contractor/realtor information seminar	L. Ross	04/2024
		2025



# STRATEGIES

*Strategy: Conduct timely, equitable and professional building inspections (CD03)*

**Goals Impacted:** Environment #2; Economy #4

Action Step	Lead Staff	By When
Complete all requested inspections within two business days	L. Ross	Ongoing
Update permit log on paper <del>and on CityInspect</del>	L. Ross	<del>Weekly</del> <u>Monthly</u>
Provide Council with monthly permit/inspection report	L. Ross	Monthly
<u>Submit state building fees/report</u>	<u>S. Williamson</u>	<u>Quarterly</u>

*Strategy: Ensure adherence to policies through consistent code enforcement (CD04)*

**Goals Impacted:** Environment #1 & #2

Action Step	Lead Staff	By When
<del>Maintain code enforcement log</del>	<del>A. Hunter</del>	<del>Ongoing</del>
Code enforcement shifts on Saturdays (min 3/month in summer, busy weekends in winter)	A. Hunter	Ongoing
Deliver code enforcement report to <del>Commission</del> /Council	A. Hunter	<del>Monthly</del> <u>Biannually</u>
<del>Complete implementation of CityInspect enforcement module</del>	<del>A. Hunter</del>	<del>07/2023</del>
Annual code enforcement refresher with Public Safety staff	A. Hunter	04/ <u>2024</u> <u>2025</u>

*Strategy: Implement workforce housing plan (CD05)*

**Goals Impacted:** Economy #4

Action Step	Lead Staff	By When
<del>Develop/adopt inclusionary zoning requirement</del>	<del>B. Howser</del>	<del>07/2023</del>
<u>Complete affordable housing inventory (U of U Student Group)</u>	<u>B. Howser</u>	<u>07/2024</u>

*Strategy: Consider mutually beneficial annexations ~~of Aspen Meadows~~ (CD06)*

**Goals Impacted:** Culture #4; Environment #2; Economy #4

Action Step	Lead Staff	By When
<del>Incorporate fire station and inclusionary zoning in draft agreement</del>	<del>B. Howser</del>	<del>07/2023</del>
<del>Engineering review of development agreement</del>	<del>B. Howser</del>	<del>07/2023</del>
<del>Finalize legal format of draft agreement</del>	<del>B. Howser</del>	<del>07/2023</del>
<del>Complete Development Agreement process (approve or deny)</del>	<del>B. Howser</del>	<del>07/2023</del>
<del>Go through <u>Complete statutory</u> annexation procedures (pending development agreement approval)</del>	<del>B. Howser</del>	<del>10/08/2023</del> <u>2024</u>
<u>Brian Head Unit 3 Annexation</u>	<u>N. Leigh</u>	<u>10/23</u> <u>2024</u>



# STRATEGIES

## *Economic Development*

### EVENTS

*Strategy: Support special events which draw visitors to the community (ED01)*

**Goals Impacted:** Economy #2 & #3

#### Action Step

Coordinate public services through event permitting

#### Lead Staff

N. Leigh

#### By When

Ongoing

Explore fees for event services with discounts for newer events

N. Leigh

07/2024

Advertise all events week prior on social media

B. Howser

Ongoing

Research and present to Council drone show alternative

D. Benson

07/2024

4th of July fireworks (or drone show)

D. Benson

07/20232024

Modify events page on website to have updated events drawn from tourism bureau websitedatabase

B. Howser

07/2024

Redirect visitbrianhead.org to Town website visitor page

D. Benson

12/20232024

New Year's fireworks

N. Leigh

03/2024

Support BHFF to re-establish Snowmobile Poker Run

### BUSINESS RETENTION & ATTRACTION

*Strategy: General area marketing (ED02)*

**Goals Impacted:** Economy #2 & #4

#### Action Step

Quarterly business spotlight on social media

#### Lead Staff

B. Howser

#### By When

Quarterly

Update www.visitbrianhead.org

B. Howser

Monthly

Social media photo contests

B. Howser

Seasonally

Continue participation in winter marketing co-op

B. Howser

10/2023

Administer summer marketing co-op

B. Howser

10/2024

Administer winter marketing co-op

B. Howser

05/2025

Invite businesses to participate in marketing co-op

N. Leigh

03/2025

Apply for summer 2025-26 marketing co-op

B. Howser

06/20242025

Does Council still need more info from Maria???

*Strategy: Build needed public infrastructure for resort commerce (ED03)*

**Goals Impacted:** Economy #1 & #4; Environment #2

#### Action Step

Develop parking master plan with the Planning Commission

#### Lead Staff

L. Ross

#### By When

06/20242025

Work with USFS on campground plan for Bear Flat

B. Howser

06/20242025

Work with USFS on peak observation building restoration

B. Howser

06/20242025

Funding strategy for center turn lanes

B. Howser

06/2025



# STRATEGIES

*Strategy: License businesses to ensure health, safety, and welfare (ED04)*

**Goals Impacted:** Economy #1 & #4

Action Step	Lead Staff	By When
Implement CityInspect business licensing software	N. Leigh	09/07/2023-2024
<u>Revisit nightly rental ordinances/policy</u>	N. Leigh	07/2024

*Strategy: Facilitate mobility and decrease traffic through public transit (ED05)*

**Goals Impacted:** Economy #1 & #4; Environment #1 and #4

Action Step	Lead Staff	By When
Increase shuttle service as necessary to meet demand	B. Howser	Ongoing
<u>Work with Brian Head Resort on canyon shuttle pilot concept</u>	B. Howser	12/2023
<u>Explore feasibility of Town buy-in on Resort employee shuttle</u>	B. Howser	10/2024
<u>Price out canyon visitor shuttle (up-and-down with existing shuttles, with a midday run down the canyon)</u>	B. Howser	10/2024
<u>Put QR code with shuttle map on shuttle sign and info kiosks</u>	B. Howser	11/2024

*Strategy: Provide core goods and services which are not provided by private businesses (ED06)*

**Goals Impacted:** Economy #1 & #4

Action Step	Lead Staff	By When
Maintain retail fuel service <del>until new gas station is built</del>	N. Leigh	Ongoing
<u>Identify potential space in the community for medical clinic</u>	B. Howser	Ongoing
Identify potential space for child care business in community	B. Howser	Ongoing
<u>Prepare financial plan for early payoff of fuel tank debt</u>	B. Howser	07/2023

*Strategy: Encourage resort-commercial development within Village Core (ED07)*

**Goals Impacted:** Economy #1 & #4; Environment #2

Action Step	Lead Staff	By When
<u>Assemble land for potential parking projects</u>	B. Howser	06/2024
<u>Broker preliminary master planning meeting with property owners</u>	B. Howser	06/2024
<u>Develop financial plan for Village Way parking expansion</u>	B. Howser	06/2025
<u>Develop lot behind Town Hall to all-weather overflow parking</u>	A. Biasi	10/2024
<u>Resolve ice rink/Zamboni drainage issue</u>	B. Howser	10/2024



# STRATEGIES

## *Strategy: Operate Visitor Center (ED08)*

**Goals Impacted:** Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
Distribute brochures weekly	D. Calloway	Weekly
Annual guest services training (winter and summer)	D. Calloway	Biannual
<u>Attend brochure swap</u>	<u>D. Calloway</u>	<u>Annual</u>
<u>Saturday coverage???</u>		

## *Strategy: Beautify Brian Head (ED09)*

**Goals Impacted:** Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
<u>Improve/landscape edges of Chair 1 Parking Lot</u>	<u>A. Biasi</u>	<u>07/2023</u>
Complete pilot dumpster enclosures	A. Biasi	07/ <u>2023</u> <u>2024</u>
Refurbish/beautify Town entryway signs ( <u>finish up planter, etc</u> )	A. Biasi	07/ <u>2023</u> <u>2024</u>
Prepare tree by Mall for Christmas lights ( <u>make it permanent</u> )	A. Biasi	09/ <u>2023</u> <u>2024</u>
<u>Plan Christmas Village at Bristlecone Plaza</u>	<u>D. Calloway</u>	<u>09/2023</u>
Work with Cedar Breaks Lodge on <u>vegetative additional</u> screening of maintenance yard	B. Howser	09/ <u>2023</u> <u>2024</u>
<u>Ice feature at Bear Flat well</u>	<u>A. Biasi</u>	<u>10/2023</u>
Snowmelt/Cement/Masonry replacement at Town Hall	A. Biasi	10/2023
<u>Include Core Beautification Bond on election ballot</u>	<u>N. Leigh</u>	<u>11/2023</u>
<u>Replace any defective holiday lights and purchase add'l lights</u>	<u>D. Calloway</u>	<u>10/2024</u>
Holiday wrap wayfinding signs, skier bridge & tree by Mall <u>entryway signs, Town Hall, and pavillion</u>	A. Biasi	11/ <u>2023</u> <u>2024</u>
<u>Community holiday tree lighting day(s)</u>	<u>D. Calloway</u>	<u>11/2024</u>
Evaluate effectiveness of dumpster enclosures and set plan for expansion	A. Biasi	<u>12/10/</u> <u>2023</u> <u>2024</u>
<u>Design street light beautification project</u>	<u>B. Howser</u>	<u>09/2024</u>
<u>Design and implement trail lighting upgrade</u>	<u>B. Howser</u>	<u>09/2024</u>
<u>Steam Engine Dr beautification (deadfall/rocks in shoulders)</u>	<u>A. Biasi</u>	<u>10/2024</u>
<u>Reconvene Art Committee to scope out next public art piece</u>	<u>B. Howser</u>	<u>12/2024</u>

## *Strategy: Better Connect Town with Businesses (ED10)*

**Goals Impacted:** Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
Visit with business owners individually to discuss issues/concerns	B. Howser	Quarterly
Business community breakfasts	B. Howser	Semi-Annual
<u>Attend Parowan Chamber of Commerce meetings</u>	<u>B. Howser</u>	<u>Ongoing</u>
<u>Work with Parowan City to fund chamber position and expand Parowan Chamber to Parowan/Brian Head Chamber</u>	<u>B. Howser</u>	<u>09/2024</u>
Notify Brian Head businesses of <u>Parowan</u> -Chamber meetings	N. Leigh	Ongoing



# STRATEGIES

State of the City address to Cedar City Chamber of Commerce

B. Howser 02/20242025

## *Strategy: Preserve Dark Skies (ED11)*

**Goals Impacted:** Economy #1 & #2; Culture #4; Environment #1, #2 & #3

Action Step	Lead Staff	By When
Work with major businesses/condos to bring private lighting into dark sky compliance	B. Howser	06/20242025
Create/send dark skies flyer to Brian Head cabin owners	B. Howser	1207/20232024
<del>Find out lighting enforcement options from Ombudsman</del>	<del>B. Howser</del>	<del>12/2023</del>

## *Strategy: Rebrand Brian Head Town (ED12)*

**Goals Impacted:** Economy #1 & #2; Environment #4

Action Step	Lead Staff	By When
Complete rebranding implementation schedule	B. Howser	09/2023

## *Strategic Planning*

### *Strategy: Foster strategic thinking and action throughout the organization (SP01)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Executive strategic planning reviews	S. Williamson	Monthly
<u>Work with ClearGov to Develop</u> new Council update report	<u>B. Howser</u>	<u>0907/20232024</u>
<u>Work with ClearGov to refine the action step update process</u>	<u>B. Howser</u>	<u>07/2024</u>
Plan 2024 strategic planning tour	B. Howser	0607/2024
<u>Carry out 2024 strategic planning tour</u>	<u>B. Howser</u>	<u>09/2024</u>

### *Strategy: Gather data to help shape policy and strategy (SP02)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Sales tax database updates	S. Williamson	Monthly
Annual resident satisfaction survey	N. Leigh	10/20232024
Finalize sales tax database and input historical data	S. Williamson	12/20232024
<u>Send annual email to residents/owners requesting input for strategic planning retreat</u>	<u>N. Leigh</u>	<u>12/2023</u>
Develop car count plan and annual report	D. Benson	1207/20232024
<u>Investigate UDOT car count data</u>	<u>B. Howser</u>	<u>12/2024</u>



# STRATEGIES

*Strategy: Align resources with objectives in short and long term (SP03)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Strategic planning retreat	S. Williamson	01/ <u>2024</u> <u>2025</u>
Strategic plan update	S. Williamson	03/ <u>2024</u> <u>2025</u>
Budget adoption	S. Williamson	06/ <u>2024</u> <u>2025</u>

*Strategy: Engage with the State Legislature to guard against pre-emption of local autonomy and unfunded mandates (SP04)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Actively support Iron County Council of Gov'ts legislative efforts	B. Howser	Ongoing
Contact legislative representatives regarding proposed legislation that has potential ramifications for Brian Head, our Iron County neighbors, or cities/towns in general	B. Howser	Ongoing
Actively participate in weekly Legislative Policy Committee mtgs during legislative session	B. Howser	03/ <u>2024</u> <u>2025</u>

## *Financial Management - GAIN EFFICIENCIES IN ORDER TO MAXIMIZE RESOURCES*

*Strategy: Receive and invest funds for greatest return at very low risk (FM01)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Compile existing financial policies into a single document	N. Leigh	07/ <u>2023</u> <u>2024</u>
<u>Enhanced Service Fee database updates</u>	N. Leigh	Quarterly

*Strategy: Maximize grant revenue to offset tax burden on residents and local businesses (FM02)*

**Goals Impacted:** Economy #3 and General

Action Step	Lead Staff	By When
<u>Town staff select projects for each grant</u>	S. Williamson	08/2024
Apply for restaurant tax grant	S. Williamson	10/ <u>2022</u> <u>2024</u>
Apply for Office of Outdoor Recreation grants ( <u>Town Trail IV</u> )	S. Williamson	02/ <u>2023</u> <u>2025</u>
Complete Community Dev Block Grant (if we qualify)	S. Williamson A. Burton	02/2023/2024



# STRATEGIES

Apply for regional project for Community Funding Program	B. Howser	03/ <u>2024</u> <u>2025</u>
Apply for Recreation Trails Program funding	S. Williamson	<u>04</u> <u>03</u> / <u>2024</u> <u>2025</u>
Apply for Land & Water Conservation Fund funding (if available)	S. Williamson	04/ <u>2024</u> <u>2025</u>
Apply for Federal Lands Access Program funding (if available)	S. Williamson	06/ <u>2024</u> <u>2025</u>
<del>Get projects from Hwy 143 Transportation Plan onto STIP/TAP</del>	B. Howser	<u>06</u> / <u>2024</u>
Apply for water/sewer DEQ Grants	A. Biasi	06/ <u>2024</u> <u>2025</u>
<del>UDOT TAP funding for crosswalks/shuttle stops</del>	B. Howser	<u>06</u> / <u>2024</u>
<del>UDOT TAP funding for Town Trail Phase IV</del>	B. Howser	<u>08</u> / <u>2024</u>

*Strategy: Minimize the risk of losing resources to injury or lawsuit (FM03)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Safety committee meetings	S. Williamson	<u>Monthly</u>
<u>Administer safety incentive competition and trainings</u>	B. Howser	<u>Biannually</u>
<u>Administration Dept Kantola trainings</u>	B. Howser	<u>Biannually</u>
<u>Public Works Kantola trainings</u>	A. Biasi	<u>Biannually</u>
<u>Public Safety Dept Kantola training</u>	D. Benson	<u>Biannually</u>
<u>Annual town wide Kantola trainings</u>	S. Williamson	<u>12/2023</u>
Annual safety inspection of public buildings	A. Biasi <u>L. Ross</u>	<u>12/2023</u> <u>2024</u>
<u>Revitalize safety incentive program</u>	S. Williamson	<u>12/2023</u>

*Strategy: Maximize efficiency through sound purchasing practices (FM04)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Bid out audit service	S. Williamson	<u>07/2024</u>
<u>Bid out VOIP service</u>	N. Leigh	<u>07/2023</u>
Bid out general engineering services	A. Biasi	<u>09/07/2023</u> <u>2024</u>
<u>Bid out general engineering service</u>	A. Biasi	<u>12/2023</u>
<u>Bid out municipal building cleaning services</u>	N. Leigh	<u>09/2024</u>

*Strategy: Prepare and share clear and accurate financial information (FM05)*

**Goals Impacted:** Culture #1 & General

Action Step	Lead Staff	By When
<u>Transaction transparency report</u>	S. Williamson	<u>Quarterly</u>
<u>Employee compensation transparency report</u>	S. Williamson	<u>Annual</u>
Prepare annual RDA report	S. Williamson	<u>10/06/2023</u> <u>2025</u>
Carry out annual financial audit and prepare CAFR	S. Williamson	<u>12/2023</u> <u>2024</u>
Prepare annual impact fee report	S. Williamson	<u>01/12/2024</u>
Prepare budget document according to GFOA guidelines	S. Williamson	<u>04/2024</u> <u>2025</u>



# STRATEGIES

**Strategy:** Set fee levels that cover costs but don't deter investment in the community (FM06)

**Goals Impacted:** Economy #3

Action Step	Lead Staff	By When
<del>PAR Tax Renewal Election</del>	N. Leigh	11/2023
Impact fee update	S. Williamson	<del>12/2023</del> 2024
<del>Calculate and consider street utility fee</del>	S. Williamson	12/2024
<del>Report to Council on Streets Utility Fees</del>	B. Howser	12/2023
<del>Implement 5th Fifth Transportation Tax (if available)</del>	B. Howser	12/2023
Recalculate disproportionate STR license fees	B. Howser	04/20242025
Update utility fee financial model and review with Council	S. Williamson	04/20242025
Update and adopt consolidated fee schedule	S. Williamson	06/20242025

*Personnel Management - ENGAGE STAFF IN ORDER TO MAXIMIZE QUALITY OF SERVICE*

**Strategy:** Encourage employee physical, mental and emotional wellness (PM01)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Renew PEHP health plan	S. Williamson	12/2024
Hold Healthy Utah Fair	S. Williamson	03/2025
Hold URS personal retirement planning event	S. Williamson	06/10/2024

**Strategy:** Establish a friendly and cohesive work environment (PM02)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Quarterly pot-lucks	A. Hunter	Ongoing
Annual holiday party	A. Hunter	12/2024

**Strategy:** Recognize and Reward staff capable of providing "Resort Town Quality" service (PM03)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Council recognition for certifications, advancements, etc	Dep't Heads	Ongoing
Instant recognition bonuses	S. Williamson	Ongoing
Public recognition of 5, 10, 15, 20 year service awards	Dep't Heads	Ongoing
Award surplus bonuses (if surplus is available)	S. Williamson	09/2024
Employee Christmas cards	B. Howser	12/2024
Update compensation planning benchmarked at 85 <sup>th</sup> percentile	S. Williamson	03/2025



# STRATEGIES

of the market and implement

**Strategy:** *Help employees progress toward their ideal through comprehensive goal setting (PM04)*

**Goals Impacted:** General

**Action Step**

Annual strategic/personal development check-in with employees

**Lead Staff**

B. Howser

**By When**

Ongoing



# STRATEGIES

## PUBLIC SAFETY DEPARTMENT STRATEGIES

The Public Safety Department carries out a variety of day-to-day duties which are critical to the strategic approach of the Town. These include providing 24-hour coverage of the Town, increasing manpower/coverage during busy weekends/holidays, responding to hazard calls as they arise, providing traffic control during events, carrying out fire inspections as needed, and attending various trainings. For the sake of brevity, these are not all listed under a strategy in this plan, but man hours of money spent on them will be included in the Budget Document under the corresponding strategy. The action steps listed below are explicitly spelled out in the plan because they are new, involve significant cost, represent policy or administrative direction, or require a certain degree of follow-up and accountability.

### General Public Safety Strategies

**Strategy:** Prepare for emergencies by utilizing Nat'l Incident Mgt System (ICS) and the Town's Emergency Operations Plan (EOP) (PS01)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Complete ICS 100 for all new Town staff and elected officials	D. Benson	05/2025
<u>Review and Update</u> <u>Complete</u> Brian Head EOP	D. Benson	06/2025

**Strategy:** Promote emotional and physical health and wellness necessary to meet the demands of a public safety officer (PS02)

**Goals Impacted:** General

Action Step	Lead Staff	By When
<u>Create Employee Assistance Program consistent with state statute</u>	D. Benson	09/2023
Participate in organized "Pride Hike" with all Public Safety staff	D. Guymon	10/2024
<u>Apply for funding from State for Employee Assistance Program</u>	D. Benson	12/2023
Mandatory annual mental health evaluation	A. Burton	01/2025
Annual pack test	D. Benson	06/2025
<u>Provide quarterly health and wellness trainings</u>	A. Burton	06/2025

**Strategy:** Improve community image and visibility (PS03)

**Goals Impacted:** Culture #1 & #2

Action Step	Lead Staff	By When
Weekly posts on Brian Head Public Safety Facebook page	A. Burton	Weekly
Annual Public Safety open house during 4 <sup>th</sup> of July	A. Burton	07/2024
Fireman pancake breakfast	D. Benson	07/2024
Labor Day parade	D. Benson	09/2024
Interfaith "9-11" gathering	D. Benson	09/2024
<u>Participate in the annual Red Ribbon Week at Parowan Elementary</u>	D. Abbott	11/2024



# STRATEGIES

"Hero Day" at Brian Head Resort Annual Fire Extinguisher Training for business/general public	D. Benson D. Abbott	03/2025 06/2025
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*Strategy: Respond to public safety emergencies as they arise (PS04)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Calendarize and conduct marshal truck and equipment inspections	D. Guymon	Quarterly

*Strategy: Proactively provide emergency medical treatment for residents and visitors (PS05)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Assist fire personnel in advancing medical training	J. Burton	Ongoing
Provide biannual community CPR, AED, first aid course	D. Abbott	Bi-Annually
Acquire new 12 Lead ECG	J. Burton	01/2025
<del>Set up annual</del> <ins>Annual</ins> preventative service maintenance on 12 lead monitors	J. Burton	01/2024 <del>2025</del>
Maintain our annual Quick Response Unit Certification	J. Burton	01/2025
<del>Acquire tourniquets for each firefighter/marshal</del> <ins>(TCCC) Tactical Combat Casualty Care training</ins>	J. Burton	01/2024
Certify all Marshals as EMT's (New Recruit)	J. Burton	04/2024
<ins>Provide a wilderness medical responders course</ins>	J. Burton	06/2025

## *Marshal's Office Strategies*

*Strategy: Provide a proactive and highly visible police presence throughout the Town during all hours of the day and night (MA01)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Patrol every road in the community once per shift	D. Guymon	Ongoing
Perform nightly security checks on our 24-hour businesses	D. Benson	Ongoing
Display vehicles on heavy weekends	D. Benson	Ongoing
Perform physical and visual checks of business properties that are closed for operation during evening and night hours	D. <u>Guymon</u>	Ongoing
Conduct focused traffic enforcement shifts along SR-143	C. Mathews	Quarterly



# STRATEGIES

*Strategy: Train Deputies and give tools necessary to maintain a true public safety response (MA02)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Dive team trainings	J. Morgan	Quarterly
Biannual firearms qualification	J. Bettridge	Biannual
40 hours per year of EMS training per marshal	J. Burton	Annually
36 hours of fire training per year per marshal	D. Benson	Annually
40 hours of Law Enforcement training per year per marshal	D. Guymon	Annually
2 Dive team operations (dives) per year	J. Morgan	Annually
Annual Ice Rescue training refresher	B. Benson	Annually
30 hours of crisis intervention (mental health) training	D. Guymon	Annually
Audit Evidence Room	C. Mathews	Annually
<u>Review Evidence handling policy and refresh Marshal's</u>	<u>C. Mathews</u>	<u>12/2023</u>
<u>Review body camera storage and refresh handling policy</u>	<u>C. Mathews</u>	<u>12/2023</u>
<u>Update weapon lights for patrol rifles</u>	<u>J. Bettridge</u>	<u>12/2023</u>
<u>Acquire an extra large dog kennel for animal calls</u>	<u>J. Bettridge</u>	<u>12/2023</u>
Animal "catch pole" for vicious animals/dogs	J. Bettridge	12/2024
<u>Send 1 deputy to the Utah County Firearms Instructor Course</u>	<u>J. Bettridge</u>	<u>06/2025</u>
<u>Acquire 1 set of breaching tools</u>	<u>D. Abbott</u>	<u>06/2025</u>

*Strategy: Provide heightened police coverage during peak times (MA03)*

**Goals Impacted:** Economy #2 & #3 and General

Action Step	Lead Staff	By When
Utilize electronic message board for events	A. Dunlap	Ongoing
Deploy speed trailer on Hwy 143 during holiday/event weekends	A. Dunlap	Ongoing
Deploy car counter during heightened traffic events and times	A. Dunlap	Ongoing
Strictly enforce illegal parking issues	D. Benson	Ongoing

*Strategy: Keep Brian Head a multi-recreational community through OHV education and enforcement (MA04)*

**Goals Impacted:** Economy #1 & #3 and General

Action Step	Lead Staff	By When
Strictly enforce OHV issues	D. Benson	Ongoing
Dedicated OHV/Snowmobile enforcement shifts on weekends	<u>A. Dunlap</u>	<u>Ongoing</u>
<u>Maintain electronic speed signs at key points</u>	<u>A. Dunlap</u>	<u>07/</u>
<u>Team up with UDOT to install electronic speed sign on SR 143</u>	<u>D. Benson</u>	<u>07/2023</u>
Use message board to educate on new OHV laws	A. Dunlap	11/2024
Bi-weekly social media posts on OHV education	A. Burton	11/2024
<u>Recruit part-time deputy pool to help with 24/7 enhanced coverage</u>	<u>D. Benson</u>	<u>06/2025</u>



# STRATEGIES

## Fire Department Strategies

**Strategy:** Ensure that trained fire personnel and appropriate equipment are available to fight fire in Brian Head (FD01)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Acquire 1 gas clip monitors	D. Benson	12/2023
<u>Acquire rollout bed for Rescue #71</u>	D. Abbott	<u>12/2023</u>
<u>Acquire 2 cordless "sawzalls" for fire and rescue events</u>	D. Abbott	<u>12/2023</u>
<u>Acquire compressor for SCBA/SCUBA tanks (partial grant)</u>	D. Abbott	<u>12/2023</u>
Acquire outboard motor for dive/rescue boat	D. Benson	12/2023
Refurbish Engine #761 with a new bed and poly tank	D. Abbott	04/2024
Replace 1000' of worn hose on structural engines	D. Abbott	01/2025
Acquire suction hose for Timberwolf	D. Abbott	01/2025
<u>Repair foam system on Timberwolf</u>	D. Abbott	<u>01/2025</u>
Repairs to ladder truck to bring to certification standard	D. Benson	01/2025
Paint ladder truck	D. Benson	01/2025

**Strategy:** Retain and recruit wildland fire division personnel that can respond to fires outside of our community (FD02)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Recruit an Engine Boss	D. Benson	Ongoing
Hire seasonal fire crew to do fuels mitigation and contract wildfire	D. Benson	07/2024

**Strategy:** Train all fire department personnel in the strategies and tactics used for structural and wildland fires as well as rescue operations (FD03)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Complete a Structural FFI and FFII course	D. Abbott	12/2024
Create a training schedule for regular meetings that refresh fire department members on current tactics	D. Abbott	01/2025

**Strategy:** Keep our commercial properties safe from fire hazards (FD04)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Process all recurring inspections every two years	N. Leigh	Ongoing
Monitor snow removal from around private hydrants and require	D. Abbott	Ongoing



# STRATEGIES

property management/homeowners to remedy problems		
Re-evaluate 3 "Fire Pre-plans" quarterly on commercial properties and make appropriate adjustments to pre-plan	D. Abbott	Quarterly
Conduct annual fire inspections and hold accountable for remedying hazards found	D. Benson	06/ <u>2025</u>

**Strategy:** Work to improve Brian Head Insurance Service Office (ISO) rating (FD05)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Maintain NFIRS/UFIRS compliance	A. Burton	Ongoing
Maintain fire apparatus and record a maintenance log	D. Abbott	Monthly
Annually inspect/flow test all hydrants and record results in GIS	A. Biasi/ <u>D. Benson</u> 06/2025	

**Strategy:** Expand fuels reduction projects in and around Brian Head (FD06)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Track private fuel mitigation projects	A. Burton	Ongoing
Archery Range fuel reduction project (Phase II)	Wildland Crew	09/2024
Town chipping project	<u>A. Burton</u>	09/2024
Educate public on proper fuels mitigation/chipping pile prep	A. Burton	09/2024
Assist with community burn projects	D. Benson	09/2024
<u>Pursue becoming a</u> <del>Research the</del> "Fire Wise Community" and apply for recognition	D. Benson	
		10/ <u>2024</u>
Burn slash piles on Manzanita Trail	Wildland Crew	11/2024
<del>Fall hazard trees on Hwy 143</del>	<del>Wildland Crew</del>	<del>11/2023</del>
Assist <u>our</u> <del>in re establishing a</del> Wildland Community Preparedness Committee to communicate with raw landowners regarding fire mitigation	D. Benson	06/2025

**Strategy:** Work with Special Assessment Areas to improve fire protection through expanded infrastructure (FD07)

**Goals Impacted:** General

Action Step	Lead Staff	By When
Guide potential sponsors through petition process	S. Williamson	As Needed
Provide notice, hold hearings, create resolutions and ordinances to establish SAA's	S. Williamson	As Needed
Secure financing/bonds for approved SAA projects	S. Williamson	As Needed



## PUBLIC WORKS DEPARTMENT STRATEGIES

The Public Works Department carries out a variety of day-to-day duties which are critical to the strategic approach of the Town. These include certain maintenance functions, snow removal, and training. For the sake of brevity, these are not all listed under a strategy in this plan, but man hours of money spent on them will be included in the Budget Document under the corresponding strategy. The action steps listed below are explicitly spelled out in the plan because they are new, involve significant cost, represent policy or administrative direction, or require a certain degree of follow-up and accountability.

### *Streets Strategies*

#### *Strategy: Maintain and improve gravel roads (ST01)*

##### **Goals Impacted:** General

Action Step	Lead Staff	By When
Mag Chloride <u>(2)</u> treatment on Aspen, Mountain View, Forest, -Fox Run, Falcon, OHV Trail, Hidden Lake, Upper Hunter, Snowflake	T. Gurr	06/2024
Road blading on all dirt roads	<u>R. Rose</u>	07/2024
<u>Road base on Autumn, Highland &amp; Paddington</u>	<u>R. Rose</u>	08/2023
Fix damaged areas of millings	R. Rose	08/2024
Earth Bind on Upper Hunter Ridge (trial basis)	<u>K. Beaumont</u>	09/2024
<u>Road base on Irish Trail, Old Mill</u>	<u>T. Gurr</u>	09/2023
Improve Drainage <del>on Lee Street and Park-u-Pine Walk</del>	<u>M. Hepworth</u>	09/2024
<u>Bring Deer Trail to standard, improve drainage along with proposed water line extension</u>	R. Rose	09/2024
<del>Improve Drainage on Deer Trail Where Water drains from Steam Engine. Work with Water main project in this areae</del>	R. Rose	09/2024
Install road base with EarthBind on CBME SAA Roads	<u>K. Beaumont</u>	09/2024
<u>Install millings on Gurr Well Rd, Shady Dell and Fir per schedule</u>	K. Beaumont	09/2024
<u>Bring up to standard: 450 East/400 North/Copper Ln</u>	T. Gurr	09/2023
<u>Centerline bring up to standard Sunrise Circle and Blue Jay Way</u>	K. Beaumont	09/2024
<u>Work with homeowners on portions of Cory Cir and, Arrow Leaf improvements</u>	<u>A. Biasi</u>	09/2024
<u>Improve drainage and culvert alignment on Snowflake</u>	R. Rose	09/2024

#### *Strategy: Maintain paved roads (ST02)*

##### **Goals Impacted:** General

Action Step	Lead Staff	By When
Beautify Corner of Steam Engine and Alpine Court	<u>R. Rose</u>	08/2024
Improve Drainage on Steam Engine starting from Alpine Court and ending at open ditch	<u>N. Wallis</u>	08/2024



# STRATEGIES

Oversee Cross Gutter Construction on Circle Drive	T. Gurr	09/2024
<del>Broom rental and Sweep paved streets before/after major weekends</del> N. Wallis		10/2024

## *Strategy: Implement Streets Master Plan (ST03)*

### Goals Impacted: General

Action Step	Lead Staff	By When
<u>Asphalt Repair Chip first portion of Ridge View</u>	A. Biasi	09/2024
<u>Pave Highland Drive</u>	A. Biasi	09/2024
<u>Crack Seal Phase II of Ridge View Streets Master</u>	R. Rose	09/2024
<u>Design 2025 Streets Project/Hold Fall Walk Thru</u>	A. Biasi	10/2024
<u>Bid Out 2025 Project</u>	A. Biasi	02/2025

## *Strategy: Train staff to provide highest quality maintenance in safest manner possible (ST04)*

### Goals Impacted: General

Action Step	Lead Staff	By When
Attend Snow Conference	A. Biasi	Ongoing
Attend PWX Conference (every other year)	A. Biasi	Ongoing
<u>Train Code Enforcement Officer in Pub Works Admin</u>	A. Biasi	07/2023
Mountain Village Benchmarking	A. Biasi	10/2024
Attend UDOT Annual Conference	A. Biasi	10/2024
Streets, materials, and operator training	A. Hunter	05/2025
<u>Attend Ground Water Conference</u>	A. Biasi	12/2024

## *Strategy: Snow Removal (ST05)*

### Goals Impacted: Economy #3 & General

Action Step	Lead Staff	By When
Clear each road within 4 hours and after 4" of accumulation	T. Gurr	Ongoing
<u>Update snow removal policy for expedited road widening and expanded snow storage capacity (pending budget allotment)</u>	A. Biasi	10/2024
Fill out storm plan before each storm and share with Public Safety	T. Gurr	Ongoing
<u>Purchase equipment/develop program for chloride application for better snow melting in lower temps</u>	A. Biasi	09/2024
<u>Purchase Skid Loader z-lug tracks</u>	A. Biasi	08/2023
Prepare snow removal equipment for season	N. Wallis	09/2024
<u>New skid loader blower</u>	A. Biasi	09/2023
<u>Additional backup hydraulic blower (pending surplus allotment)</u>	A. Biasi	09/2023
<u>Wrap Equip Snow Cat</u>	A. Biasi	10/2024
Materials acquisition (salt/cinders)	A. Hunter	10/2024
Repair and purchase tire chains	N. Wallis	10/2024
Maintenance and repair of blowers (in-house)	K. Beaumont	10/2023



# STRATEGIES

Identify a snow dump site/Snow hauling plan	A. Biasi	10/2024
Build equipment turnaround on Ski View Drive	C. Leigh	10/2024
Revise Snow Removal policy for trail and Village Way/ <u>Parking and temporary one-way designation</u>	A. Biasi	10/2024

## *Strategy: Street Lights & Signs (ST06)*

**Goals Impacted:** Economy #1 & #3, Environment #4

Action Step	Lead Staff	By When
Identify and replace/repair damaged signs	<u>M. Hepworth</u>	<u>07/2024</u>
<del>Complete Street Light removal/replacement project</del>	<del>B. Howser</del>	<del>06/2024</del>
<del>Select new Commercial Core street sign package</del>	<del>B. Howser</del>	<del>06/2024</del>

## *Strategy: Improve multi-modal transportation options (ST07)*

**Goals Impacted:** Economy #1; Culture #1 & #3, Environment #2, #3 & #4

Action Step	Lead Staff	By When
Replace/add solar lighting along Town Trail	<u>T. Kutcher</u>	<u>07/2024</u>
Re-Paint crosswalks on paved trail	<u>B. Johnson</u>	<u>07/2024</u>
Install benches <u>and pet waste bags</u> along Town Trail	A. Biasi	08/2024
<u>Identify areas of Phase 1 that need to be re-constructed and include into Phase 4 construction</u>	A. Biasi	09/2024
<u>Engineering Town Trail Phase 4/ Hold Fall Walk Thru</u>	A. Biasi	09/2024
<u>Apply for funding for Town Trail Phase</u>	A. Biasi	09/2024
<u>Bid Oversee construction</u> Town Trail Phase 4 Construction	A. Biasi	02/2024
Seal coat Phase 2/3/Pond Trail	<u>B. Johnson</u>	<u>09/2024</u>
Enhanced signage directing pedestrians to Town Trail	B. Johnson	09/2024
<u>Install new snowmobile trail signage</u>	B. Johnson	09/2024

## *Parks & Recreation Strategies*

### *Strategy: Maintain recreation infrastructure at high quality (PK01)*

**Goals Impacted:** Culture #2, Economy #1 & #3

Action Step	Lead Staff	By When
Clean and maintain park and Chair 1 restrooms	Seasonal Crew	Ongoing
Post summer/winter safety signs at park	B. Johnson	Ongoing
Attend Trails Conference	A. Biasi	Ongoing
Overseed and fertilizer around pond	B. Johnson	07/2024
Repaint basketball/pickleball court lines	B. Johnson	07/2024
Inspect/repair playground equipment	B. Johnson	07/2024
Inspect/repair picnic pads/tables/BBQ racks	B. Johnson	07/2024
Inspect/repair irrigation around pond	B. Johnson	07/2024
Re-sod areas of pond grass pods as needed	B. Johnson	07/2024



# STRATEGIES

Crack seal/seal coat basketball/pickleball courts	B. Johnson	09/2024
<u>Remove board edges from grass and level up</u>	T. Kutcher	09/2024
<u>Install uniform signage for snowmobile trail</u>	B. Johnson	10/2023

## *Strategy: Expand/Enhance Open Space & Recreation Opportunities (PK02)*

**Goals Impacted:** Environment #4; Economy #1 & #2

Action Step	Lead Staff	By When
Contract to plant additional trees at pond (tree committee)	B. Johnson	07/2024
<u>Design Pavilion Improvement Project</u>	<u>A. Biasi</u>	<u>09/07/2024</u>
<u>Prep site for art installation</u>		
<u>Add retaining to cut behind playground</u>	B. Johnson	07/2023
<u>Raise dirt and install new cement pads (2) improve drainage</u>		
<u>Complete grass/paved trail plaza</u>		
<u>Raise dirt and install new cement pads (2) improve drainage</u>	B. Johnson	10/07/2024
<u>Complete grass/paved trail plaza</u>		
<u>Oversee contracted installation of playground</u>	B. Johnson	07/2023
Design pond <u>algae control oxygenation</u> plan	<u>B. A. Johnson</u> <u>Biasi</u>	
		07/2024 <sup>43</sup>
<u>Master plan "Archery Range" with Dog Park/Pump Track</u>	B. Howser	07/2024
<u>Design and construct dog park</u>		
<u>Add disk golf hole at Bristlecone Park</u>	<u>A. Biasi</u>	<u>09/2024</u>
<u>Rebuild volleyball court (drainage improvements/border/etc.)</u>	B. Johnson	09/2023
Add signage on Town Trail Phase III re: Meadow Preserve	B. Howser	09/2024
<u>Locate/design dog park</u>	<u>B. Howser</u>	<u>12/2024<sup>43</sup></u>
Put a conservation easement on the Meadow	B. Howser	12/2024
<u>Replace dock ramp and widen dock</u>	A. Biasi	10/2024

## *Strategy: Enhance trails system consistent with Trails Master Plan (PK03)*

**Goals Impacted:** Environment #3; Economy #1 & #3

Action Step	Lead Staff	By When
Open backcountry trails for the season	Seasonal Crew	07/2023
Annual maintenance/repairs on ATV Trail (clear back brush)	<u>R. Rose</u>	<u>07/2024</u>
<u>Construct/Maintain</u> Parowan OHV Connector Trail	<u>R. Rose</u>	<u>09/07/2024</u>
Install Manzanita connector steps handrail	<u>B. Johnson</u>	<u>07/2024</u>
Maintain drainage on Paved Trails (shoulder/crack seal work)	<u>T. Kutcher</u>	<u>07/2024</u>
Cut back vegetation as needed on Paved Trails	<u>T. Kutcher</u>	<u>07/2024</u>
<u>Work with Resort to ensure Chair 1 restrooms are open yr round</u>	<u>B. Howser</u>	<u>08/2023</u>
Mag Chloride on OHV Trail (twice)	A. Biasi	09/2024
Complete Manzanita scenic overlook <u>and trailhead</u>	<u>B. Johnson</u>	<u>09/2024</u>
<u>Complete Manzanita restroom/trailhead improvements</u>	T. Gurr	09/2023
<u>Oversee contracted completion of Manzanita Lower Loop</u>	<u>B. Howser</u>	<u>09/2023</u>
GIS for trail features inventory phase 1 and 2	<u>M. Hepworth</u>	<u>09/2024</u>
<u>Create plan with developer for restoration of Alpine Creek Loop</u>	<u>B. Howser</u>	<u>12/2023</u>
<u>Construct Aspen Meadows Loop West Rim</u>	B. Howser	10/2024
<u>Install routed wood directional signage on Aspen Meadows Loop</u>	B. Johnson	10/2024
<u>Bring OHV Trail signage back in line with signage plan</u>	B. Johnson	07/2024



# STRATEGIES

Designate snowshoe trail parking and provide QR code map at south entrance      B. Howser      11/2024

## Asset Management Strategies

### Strategy: Administer Depreciable Asset Replacement Program (AM01)

#### Goals Impacted: General

Action Step	Lead Staff	By When
Replace computers/electronics according to schedule	B. Howser	Ongoing
Look for used forklift	A. Biasi	Ongoing
Revisit grader replacement plan	A. Biasi	07/2024
Order grader replacement (pending results of reworked plan)	A. Biasi	07/2024
Create Scada Program Management Plan	A. Biasi	07/2024
<u>Replace Jumping Jack Compactor</u>	A. Biasi	07/2023
Acquire equipment/tools for new PW Operators	A. Biasi	09/2024
<u>Purchase Hydraulic Hose Repair station</u>	A. Biasi	09/2024
<u>Purchase bolt bins and shelving for shop consumables</u>	Replace steam cleaner	A. Biasi
	Replace plasma cutter	09/2024
Replace chainsaws <u>as needed</u>	A. Biasi	Ongoing
Add year-round loader and half year track hoe	A. Biasi	Ongoing
Replace two snowmobiles (pass down to PW)	D. Benson	10/2024
Replace two Deputy Marshal vehicle	D. Benson	10/2023
<u>Replace Skid Loader</u>	A. Biasi	10/2024
<u>Replace 12' Truck Plow</u>	A. Biasi	10/2024
<u>Purchase used transport trailer</u> <del>of</del> <u>for</u> <u>dump trucks</u>	A. Biasi	10/2024
<u>Purchase side discharging bucket for skid loader for trail shoulders</u>	A. Biasi	07/2024

### Strategy: Maintain Public Facilities (AM02)

#### Goals Impacted: Culture #1, Environment #4

Action Step	Lead Staff	By When
Fix problems from quarterly inspections	<u>M. Hepworth</u>	Ongoing
Attend tax sale to look for land for Town facilities	B. Howser	05/2024
<u>Potential Phase 1 of PW Remodel Project</u>	A. Biasi	10/2024
Clean carpets annually at Town Hall & Public Safety annually	C. Wallis	06/2024
Re-Design PS Bldg parking lot	A. Biasi	10/2024
<u>Identify</u> Fix sewer issues at Town Hall	A. Biasi	10/2024
<u>Site Development planning</u> for New PW Building	A. Biasi	10/2024
<u>Engineer</u> New PW Building	A. Biasi	10/2024
<u>Bid out</u> Construction (pending site availability)	A. Biasi	02/2025



# STRATEGIES

## *Strategy: Refine GIS Program (AM03)*

### Goals Impacted: General

Action Step	Lead Staff	By When
Ongoing training for GIS Aldo	A. Biasi	Ongoing
Ongoing training for Public Works staff on GIS data collection	A. Biasi	09/2024

## *Water System - PROVIDE SAFE, AFFORDABLE WATER VIA A RELIABLE STORAGE AND DISTRIBUTION SYSTEM*

## *Strategy: Meet State DEQ water quality standards (WA01)*

### Goals Impacted: General

Action Step	Lead Staff	By When
Division of Drinking Water trainings (as available)	A. Hunter	Ongoing
Monthly/Annual testing per DEQ schedule	C. Leigh	Monthly
Maintain chlorination equipment	<u>M. Hepworth</u>	07/2024
Develop <u>yearly</u> List of required Tests/Reports and when they are due	<u>A. Hunter</u>	<u>Ongoing</u>
Rural Water training	A. Hunter	03/2025

## *Strategy: Ensure sufficient water supply (WA02)*

### Goals Impacted: General

Action Step	Lead Staff	By When
Distribute water conservation flyer to condos	A. Hunter	Monthly
Inclinometer Readings Fall/Spring	A. Biasi	Semiannually
<u>Town Hall Well rehab (Grant Pending)</u>	<u>A. Biasi</u>	<u>07/2023</u>
<u>Review base rate allotment and tiers for water billing</u>	<u>S. Williamson</u>	<u>07/2023</u>
<u>Set up water acquisition fund for subdivision pool fees</u>	<u>S. Williamson</u>	<u>07/2023</u>
<u>Consider policy to increase water acquisition fund charge</u>	<u>S. Williamson</u>	<u>07/2024</u>
Fill Snow Making Pond	A. Biasi	08/2024
<u>Oversee Construction of New Well</u> <u>Design/bid out new well (grant pending)</u>	<u>A. Biasi</u>	<u>09/03/2024</u>
<u>Install auto valve and vault for improved snow making control</u>	<u>M. Hepworth</u>	<u>10/2024</u>
<u>Figure out psi for resort shop problem</u>	<u>M. Hepworth</u>	<u>10/2024</u>

## *Strategy: Maintain & Improve Water Storage & Distribution System (WA03)*

### Goals Impacted: General

Action Step	Lead Staff	By When
Repair system leaks/breaks/etc	K. Hatch	Ongoing
Continue to Audit/Maintain existing water meters and	A. Hunter	Ongoing



# STRATEGIES

— replace defective meters		
Purchase <u>Hydrant Buddy Tool</u> <u>Hydrant fire flow testing equipment</u>	A. Biasi	<u>07/07/2024</u>
<u>Purchase Hot tapping kit for services</u>	A. Biasi	<u>07/2023</u>
<u>Purchase small well inspection camera</u>	A. Biasi	<u>07/2024</u>
Identify all properties that need shut off valves at property lines	C. Leigh	<u>08/2024</u>
Install Shut off on Property Line at Saw Mill Condos	R. Rose	<u>08/2024</u>
Install hydrants or flush points for no dead-end lines	R. Rose	<u>09/2024</u>
PRV maintenance	<u>K. Beaumont</u>	<u>09/2024</u>
Dive and clean next tank on list ( <u>Million</u> )	T. Gurr	<u>09/2024</u>
Exercise all valves for maintenance	C. Leigh	<u>09/2024</u>
<u>Install Power Hook Up at Half Million Gallon Tank</u>	C. Leigh	<u>09/2023</u>
Oversee Generator Install at Million Gallon Pump Station	<u>A. Biasi</u>	<u>09/2024</u>
<u>Install new access hatch to Town Hall Well</u>	R. Rose	<u>09/2023</u>
Oversee/Inspection of the mainline extension projects	A. Biasi	<u>10/2024</u>
<u>Oversee/Inspection of Water Infrastructure Projects</u> <u>Trail Rd lateral installations</u>	A. Biasi	
		<u>10/2024</u>
Gather Data to Engineer Projects from grant application	A. Biasi	<u>10/2024</u>
Investigate and move Snowflake Booster to Town Hall Well	<u>M. Hepworth</u>	<u>10/2024</u>
<u>Develop Lead and Copper Inventory layer in GIS</u>	A. Biasi	<u>10/2023</u>
<u>Investigate moving meter collection to Tower Reads</u>	A. Biasi	<u>10/2023</u>
Re-locate Dry Canyon Meter for better operation	<u>K. Beaumont</u>	<u>10/2024</u>
<u>Identify/Design/Bid additional infrastructure grant projects (grant pending)</u>	A. Biasi	
		<u>02/2025</u>
<u>Install Voltage Monitors on wells and pump station site</u>	R. Rose	<u>10/2023</u>
<u>Bid Projects from Infrastructure</u>		
<u>Grant (Grant Pending)</u>	A. Biasi	<u>02/2025</u>

## *Sewer System Strategies - SAFELY AND AFFORDABLY DISPOSE OF SANITARY SEWER INTO AN APPROVED TREATMENT FACILITY*

### **Strategy: Maintain & Improve Wastewater Collection System to DEQ Standards (SE01)**

#### Goals Impacted: General

Action Step	Lead Staff	By When
Repair system leak	T. Gurr	Ongoing
Send Out Information on Infiltration to Condos/Residents for improvement	A. Hunter	<u>Ongoing</u>
Leaks of possible illegal sump pump connections to the sewer		
Camera/Clean 20% of system	T. Gurr	<u>09/2024</u>
Locate and mark manholes in dirt (GPS)	A. Biasi	<u>09/2024</u>
Hunt down and destroy infiltration	<u>NR. Wallis</u>	<u>Reese 09/2024</u>
Make inventory of manholes needing steps/Install what we can	<u>NR. Wallis</u>	<u>Reese 09/2024</u>
<u>Oversee Construction of Canyon Line Project</u>	A. Biasi	<u>10/2023</u>
Collect Data to Engineer Sewer Projects (Pending Funding)	A. Biasi	<u>10/2024</u>



# STRATEGIES

Bid Infrastructure Grant Projects (Pending Funding)	A. Biasi	02/2025
<u>Test Bear Flat Well Semi Annually for Nitrate Monitoring Program</u>	A. Biasi	Ongoing
<u>Over see Construction of Ponderosa, Snow shoe? Toboggan sewer Project</u>	A. Biasi	09/2024
<u>Locate and GPS Sewer Manholes in Canyon from forebay to BH</u>		
<u>Sewer meter for flow capacity study</u>	A. Biasi	09/2024

*Strategy: Treat wastewater consistent with DEQ standards (SE02)*

**Goals Impacted:** General

Action Step	Lead Staff	By When
Work with Parowan and Aspen Meadows to expand treatment capacity	B. Howser	Ongoing
Meet quarterly with Parowan to review flows and costs	B. Howser	Quarterly
<u>Purchase Sampler to Collect Lagoon Data for expansion</u>	A. Biasi	07/2023
<u>Delineate process for Sewer District creation</u>	B. Howser	09/2023
Work with Parowan to Collect Lagoon Data for expansion	A. Biasi	10/2024
<u>Work with Dept of Health to complete septic density study</u>	A. Biasi	11/2023
<u>Hold Sewer District stakeholder summit</u>	B. Howser	12/2023
<u>Participate with Parowan in sewer treatment expansion project</u> <u>preliminary engineering</u>	B. Howser	10/2024

## Solid Waste Strategies

*Strategy: Collect solid waste regularly consistent with State regulations (SW01)*

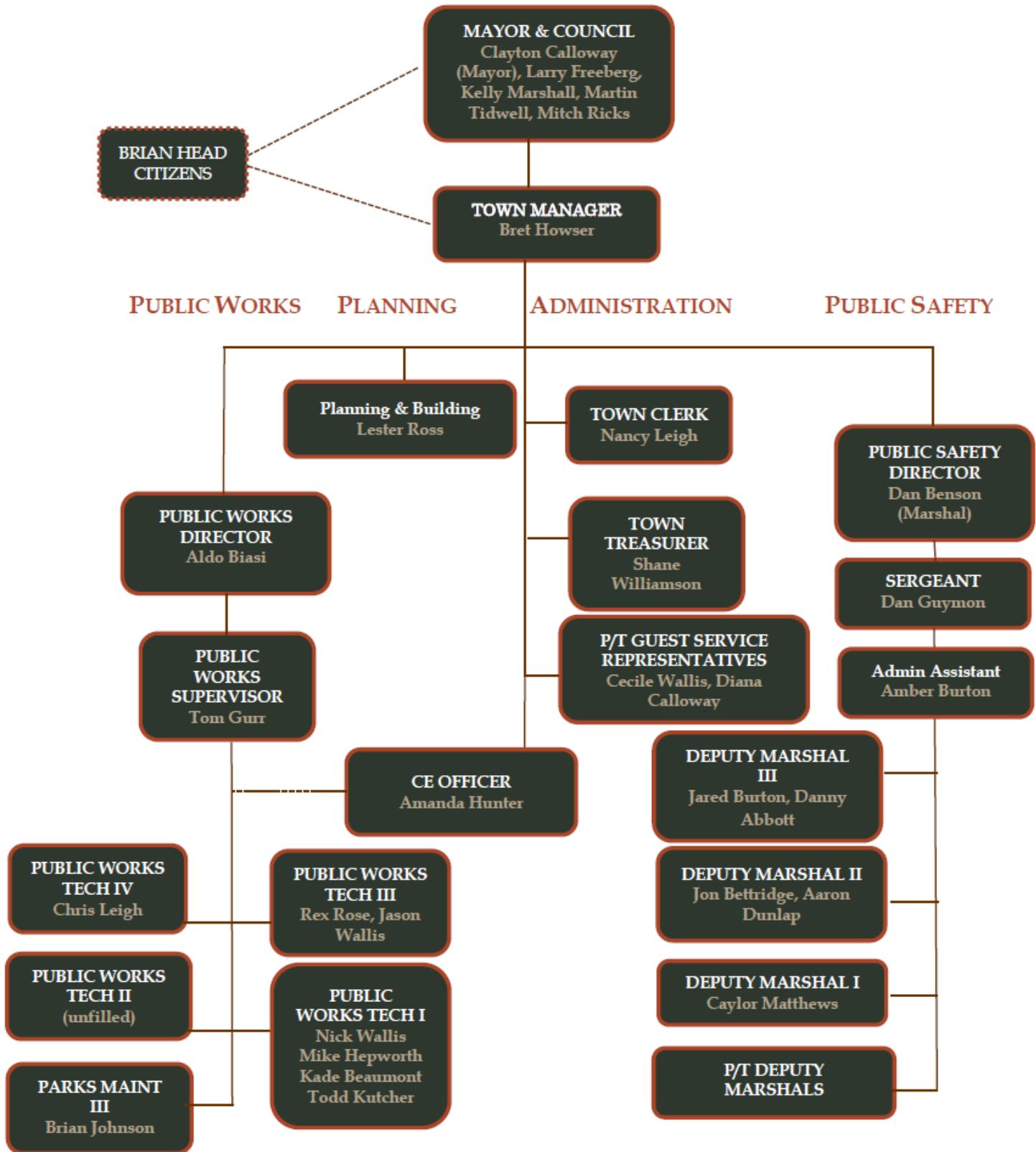
**Goals Impacted:** Environment #1 & #4, and Economy #3

Action Step	Lead Staff	By When
Trash collection Monday, <u>Wednesday, Friday, Saturday, Sunday and Friday</u> (Summer)	T. Gurr	Ongoing
Trash collection Mon, Wed, Fri, Sat, Sun (Winter)	T. Gurr	Ongoing
Enhanced collection service during peak times	T. Gurr	Ongoing
<u>Repaint run down dumpsters</u>	J. Wallis	Ongoing
Purchase new lids/containers as necessary	A. Hunter	Ongoing
Maintain approaches to dumpster locations	J. Wallis	Ongoing
Implement community cleanup dumpster twice year	A. Hunter Biasi	09/2024





# APPENDICES

BRIAN HEAD TOWN – ORGANIZATIONAL CHART

## **APPENDIX B**

Final FY 2024 Quarterly Strategic Update Report will be inserted upon completion





## ITEM: ENGINE BRAKES NOISE ORDINANCE

**AUTHOR:** Bret Howser  
**DEPARTMENT:** Administration  
**DATE:** March 12, 2024  
**TYPE OF ITEM:** Legislative Action

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**SUMMARY:**

The Council will consider an ordinance modifying §4-3 and §6-2 of the Town Code restricting engine brakes in Brian Head.

**BACKGROUND:**

Given the sharp uptick in construction traffic and noise in recent summers in Brian Head, the community has expressed growing concern. The Council has asked to have a discussion around the Town's noise ordinances, particularly as it pertains to engine brake noise. An initial discussion was held on October 24, 2023, in which staff was directed to work with UDOT to restrict engine brake noise on Hwy 143 between Georg's and Apple Annie's, and to bring an ordinance that calls out engine brake decibel limits.

**ANALYSIS:**

In recent months, staff has been working with UDOT to determine how engine brakes can be restricted on Hwy 143. Earlier this week, staff received a final determination from UDOT:

*Per the Study Guidelines, we've determined that Engine Brake Restriction signing can be considered for this roadway segment based on the following criteria:*

- *The existing posted speed limit is less than 55 mph (it's 35 mph for part of the segment and 30 mph for the other part).*
- *It appears that there is not a "steep downgrade" (as defined by the Section 2C.16 of the Manual on Uniform Traffic Control Devices) between MP 14.25 and MP 16.0.*
- *There is not a history of "runaway, heavy truck rear-end or brake failure crashes" in the last 5 years in that area.*
- *Stopping Sight Distance appears to be sufficient along SR-143 in that area.*

*The thing I was waiting on was the opportunity to drive through Brian Head and visually review the sight distance, which I was able to do last Thursday morning.*

*The sign location you proposed on the north end of town seems appropriate (near Aspen Drive / RP 14.25). But I think the sign on the south end of town needs to be near RP 16.1 (37°41'08.3"N 112°51'12.2"W) -- about 250 ft north of the "reverse curve" warning sign near the Kristi Condominium. The downgrades coming into town seem to be steeper south of that area.*

UDOT requires three items from the Town:

- A local noise ordinance that applies to the area to be signed. Such language is included in the ordinance Council is now considering.
- A letter of commitment for local enforcement (staff can draft and provide this)
- Agreement from the Town to reimburse for costs incurred to fabricate/install signage (estimated at \$2,500 to \$3,000). The proposed signage (UDOT standard) is attached to this report.

The Council also wished to limit engine brakes elsewhere in Town which exceed unreasonable decibel levels, acknowledging that some engine brakes are not so loud that they are a problem and some are so loud that they can be heard across the entire town. So rather than ban all engine brakes during certain times, the idea is to restrict certain engine brakes that are a particular nuisance. Language has been included in the proposed ordinance to that effect.

Staff set the proposed decibel limitation the same as we have previously set in our code for OHVs – 99 decibels at a distance of 20 inches – for consistency's sake. Some [research](#) shows that the decibel range of a properly muffled engine brake is about 80 decibels. So, it is possible that at 99 decibels we would be missing some improperly muffled engine brakes. But in all likelihood, enforcement on this issue will not involve an actual measurement of the engine brake noise at 20 inches away (that actually sounds pretty dangerous), so I'm not sure the actual decibel limitation figure will make a difference. This just gives officers the opportunity to pull over an obvious offender and have the conversation.

#### **FINANCIAL IMPLICATIONS:**

The Town will need to supply roughly \$2,500 to \$3,000 one-time for signs, likely in June – so that's FY 2024 budget. Staff can find that money in contingency.

#### **BOARD/COMMISSION RECOMMENDATION:**

N/A

#### **STAFF RECOMMENDATION:**

The proposed ordinance language represents staff's recommendation.

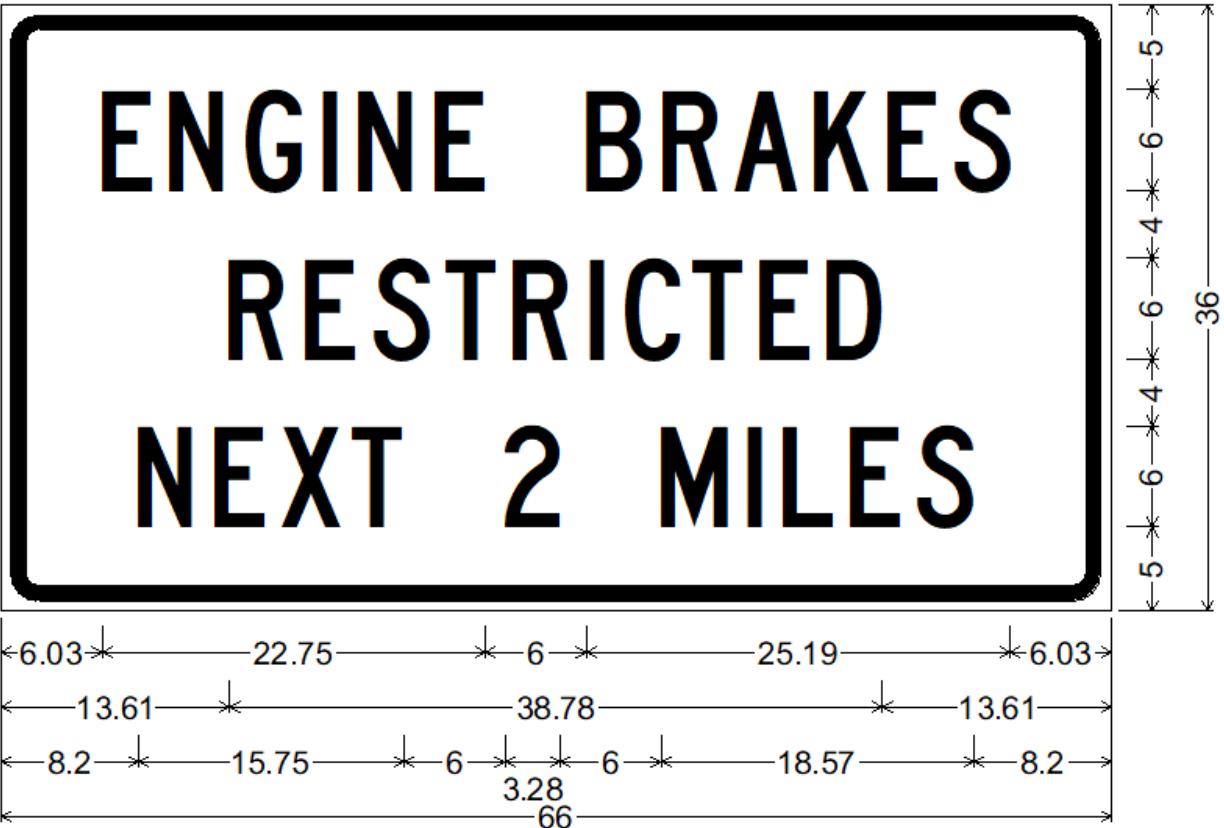
#### **PROPOSED MOTION:**

I move to adopt ordinance number 24-002 amending §4-3 and §6-2 of the Town Code restricting engine brakes within Brian Head Town, as presented.

#### **ATTACHMENTS:**

A – Engine Brake Noise Ordinance

B – Proposed UDOT Engine Brake Restriction Signage.



RS14-7a1 ENGINE BRAKES RESTRICTED NEXT 1000 FEET Sign Conventional;  
2.25" Radius, 0.88" Border, 0.63" Indent, Black on White;  
"ENGINE BRAKES", C; "RESTRICTED", C; "NEXT 2 MILES", C;



## ORDINANCE NO. 24-\_\_

**AN ORDINANCE AMENDING BRIAN HEAD TOWN CODE, TITLE 4, CHAPTER 3, NUISANCES AND TITLE 6, CHAPTER 2, TRAFFIC PROVISIONS RESTRICTING DYNAMIC BRAKING DEVISE OR SYSTEM COMMONALLY KNOWN AS JAKE BRAKES WITHIN THE TOWN OF BRIAN HEAD AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, whenever compression brakes commonly known as Jake Brakes are engaged, they emit a loud noise due to the rapid release of compressed air that occurs during engine braking;

**WHEREAS**, the loud noise from engine brakes interrupts sleep, disrupt conversations, interferes with the quiet enjoyment of property, and creates exposure to high level of noise;

**WHEREAS**, Title 4 of the Brian Head Town Code establishes regulations concerning the health and sanitation of the town;

**WHEREAS**, Title 4, Chapter 3 of the Brian Head Town Code establishes regulations governing specific nuisances;

**WHEREAS**, Brian Head Town Council has determined that it would be in the public's interest to mitigate noise pollution within the Town by restricting the use of dynamic braking devices and systems (Jake or engine brakes), except in emergency situations; and

**WHEREAS**, the Brian Head Town Council has determined that the health, safety and welfare of Brian Head Town and its residents and guests will be served by amending the Title 4, Chapter 3 Nuisances;

**WHEREAS**, the Town Council has the authority to adopt this ordinance pursuant to Utah Code Annotated 10-3-702, and hereby exercises its legislative powers in doing so.

**NOW THEREFORE, BE IT ORDAINED BY THE BRIAN HEAD TOWN COUNCIL, OF BRIAN HEAD, UTAH:**

**SECTION 1.** Ordinance No. 24-\_\_ (attachment A) is hereby adopted by reference as Title 4, Chapter 3 Nuisances, and Title 6, Chapter 2 Traffic Provisions Generally into the Brian Head Town Code; and

**SECTION 2. Effective Date.** Upon this Ordinance being adopted by the Brian Head Town Council of Iron County, Utah, all provisions of this ordinance shall be incorporated into the Brian Head Town Code, Title 4, Chapter 3 Nuisances.

**SECTION 3. Repealer:** All provisions of the Brian Head Town Code that are inconsistent with the express terms of this ordinance shall be repealed. All other provisions of the Brian Head Town Code shall remain in full force and effect as codified.

**SECTION 4. Conflict:** To the extent of any conflict between other Town, County, State, or Federal ordinances or regulations, and this ordinance, the more restrictive is deemed to be controlling.

**SECTION 5. Severability Clause.** If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason, held invalid or unconstitutional by any court or competent jurisdiction, such portions shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

**PASSED AND ADOPTED BY THE BRIAN HEAD TOWN COUNCIL OF BRIAN HEAD TOWN, UTAH** this \_\_\_\_ day of March 2024 with the following vote:

*Town Council Vote:*

Mayor Clayton Calloway	Aye _____	Nay _____
Council Member Larry Freeberg	Aye _____	Nay _____
Council Member Martin Tidwell	Aye _____	Nay _____
Council Member Kelly Marshall	Aye _____	Nay _____
Council Member Mitch Ricks	Aye _____	Nay _____

**BRIAN HEAD TOWN**

By: \_\_\_\_\_  
Clayton Calloway, Mayor

**ATTEST:**

\_\_\_\_\_  
Nancy Leigh, Town Clerk

(SEAL)

**CERTIFICATE OF PASSAGE AND POSTING**

I hereby certify that the above Ordinance is a true and accurate copy, including all attachments, of the Ordinance passed by the Town Council on the \_\_\_\_ day of March 2024, and have 2023 and have posted a summary of the ordinance within a conspicuous location to-wit: Town Hall, and have posted it on the Utah Meeting Notice Website and on the Brian Head Town website, brianheadtown.utah.gov as per UCA§63-30-102.

*Nancy Leigh, Town Clerk*

DRAFT

**ATTACHMENT 'A'**  
Brian Head Town Code  
Title 4, Chapter 3 – Nuisances &  
Title 6, Chapter 2 – Traffic Provisions Generally

DRAFT

# Title 4 – Health, Sanitation & Environmental Concerns

## Chapter 3

### NUISANCES

#### 4-3-1: NUISANCE DEFINED:

#### 4-3-2: AUTHOR OF NUISANCE:

#### 4-3-3: DECLARATION OF NUISANCES:

#### 4-3-4: ATTRACTIVE NUISANCES:

#### 4-5-5: EXEMPTIONS

#### 4-3-5: ENFORCEMENT AUTHORITY:

#### 4-3-6: ABATEMENT:

#### 4-3-7: PENALTY:

#### **4-3-1: NUISANCE DEFINED:**

A "nuisance" is a crime against the order and economy of the town and consists of unlawfully doing any act or omitting to perform any duty, which act or omission either: a) annoys, injures or endangers the comfort, repose, health or safety of three (3) or more persons; or b) offends public decency; or c) unlawfully interferes with, obstructs or tends to obstruct, or renders property dangerous for passage or public use. An act which affects three (3) or more persons in any of the ways above specified is not less a nuisance because the extent of the annoyance or damage inflicted on individuals is unequal. (1984 Code § 3-3-1)

#### **4-3-2: AUTHOR OF NUISANCE:**

When a nuisance exists upon property, and is the outgrowth of the usual, natural or necessary use of the property, the landlord thereof, or his agent, the tenant, or his agent, and all other persons having control of the property on which such nuisance exists, here such nuisance shall arise from the unusual or unnecessary use to which such property may be put, or from business thereon conducted, then the occupants, and all other persons contributing to the contrivance of such nuisance, shall be deemed the authors thereof. All "authors" of nuisances, as defined in this section, are subject to the penalty provided for in this chapter. (1984 Code § 3-3-2)

#### **4-3-3: DECLARATION OF NUISANCES:**

It shall be unlawful to cause, create, maintain or otherwise be the author of a nuisance within the town. Nuisances shall include, but not be limited to:

- A. Befouling water in any spring, stream, well or water source supplying water for culinary purposes;
- B. Allowing any privy vault or cesspool to become a menace to health;
- C. Permitting any garbage box or similar receptacle which has become unclean and offensive to remain on the premises; (1984 Code § 3-3-3)
- D. Burning garbage, leaves, grass or other refuse that emits any noxious odors; (1984 Code § 3-3-3; amd. 2010 Code)
- E. Allowing vegetable waste, garbage or refuse of any nature to accumulate;
- F. Permitting the accumulation of manure in any stable, stall, corral or yard;
- G. Permitting any waste, damaged merchandise, leaking barrels or boxes to become putrid or to render the atmosphere impure or unwholesome;
- H. Discharging or placing any offensive water, liquid, waste or refuse of any kind into any street, sidewalk, gutter, stream, natural watercourse or vacant lot, which is offensive or likely to become so;
- I. Permitting, keeping or collecting any stale or putrid grease or other offensive matter;
- J. Having or permitting any fly or mosquito producing condition;
- K. Bathing or washing in or near any public water supply, or to permit any animal to drink therefrom;
- L. Throwing or casting, or having thrown or cast, or allowing to remain upon or in any street, road or ditch, gutter, public place, private premises, vacant lot, watercourse, lake, spring or well, any house refuse, offal, garbage, dead animals, decaying vegetable matter, or organic waste substance of any kind;
- M. Permitting injurious or noxious weeds to grow on any land;
- N. Permitting any lot or excavation to become the repository of stagnant water or decaying substance;
- O. Obstructing the street or sidewalk without proper permit. (1984 Code § 3-3-3)
- P. Causing any person to complain that their peace has been disturbed by use of loud music, vehicle noise, loud speech, or other loud or offensive noise occurring after 10:00 pm or before 7:00 am. (Ord. 19-008, 7-8-2019)  
1) Vehicle noise emissions, including engine brake noise, may not exceed 99 decibels at a distance of 20 inches.

#### **4-3-4: ATTRACTIVE NUISANCES:**

It shall be unlawful to use, create, maintain or otherwise be the author of an attractive nuisance within the town. An "attractive nuisance" is any vacant lot or open area within which any of the following conditions occur and to which the public and particularly children have access:

- A. Ponding of water;
- B. Open pits, shafts, caves or dilapidated non-occupied buildings;
- C. Trash, debris or machinery;
- D. Large piles of loose sand, soil or rocks suitable for tunneling or digging by children. (1984 Code § 3-3-4)

#### **4-3-5: EXEMPTIONS:**

The following uses and activities shall be exempt from nuisance/noise regulations:

- A. Noise of safety signals, warning devices, and emergency pressure relief valves;
- B. Noise resulting from any authorized emergency vehicle when responding to an emergency call or in time of an emergency;
- C. Noise resulting from lawful emergency work;
- D. Noise resulting from lawful fireworks and noisemakers used for celebration of an official holiday;
- E. Any noise resulting from activities of temporary nature during periods permitted by law for which a license or permit has been approved by the town (not including engine brake noise restricted in this chapter or in Title 6 of the Brian Head Town Code);
- F. Any noise resulting from snowmaking and grooming activities at ski areas; and
- G. Any noise resulting from snow plowing or removal services. (amd. 2015 Ord. 15-001, 1-13-2015)

#### **4-3-6: ENFORCEMENT AUTHORITY:**

It shall be the duty of the public safety department to ascertain and cause all nuisances declared to be such in this chapter and coming within its t shall have authority in the daytime to enter any house, stable, store, or any building, in order to make an inspection; to enter upon all lots and grounds to cause the same to be cleaned or purified; and all noisome substances to be abated or removed. (1984 Code § 3-3-5)

#### **4-3-7: ABATEMENT:**

A. Notice To Abate Nuisance: Whenever the public safety department shall determine that any nuisance exists, it shall take the following steps to abate the same:

1. It shall ascertain the names of the owners and occupants and other authors of the nuisance and premises where the same exists.
2. Serve notice in writing upon the owner and occupant and other authors, either personally or by mailing notice, postage prepaid, addressed to them at their last known address, requiring the owner, occupant or author, or any or all of them, to eradicate or abate the same within such time as the notice shall provide, but in no case less than ten (10) days from the date of service of the notice.
3. Inform the person to whom such notice is given that in the event that the individual disagrees with the determination of a nuisance, that he may request a hearing before the town manager. If no such request for hearing is made and the nuisance is not abated within the ten (10) day period, official, legal notice shall be served upon the individual requiring his presence in court at a date and time certain.
4. The public safety department shall make proof of service of such notice under oath and the file the same in the office of the town clerk/recorder.
5. The hearing before the town manager shall be determinative based upon the facts and circumstances of the case. Any appeal made shall be to the district court. (1984 Code § 3-3-6; amd. 2010 Code)

B. Refusal To Abate Nuisance:

1. If any person, ordered by a notice served under subsection A of this section, and/or by a decision of the town manager, shall fail to conform to the notice and/or order therefrom, the public safety department shall employ all necessary assistance to cause such materials to be removed, destroyed or the nuisance otherwise abated. The public safety department shall prepare an itemized statement of all expenses incurred in the abatement of the nuisance and shall mail a copy thereof to the persons named in the notice demanding payment within twenty (20) days of the date of mailing. Said notice shall be deemed delivered when mailed by registered mail addressed to the person's last known address.
2. In the event that the person so notified fails to make the payment to the town treasurer within the twenty (20) day period, the town may either cause suit to be brought in the appropriate court for collection of the same, or may refer the matter to county authorities for collection by a lien on the property, as provided in Utah Code Annotated title 10, chapter 11, as amended, or both. (1984 Code § 3-3-7; amd. 2010 Code)

#### **4-3-8: PENALTY:**

Any author of a nuisance who violates any provision of this chapter shall be guilty of a class B

misdemeanor and, upon conviction in district court, subject to penalty as provided in section [1-4-1](#) of this code. (1984 Code § 3-3-8; amd. Ord. 87-008, 8-11-1987; 2010 Code)

# Title 6 – Motor Vehicles and Traffic

## Chapter 2

### TRAFFIC PROVISIONS GENERALLY

#### 6-2-1: PRIMA FACIE SPEED:

#### 6-2-2: LITTER UPON HIGHWAY:

#### 6-2-3: VEHICLES WITHOUT SNOW TIRES OR CHAINS:

#### 6-2-4: TRACKED VEHICLES PROHIBITED; EXCEPTIONS:

#### **6-2-1: PRIMA FACIE SPEED:**

Except as otherwise provided herein, the prima facie speed limits applicable to public streets shall be those provided by state law for the particular kind of street and nature of area through which the street runs. The public safety officer may, however, pursuant to his authority in section [6-1-2](#) of this title, post certain streets or portions of streets as having different speed limits, in which case the posted limit shall be the prima facie speed limit for that street or portion of street. Nothing in this section shall be construed to conflict with the power of state authorities to provide for different speed limits on streets and highways which are under their jurisdiction within the town. (1984 Code § 19-2-1)

#### **6-2-2: LITTER UPON HIGHWAY:**

No person shall throw, deposit or place in or upon a public street in the town any nails, tacks, crockery, scrap iron, tin wire, bottles, glass, boxes, wood, boards, stone, thorns or thorny clippings, or branches of a tree or bush, or any other article or thing likely to puncture the tire of any vehicle. (1984 Code § 19-2-3)

#### **6-2-3: VEHICLES WITHOUT SNOW TIRES OR CHAINS:**

It shall be unlawful for any car, truck or recreational vehicle to be without snow tires, studs or chains between the period of November 1 to April 30 of any ski season. Any and all vehicles discovered without snow tires or chains shall be ticketed, removed and/or impounded by the Town at the owner's ultimate expense. (Ord. 88-002, 2-23-1988)

#### **6-2-4: TRACKED VEHICLES PROHIBITED; EXCEPTIONS:**

No vehicle shall be operated upon any public street within the town unless the same is properly equipped with rubber or rubber and fabric tires. Except as otherwise set forth herein, no tracked vehicles or vehicles which, when operated, create a contact between the road surface and any metal portion of the vehicle, shall be operated for any purpose upon any public street. The provisions of this section shall not apply to or prohibit the operation of lawfully registered and operated snowmobiles, equipment actually engaged in the grooming of snowmobile trails or ski areas and traveling upon public streets only incident to such grooming activities, or any vehicle or equipment operated upon and in connection with the construction, repair, replacement or maintenance of the portion of the public street upon which they are being operated. (Ord. 04-008, 10-24-2004)

#### **6-2-5: ENGINE BRAKE RESTRICTIONS:**

Engine brakes are restricted on State Road 143 in Brian Head Town limits where posted and where such prohibition is allowed by UDOT safety review.