



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 (Click Here)
Via Zoom Meeting ID# 834 9387 4826
TUESDAY, MARCH 26, 2024 @ 1:00 PM

AGENDA

- A. CALL TO ORDER**
- B. PLEDGE ALLEGIANCE**
- C. DISCLOSURES**
- D. APPROVAL OF THE MINUTES:** March 9, 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. PATCHWORK PARKWAY ANNUAL REPORT.** Nancy Dalton & Rachelle Combs, Patchwork Parkway Committee. The Patchwork Parkway Committee will give their annual report and a request for 2024-2025 Project funding.
 - 2. A RESOLUTION AUTHORIZING NOT MORE THAN \$2,500,000 SEWER REVENUE BONDS, SERIES 2024, TO FINANCE SEWER SYSTEM IMPROVEMENTS; PROVIDING FOR THE PUBLICATION OF A NOTICE OF PUBLIC HEARING AND BONDS TO BE ISSUED; FIXING THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT, MATURITY, INTEREST RATE AND DISCOUNT OF THE BONDS; PROVIDING FOR THE RUNNING OF A CONTEST PERIOD; AND RELATED MATTERS.** Shane Williamson, Town Treasurer. The Council will consider a resolution for a sewer bond for sewer improvements.
 - 3. FISCAL YEAR 2025 STRATEGIC PLAN REVIEW/DISCUSSION.** Bret Howser, Town Manager. The Council will continue their review on the FY2025 Strategic Plan.
 - 4. FUTURE AGENDA ITEMS.** The Council will discuss potential items for future agendas..
- G. CLOSED SESSION OF THE TOWN COUNCIL** to discuss the character, professional competence, or physical or mental health of an individual.
- H. ADJOURNMENT**

Date: March 22, 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: PATCHWORK PARKWAY ANNUAL REPORT/FUNDING REQUEST

AUTHOR: Nancy Leigh, Town Clerk
DEPARTMENT: Administration
DATE: March 12, 2024
TYPE OF ITEM: Legislative Action

SUMMARY:

Nancy Dalton, Utah Patchwork Parkway Director, and Rachele Combs, Brian Head Representative, will give the annual report on the Utah Patchwork Parkway projects and funding requests.

BACKGROUND:

Since 2011 Brian Head Town has been a partner in the Utah Patchwork Parkway program when it was in the beginning stages for the Southern Utah area. Past Mayor Dutch Deutschlander was instrumental in bringing the Patchwork Parkway on-board and making Highway 143 a State Scenic Byway and then a designated National Scenic Byway.

Two other surrounding communities of Parowan and Panguitch have also partnered with the Patchwork Parkway program to help identify projects for the Scenic Byway program that includes interpretive signage along with other projects that Nancy Dalton will review during her annual report.

ANALYSIS:

Nancy Dalton and Rachele Combs will give the annual Patchwork Parkway report and talk about the 2024/2025 Byway Projects which includes funding requests that they will review with the Council.

Brian Head Town also has an annual contribution for the operating budget of \$1,500 that is identified from the Redevelopment Agency Fund.



FINANCIAL IMPLICATIONS:

Nancy will outline the funding requests to the Council for the upcoming 2024-2025 year for the Patchwork Parkway.

STAFF RECOMMENDATION:

PROPOSED MOTION:

I move to authorize the amount of \$_____ for the Patchwork Parkway Program as presented for the FY2025 budget.

ATTACHMENTS:

A - 2024 Patchwork Parkway Annual Report



Utah's Patchwork Parkway 2024 Annual Report March 2024

"Utah's Patchwork Parkway offers travelers a diverse patchwork of colors, cultures, and climates."

National Scenic Byway Program

In 2022, Congress reapproved project funding for the National Scenic Byway Program. Utah's Patchwork Parkway continues to participate in this program and the National Scenic Byway Foundation and its programs.

Local Scenic Byway Program

Utah's Patchwork Parkway Committee continues to work with the Utah Office of Tourism on issues that affect the State Scenic Byway Program, including marketing and legislative issues. Substitute SB28 – State Scenic Byways Amendments was passed by the Legislature. While the original contentious bill would have changed the make-up of the State Scenic Byway Committee and added the Outdoor Advertising Industry to the committee, this compromise bill extends the program to 2029, keeps the current State Scenic Byway Committee intact, keeps the decision-making process for new or removing scenic byways, segmentation, and approval of Corridor Management Plans intact at the local governmental level, but more clearly defines the how and when the State Legislature reviews and gives approval for new and removing scenic byways and Corridor Management Plans. This compromise bill provides a great opportunity for the State Scenic Byway Committee to make presentations to the State Legislative Interim Transportation Committee on how the State Scenic Program works and what is happening along our State Scenic Byways.

2024-25 Byway Projects

- The New Byway Billboard Design was installed last year with Iron County Tourism Office paying for the new design and one-year lease agreement. Iron County Tourism Office has agreed to pay this year's billboard lease. (Value of this year's contribution \$5,525)



- **FHWA Byway Grant Progress Report**

Utah's Patchwork Parkway's Interpretive Signage & Kiosks Project will construct nine (9) Interpretive Kiosk facilities, replace four (4) Byway Wayfinding/Directional metal signs; and produce printed and digital-accessible Interpretive materials.

All FHWA/UDOT contracts/agreements were signed by January 8, 2024. Along with post competition performance measurements reports as a new requirement, the hiring of consultants/contractors will go through FHWA/UDOT's Consultant Management Service (CMS). This is a benefit in saving Byway committee and administrative staff time as consultants/contractors will be selected from pre-approved lists (39 categories) and all invoices will go to CMS who will then pay the 80% and send the Byway a payment request for the 20% local match.

This is a two-year project with the local match being split over two budget years. The total cost of the project is \$312,358, with 80% NSBP match of \$249,886.40, and 20% Local Match of \$62,471.60. Local Match funds will come from the following:

Brian Head Town	\$15,823.67 cash	
Panguitch City	\$ 5,000 cash	In-kind Match \$10,823.67
Parowan City	\$ 5,000 cash	In-Kind Match \$10,823.67

The remaining Local Match will come from Garfield County and Iron County through their respective Tourism Marketing Grants application process in November 2024. Utah's Patchwork Parkway will submit grant applications to pay for the printed and digital marketing materials part of this grant project.

In April 2024, Utah's Patchwork Parkway will be invoicing the cities/town for Year 1 Cash Match of \$2,500 that was approved for in this current budget year.

Mainline Engineering of St. George has been hired to do the design work including interpretative content, design specifications and bid packets for the interpretative panels; design/construction specifications and bid packets for the interpretive kiosks; and design/cost estimates for the printed and digital interpretative materials. The first scoping meeting is scheduled for April 8, 2024 at the Parowan City Office.

- Utah's Patchwork Parkway has met with the DWR regarding Hidden Haven Trail accessibility issues. Now that state agencies are eligible to apply for Trail Rehabilitation grants from Utah Outdoor Recreation, they will be working with their resources to study the area and prepare a trail rehabilitation plan and submit a grant

application. The study phase will take at least three years to gather data and prepare the best solutions.

- Continue to participate in Vision Iron County’s PRO (Parks, Recreation & Open Space) committee to assist in identifying, collaborating, and implementing resources to achieve trails/open space goals and strategies.
- Support the Dixie National Forest Service in its effort to restore the Brian Head Peak Observation Shelter.
- Continue to implement Social Media/Website marketing strategies.
- Continue to assist the State Scenic Byway Committee in strengthening the State Scenic Byway Program.

Funding Request for Upcoming FY 2024-25

Purpose: Implement Marketing Strategies, apply for grants for community byway projects, upgrade and maintain website, byway administration and managing operating budget; and Year 2 funding request for the 2022 FHWA/Byway grant project.

Funding Request Share

	Operating Budget	2022 FHWA Grant Yr. 2	Total	Grant In-Kind Match
Brian Head Town	\$1,500	\$7,911	\$9,411	
Panguitch City	\$1,500	\$2,500	\$4,000	+ \$10,823 In-Kind
Parowan City	<u>\$1,500</u>	<u>\$2,500</u>	<u>\$4,000</u>	+ \$10,823 In-Kind
2024-25 Budget	\$4,500	\$12,911	\$17,411	+ 21,646 In-Kind

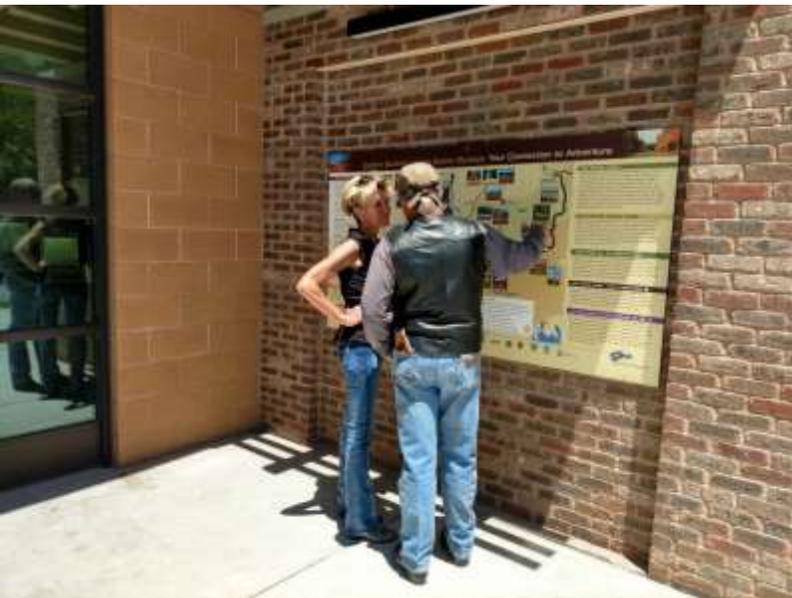


A Quick Review of Past Byway Projects for New Council Members



2010 FHWA Awarded Grant Project: ***Interpretive & Signage Master Plan and Sign Implementation Project***

Project is completed with the installation of the Regional Scenic Byways Interpretive Panel at Panguitch Visitor Center on June 9, 2018.



2010 FHWA Grant Contributions

FHWA	\$226,156
Garfield County	\$ 9,500
Iron County	\$ 9,500
Brian Head Town	\$ 28,039 includes match for Brian Head Sigs)
Panguitch City	\$ 4,750
Parowan City	<u>\$ 4,750</u>
Total	\$282,695

2012 FHWA Awarded Grant Project:
Parowan Entryway Signs



Entryway Signs and Kiosks finished with a Traveling Ribbon Cutting Ceremony in each community on July 10, 2013

2012 FHWA Grant Contributions	
FHWA	\$41,402
Parowan City	<u>\$17,292</u>
Total	\$58,694



2015 MAP-21/TAP Grant Projects

Utah's Patchwork Parkway prepared TAP Grant applications for Panguitch City, Parowan City, and Brian Head Town for Trails Master planning. All three grant applications were approved for funding by the Utah Joint Highway Commission's (JHC) rural projects subcommittee. Each community is moving forward with their projects.

- Panguitch and Western Garfield County Trails Master Plan – to develop a trails plan for the area including inventoring existing and future trails, trail mapping and trail guide brochure

Grant Contributions

MAP-21/TAP	\$46,500	(UDOT will take \$1,500 from this amount for Admin. Costs)
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Panguitch City \$ 3,500

Total Project Amount \$50,000

- Parowan City Trails Master Plan – consolidate trails into a written plan including inventory of existing and future trails, trail mapping, construction documents for three trailhead sites and trail guide brochure

Grant Contributions

MAP-21/TAP	\$32,550	(UDOT will take \$1,050 from this amount for Admin. Costs)
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Parowan City \$ 2,450

Total Project Amount \$35,000

- Brian Head Town Trails Master Plan – obtain ROWs/easements/licenses for trails access to complete their Trails Master Plan and construction documents for any trailhead sites that need additional development

Grant Contributions

MAP-21/TAP \$23,250

(UDOT will take \$750 from this amount for Admin. Costs)

Brian Head Town \$ 1,750

Total Project Amount \$25,000

**ITEM: 2024 SEWER REVENUE BONDS PARAMETERS RESOLUTION**

AUTHOR: Shane Williamson
DEPARTMENT: Administration
DATE: March 26, 2024
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will consider a resolution authorizing Sewer Revenue Bonds, Series 2024 in an amount not to exceed \$2,500,000 to fund the Town's sewer system improvements.

BACKGROUND:

The Town's Public Works Director, Aldo Biasi, applied for and received funding from the Utah Department of Environmental Quality to help fund various sewer projects, including collection lines in the Poderosa Drive, Snow Shoe Drive and Toboggan Circle areas. With the approval of the funding, the Town must go through the statutory bonding process to receive the funds, which begins with this parameters resolution.

ANALYSIS:

This parameters resolution serves as the first technical step in issuing sewer revenue bonds. The parameters resolution sets the maximum terms of the bonds and begins the public review process.

Parameters set for the bonds:

- Maximum Principal: in the aggregate principal amount of not to exceed \$2,500,000 (This is typically set higher than the amount you intend to issue, just in case something comes up and you need to increase)
- Maximum Term: to mature in not more than forty (35) years from their date or dates.
- Maximum Rate: rate or rates of not to exceed 5.00% per annum.
- Maximum Discount: 99% (Sometimes bonds are sold at less than their face value to make them more attractive to buyers or get a lower rate.)

A public hearing for the issuance of these bonds will be held in the Town Council meeting on April 23, 2024 at 1:00 P.M.

FINANCIAL IMPLICATIONS:

Issuing the bonds will require the town to repay the issues bond amount and all accrued interest. Currently, the Town has no direct outstanding sewer debt secured by a pledge of water revenues, however, we do have a legal agreement to pay a portion of the Parowan Sewer Lagoons bonds in the amount of around \$99,000 per year. However, the Parowan Sewer Lagoons bond expires in 2026.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends that the Council approve the attached parameters resolution. If the Council chooses to do so, staff will follow the steps to appropriately notify residents and gather public input and return with the Final Bond Resolution.

PROPOSED MOTION:

I move to adopt Resolution number 24-540 as presented.

ATTACHMENTS:

A - Parameters Resolution

**TOWN OF BRIAN HEAD, UTAH
SEWER REVENUE BONDS, SERIES 2024
PARAMETERS RESOLUTION**

MARCH 26, 2024

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING NOT MORE THAN \$2,500,000 SEWER REVENUE BONDS, SERIES 2024, TO FINANCE SEWER SYSTEM IMPROVEMENTS; PROVIDING FOR THE PUBLICATION OF A NOTICE OF PUBLIC HEARING AND BONDS TO BE ISSUED; FIXING THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT, MATURITY, INTEREST RATE AND DISCOUNT OF THE BONDS; PROVIDING FOR THE RUNNING OF A CONTEST PERIOD; AND RELATED MATTERS.

WHEREAS, pursuant to the provisions of the Utah Local Government Bonding Act, Title 11, Chapter 14, Utah Code Annotated 1953, as amended (the “Act”), the Town of Brian Head, Utah (the “Issuer”), has authority to issue revenue bonds for the municipal purposes set forth therein; and

WHEREAS, the Act provides for the publication of a Notice of Public Hearing and Bonds to be Issued, and the Issuer desires to publish such a notice at this time in compliance with the Act with respect to bonds to be issued by the Issuer pursuant to this Resolution and the Final Bond Resolution (as defined below); and

NOW, THEREFORE, it is hereby resolved by the Town Council of the Town of Brian Head, Utah, (the “Council”) as follows:

Section 1. The Council of the Issuer hereby finds and determines that it is in the best interests of the Issuer and its residents for the Issuer to issue not more than \$2,500,000 aggregate principal amount of its Sewer Revenue Bonds, Series 2024 which shall be designated as “Town of Brian Head, Utah, Sewer Revenue Bonds, Series 2024” (herein, the “Series 2024 Bonds”), the Series 2024 Bonds to bear interest at the rate or rates of not more than 5.50% per annum, to mature in not more than thirty-five (35) years from their date or dates, and to be sold at a price not less than ninety-eight percent (98%) of the total principal amount thereof for the purpose of financing improvements to the Issuer’s Sewer system, including installing wastewater lines, and related matters (the “Project”), all pursuant to this Resolution and a restated resolution to be adopted by the Council authorizing and confirming the issuance and sale of the Series 2024 Bonds (herein referred to as the “Final Bond Resolution” and substantially in the form attached hereto as Exhibit A), and the Issuer hereby declares its intention to issue the Series 2024 Bonds according to the provisions of this Resolution and the Final Bond Resolution, when adopted.

Section 2. The Issuer hereby calls a public hearing on April 23, 2024, at 1:00 p.m. or as soon thereafter as feasible, at the offices of the Issuer, to invite comment on the proposed Series 2024 Bonds and the economic impact of the Project on the private sector at the offices of the Issuer, at 56 N. Highway 143 in Brian Head, Utah.

Section 3. The Issuer hereby authorizes and approves the issuance and sale of the Series 2024 Bonds pursuant to the provisions of this Resolution and the Final Bond Resolution to be adopted by the Council at a later date, with such changes thereto as shall be approved by the Council upon the adoption of the Final Bond Resolution, provided that the principal amount, the interest rate, maturity, and discount shall not exceed the maximums set forth in Section 1 hereof.

Section 4. In accordance with the provisions of the Act, the Clerk of the Issuer is hereby authorized and directed to cause a “Notice of Bonds to be Issued Public Hearing” substantially in the form attached hereto as Exhibit B (the “Notice”) to be (1) posted on the Issuer’s website, (2) posted on the Utah Public Notice Website, and (3) posted at the Issuer’s office all at least 14 days before the Public Hearing, and to cause a copy of this Resolution (together with all exhibits hereto) to be kept on file in the office of the Issuer’s Clerk in Brian Head, Utah, for public examination during regular business hours of the Issuer, i.e., between 8:30 a.m. and 4:00 p.m. Monday through Friday, for at least thirty (30) days from and after the date of publication of the Notice.

Section 5. All parts of this Resolution are severable, and if any section, clause, or provision of this Resolution shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of any such section, clause or provision shall not affect the remaining sections, clauses or provisions of this Resolution.

Section 6. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed and this Resolution shall be in full force and effect immediately upon its approval and adoption.

Section 7. The Issuer hereby retains Eric Todd Johnson, with Johnson and Yellowhorse, as bond counsel for the Series 2024 Bonds and directs its officials and staff to assist him and his professionals.

Section 8. The Clerk of the Issuer is directed to complete and execute the Record of Proceedings attached hereto as Exhibit C to officially record the proceedings at which this Parameters Resolution was considered for adoption.

Section 9. The Issuer hereby declares its intention and it reasonably expects to reimburse expenditures with bond proceeds in accordance with Tres. Reg. § 1.150-2.

APPROVED AND ADOPTED: March 26, 2024.

Clayton Calloway, Mayor

ATTEST:

Nancy Leigh, Town Clerk

(SEAL)

EXHIBIT A

FINAL BOND RESOLUTION

(See Transcript Document No. __)

EXHIBIT B

NOTICE OF BONDS TO BE ISSUED PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of Brian Head, Utah (the “Issuer”) has obtain a commitment from the Utah Department of Environmental Quality, Water Quality Board for a loan, bearing interest at the rate or rates of 4.00% per annum, in the amount of \$1,900,000 for sewer system improvements, including installation of wastewater lines, and related improvements, and accordingly pursuant to the provisions of the Utah Local Government Bonding Act, Title 11, Chapter 14, Utah Code Annotated 1953, as amended, that on March 26, 2024, the Town Council (the “Council”) of the Issuer adopted a resolution (the “Resolution”) in which it authorized the issuance and sale of the Issuer’s Sewer Revenue Bonds, Series 2024 (herein, the “Series 2024 Bonds”) in an aggregate principal amount not to exceed \$2,500,000, to bear interest at a rate or rates not to exceed 5.50% per annum, to mature in not more than thirty-five (35) years from their date or dates, and to be sold at a price not less than ninety-eight percent (98%) of the total principal amount thereof. If the Series 2024 Bonds are issued in the maximum amount for the maximum maturity then the amount to be repaid will be approximately \$5,299,221. However, assuming the bonds are issued in the approved amount of \$1,900,000, bearing 4.00% interest for 30 years, then the amount to be repaid will be approximately \$3,424,931. The Issuer currently has no outstanding Sewer revenue bonds. As Sewer revenue bonds, no taxes will be pledged to secure the Series 2024 Bonds.

NOTICE IS FURTHER GIVEN that the Issuer called a public hearing for the purpose of inviting public comment on the proposed issuance of the Series 2024 Bonds and the economic impact that the improvements proposed to be financed with the Series 2024 Bonds will have on the private sector. No taxes will be pledged to secure the Series 2024 Bonds. The public hearing will be held on April 23, 2024, at 1:00 p.m., or as soon thereafter as feasible, at the Town of Brian Head Offices located at 56 N. Highway 143 in Brian Head, Utah.

The Series 2024 Bonds will be issued pursuant to the Resolution and a Final Bond Resolution to be adopted authorizing and confirming the sale of the Series 2024 Bonds (the “Final Bond Resolution”) for the purposes of (i) financing improvements to the Issuer’s Sewer system, including installation of wastewater line, and related matters, and (ii) paying the costs of issuing the Series 2024 Bonds.

A draft of the Final Bond Resolution in substantially final form was before the Council and was part of the Resolution at the time of the adoption of the Resolution by the Council (collectively, the “Bond Resolutions”). The Final Bond Resolution is to be adopted by the Council in such form and with such changes thereto as shall be approved by the Council upon the adoption thereof; provided that the principal amount, the interest rate, maturity, and discount of the Series 2024 Bonds will not exceed the maximums set forth above.

Copies of the Bond Resolutions are on file in the office of the Clerk of the Issuer in Brian Head Town, Utah, where they may be examined during regular business hours,

i.e., between 8:30 a.m. and 4:00 p.m. Monday through Friday, for at least thirty (30) days from and after the date of publication of this notice.

NOTICE IS FURTHER GIVEN that, for a period of thirty (30) days from and after the date of the publication of this notice, any person in interest shall have the right to contest the legality of the Bond Resolutions or the Series 2024 Bonds, or any provision made for the security and payment of the Series 2024 Bonds by filing a verified written complaint in the district court of their county of residence, and that after such 30-day period, other than referendum rights no one shall have any cause of action to contest the regularity, formality or legality thereof for any reason.

DATED: March 26, 2024.

/s/ Nancy Leigh
Town Clerk

EXHIBIT C

RECORD OF PROCEEDINGS

The Town Council (the “Council”) of the Town of Brian Head, Iron County, Utah (the “Issuer”), met in public session at the regular meeting place of the Town Council in Brian Head, Utah, on March 26, 2024 (the “Meeting”), at the hour of 1:00 p.m., or as soon thereafter as feasible, with the following members of the Council being present:

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

Also present:

Nancy Leigh	Town Clerk
Bret Howser	Town Manager

Absent:

which constituted all the members thereof.

After the Meeting had been duly called to order and after other matters were discussed, the foregoing resolution (the “Resolution”) was introduced in written form and fully discussed.

A motion to adopt the Resolution was then duly made by Council Member _____ and seconded by Council Member _____, and the Resolution was put to a vote and carried, the vote being as follows:

Those voting YEA:

Those voting NAY:

Those Abstaining:

Other business not pertinent to the Resolution appears in the minutes of the Meeting. Upon the conclusion of all business on the Agenda and motion duly made and carried, the Meeting was adjourned.

CERTIFICATE OF TOWN CLERK

I, Nancy Leigh, the duly appointed and qualified Town Clerk of the Town of Brian Head, Iron County, Utah (the “Issuer”), do hereby certify that the attached Resolution is a true, accurate and complete copy thereof as adopted by the Town Council of the Issuer at a public meeting duly held on March 26, 2024 (the “Meeting”). The persons present and the result of the vote taken at the Meeting are all as shown above. The Resolution, with all exhibits attached, was deposited in my office on March 26, 2024 and is officially of record in my possession.

I further certify that I posted the Notice of Public Hearing and Bonds to Be Issued on (1) the Issuer’s Website, (2) at the Issuer’s office, (3) on the Utah Public Notice Website, all at least 14 days before the April 26, 2024 public hearing.

IN WITNESS WHEREOF, I have hereunto subscribed my signature and impressed hereon the official seal of the Issuer, this March 26, 2024.

Nancy Leigh, Town Clerk

(SEAL)

CERTIFICATE OF COMPLIANCE WITH
OPEN MEETING LAW

I, Nancy Leigh, the undersigned Town Clerk of the Town of Brian Head, Iron County, Utah (the “Issuer”), do hereby certify, according to the records of the Issuer in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time and place of the March 26, 2024, public meeting (the “Meeting”) held by the governing body of the Issuer as follows:

(a) By causing a notice, in the form attached hereto (the “Meeting Notice”), to be posted at the principal office of the Issuer at least twenty-four (24) hours prior to the convening of the Meeting, the Meeting Notice having continuously remained so posted and available for public inspection until the completion of the Meeting; and

(b) By causing a copy of the Meeting Notice to be posted on the Issuer’s website at least twenty-four (24) hours prior to the convening of the Meeting; and

(c) By causing the Meeting Notice to be posted on the Utah Public Notice Website at least twenty-four (24) hours prior to the convening of the Meeting.

In addition, the Notice of 2024 Annual Meeting Schedule for the Issuer, attached hereto, specifying the date, time, and place of the regular meetings of the governing body of the Issuer to be held during the calendar year 2024 was (a) posted on December 12, 2023 at the principal offices of the Issuer, (b) posted on the Issuer’s website on March 21, 2024; and posted on the Utah Public Notice Website on March 21, 2024.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this March 26, 2024.

Nancy Leigh, Town Clerk

(SEAL)

(Attach Meeting Notice and Notice of 2024 Annual Meeting Schedule, including proof of posting thereof on the Utah Public Notice Website and posting on the Issuer’s Website)



ITEM: DRAFT FY 2025 STRATEGIC PLAN REVIEW

AUTHOR: Bret Howser, Town Manager
DEPARTMENT: Administration
DATE: March 26, 2024
TYPE OF ITEM: Discussion

SUMMARY:

Council will continue their review and discussion of 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.

During the March 12, 2024 Council meeting, the Council reviewed Public Works, Administration and Asset Replacement strategies and action steps.

ANALYSIS:

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

During this meeting, the Council will review Public Safety's strategies and action steps.

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

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 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

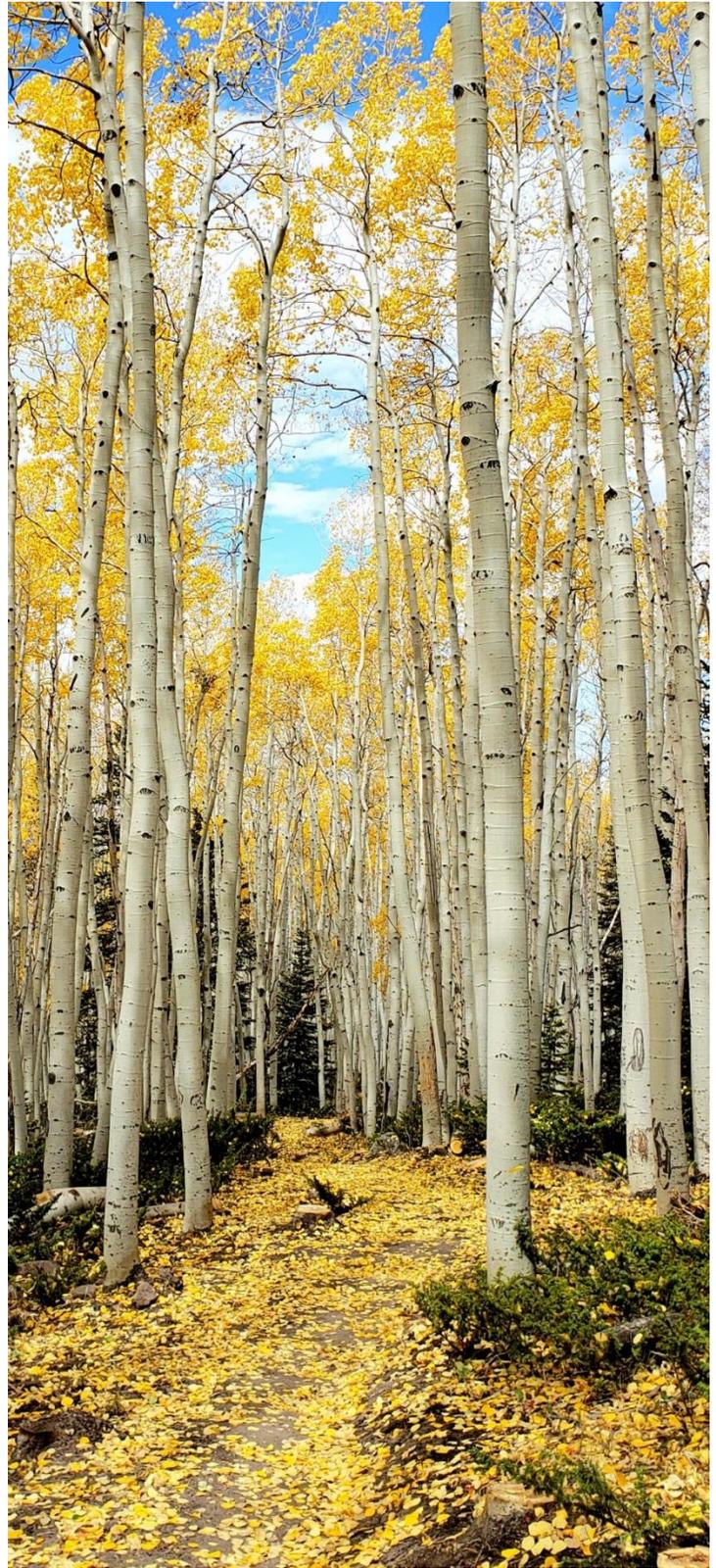
This FY 2025 Strategic Plan document deals with the strategies and action steps portion of the strategic planning process. These elements were developed by Town staff and have been crafted particularly to bring about the Town goals and community vision.

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 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

- 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

- 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

- 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 many 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 nd /4 th Tuesday	N. Leigh	Ongoing
Hold Planning Commission each 1 st /3 rd 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
Send info via email list on important Council agenda items	N. Leigh	Ongoing
Maintain Town Facebook page	B. Howser	Ongoing
Quarterly Mayor’s message	C. Wallis	Quarterly
Monthly news/information poster (posted and emailed)	C. Wallis	Monthly
Install metal information kiosks around town	B. Howser	07/2023
Organize tabular page on website with past agendas/minutes	N. Leigh	09/2023
Pop up information booths at two summer events (and as needed)	B. Howser	09/2023
<u>need help wording this action step</u>		
Complete backlogged Planning Commission minutes	N. Leigh	06/ <u>2025</u>
<u>Implement Governmental Website Privacy Notice</u>	<u>N. Leigh</u>	<u>12/2024</u>
<u>Wrap digital marquee into shuttle stop at Town Hall</u>	<u>B. Howser</u>	<u>10/2024</u>



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 9-4:30:00 all weekdays	B. Howser	Ongoing
Staff generally available to answer public inquiries 8-4:30:00 weekdays	Ongoing	B. Howser
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
Acquire and implement AI minutes software	N. Leigh	09/2024
Implement electronic archiving process for all departments	N. Leigh	12/2023
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>
Update the ordinance/resolution database	N. Leigh	06/2024
Implement a Explore codification service for the Town Code	N. Leigh	06/2025

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
Fall Town cleanup	<u>C. Wallis</u>	09/ <u>2025</u>
Fall community hike and barbeque	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	09/07/ 2023 2024
Design 50th Anniversary Logo	N. Leigh	10/2023
Brian the Bear Stories/Book	N. Leigh	11/2023
Frontier Homestead Brian Head display	N. Leigh	04/12/2024
Acquire public safety badges for 50th year	D. Benson	06/2024
Scrapbook restoration/compilation	<u>D. Calloway</u>	<u>10/12/2024</u>
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 th 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
Develop and implement Planning Commission training program —compliant with State statute	L. Ross	12/2023
Train Planning Commission 4-hrs per year	L. Ross	06/2025
Develop and implement Town Planner training program	L. Ross	12/2023
Attend Utah Land Use Institute Conference	L. Ross	10/2024
Attend American Planning Association Conference	L. Ross	05/2025
Re-write subdivision policy consistent with statute	B. Howser	12/2023
Revisit exterior cladding requirements	B. Howser	12/ 2023 2024
Ensure light fixture requirements match policy expectations	L. Ross	12/2024
Revisit snow storage requirements	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
Complete CityInspect implementation for all permit types	L. Ross	09/2023
Implement land use online permits (include Special Assessment)	L. Ross	10/2024
Revamp website to feed into CityInspect and include all —necessary forms and information	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 and on CityInspect	L. Ross	Weekly <u>Monthly</u>
Provide Council with monthly permit/inspection report	L. Ross	Monthly
<u>Submit state building fees/report</u>	S. Williamson	<u>Quarterly</u>

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

Goals Impacted: Environment #1 & #2

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

Strategy: *Implement workforce housing plan (CD05)*

Goals Impacted: Economy #4

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



STRATEGIES

Economic Development

EVENTS

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

Goals Impacted: Economy #2 & #3

Action Step	Lead Staff	By When
Coordinate public services through event permitting	N. Leigh	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 <u>(or drone show)</u>	D. Benson	07/ 2023 2024
Modify events page on <u>website</u> to have updated events drawn from tourism bureau <u>websitedatabase</u>	B. Howser	07/ <u>2024</u>
Redirect visitbrianhead.org to Town website visitor page	B. Howser	07/2024
New Year's fireworks	D. Benson	12/ 2023 2024
Support BHFF to re-establish Snowmobile Poker Run	N. Leigh	03/2024

BUSINESS RETENTION & ATTRACTION

Strategy: General area marketing (ED02)

Goals Impacted: Economy #2 & #4

Action Step	Lead Staff	By When
Quarterly business spotlight on social media	B. Howser	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/ 2024 2025
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	Lead Staff	By When
Develop parking master plan with the Planning Commission	L. Ross	06/ 2024 2025
Work with USFS on campground plan for Bear Flat	B. Howser	06/ 2024 2025
Work with USFS on peak observation building restoration	B. Howser	06/ 2024 2025
<u>Funding strategy for center turn lanes</u>	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
Revisit nightly rental ordinances/policy	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
Work with Brian Head Resort on canyon shuttle pilot concept	B. Howser	12/2023
Explore feasibility of Town buy-in on Resort employee shuttle	B. Howser	10/2024
Price out canyon visitor shuttle (up-and-down with existing shuttles, with a midday run down the canyon)	B. Howser	10/2024
Put QR code with shuttle map on shuttle sign and info kiosks	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 until new gas station is built	N. Leigh	Ongoing
Identify potential space in the community for medical clinic	B. Howser	Ongoing
Identify potential space for child care business in community	B. Howser	Ongoing
Prepare financial plan for early payoff of fuel tank debt	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
Assemble land for potential parking projects	B. Howser	06/2024
Broker preliminary master planning meeting with property owners	B. Howser	06/2024
Develop financial plan for Village Way parking expansion	B. Howser	06/2025
Develop lot behind Town Hall to all-weather overflow parking	A. Biasi	10/2024
Resolve ice rink/Zamboni drainage issue	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
Improve/landscape edges of Chair 1 Parking Lot	A. Biasi	07/2023
Complete pilot dumpster enclosures	A. Biasi	07/ 2023 2024
Refurbish/beautify Town entryway signs <u>(finish up planter, etc)</u>	A. Biasi	07/ 2023 2024
Prepare tree by Mall for Christmas lights <u>(make it permanent)</u>	A. Biasi	09/ 2023 2024
Plan Christmas Village at Bristlecone Plaza	D. Calloway	09/2023
Work with Cedar Breaks Lodge on vegetative <u>additional</u> screening of maintenance yard	B. Howser	09/ 2023 2024
Ice feature at Bear Flat well	A. Biasi	10/2023
Snowmelt/Cement/Masonry replacement at Town Hall	A. Biasi	10/2023
Include Core Beautification Bond on election ballot	N. Leigh	11/2023
<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/ 2023 2024
<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	12 10/ 2023 2024
<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
Attend Parowan Chamber of Commerce meetings	B. Howser	Ongoing
<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 Parowan Chamber meetings	N. Leigh	Ongoing



STRATEGIES

State of the City address to Cedar City Chamber of Commerce B. Howser 02/~~2024~~2025

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/ 2024 2025
Create/send dark skies flyer to Brian Head cabin owners	B. Howser	12 07/ 2023 2024
Find out lighting enforcement options from Ombudsman	B. Howser	12/2023

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
Work with ClearGov to Develop-develop new Council update report	B. Howser	09 07/ 2023 2024
Work with ClearGov to refine the action step update process	B. Howser	07/2024
Plan 2024 strategic planning tour	B. Howser	06 07/2024
Carry out 2024 strategic planning tour	B. Howser	09/2024

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/ 2023 2024
Finalize sales tax database and input historical data	S. Williamson	12/ 2023 2024
Send annual email to residents/owners requesting input	N. Leigh	12/2023
—for strategic planning retreat		
Develop car count plan and annual report	D. Benson	12 07/ 2023 2024
Investigate UDOT car count data	B. Howser	12/2024



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/ 20242025
Strategic plan update	S. Williamson	03/ 20242025
Budget adoption	S. Williamson	06/ 20242025

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/ 20242025

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/ 20232024
Enhanced Service Fee database updates	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
Town staff select projects for each grant	S. Williamson	08/2024
Apply for restaurant tax grant	S. Williamson	10/ 20222024
Apply for Office of Outdoor Recreation grants (Town Trail IV)	S. Williamson	02/ 20232025
Complete Community Dev Block Grant (if we qualify)	S. Williamson , A. Burton	0212/20232024



STRATEGIES

Apply for regional project for Community Funding Program	B. Howser	03/ 2024 <u>2025</u>
Apply for Recreation Trails Program funding	S. Williamson	04 <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>
Get projects from Hwy 143 Transportation Plan onto STIP/TAP	B. Howser	06/2024
Apply for water/sewer DEQ Grants	A. Biasi	06/ <u>2024</u> <u>2025</u>
UDOT TAP funding for crosswalks/shuttle stops	B. Howser	06/2024
UDOT TAP funding for Town Trail Phase IV	B. Howser	08/2024

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

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

Goals Impacted: General

Action Step	Lead Staff	By When
Bid out audit service	S. Williamson	07/ 2024 <u>23</u>
Bid out VOIP service	N. Leigh	07/2023
Bid out general engineering services	A. Biasi	09 <u>07</u> / <u>2023</u> <u>2024</u>
Bid out general engineering service	A. Biasi	12/2023
Bid out municipal building cleaning services	N. Leigh	09/2024

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

Goals Impacted: Culture #1 & General

Action Step	Lead Staff	By When
Transaction transparency report	S. Williamson	Quarterly
Employee compensation transparency report	S. Williamson	Annual
Prepare annual RDA report	S. Williamson	10 <u>06</u> / <u>2023</u> <u>2025</u>
Carry out annual financial audit and prepare CAFR	S. Williamson	12/ <u>2023</u> <u>2024</u>
Prepare annual impact fee report	S. Williamson	01 <u>12</u> /2024
Prepare budget document according to GFOA guidelines	S. Williamson	04/ <u>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
PAR Tax Renewal Election	N. Leigh	11/2023
Impact fee update	S. Williamson	12/07/2023 2024
<u>Calculate and consider street utility fee</u>	S. Williamson	12/2024
Report to Council on Streets Utility Fees	B. Howser	12/2023
Implement 5th Fifth Transportation Tax (if available)	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 th 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	Lead Staff	By When
Annual strategic/personal development check-in with employees	B. Howser	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 <i>new</i> Town staff and elected officials	D. Benson	05/2025
<u>Review and Update 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
Create Employee Assistance Program consistent with state statute	D. Benson	09/2023
Participate in organized "Pride Hike" with all Public Safety staff	D. Guymon	10/2024
Apply for funding from State for Employee Assistance Program	D. Benson	12/2023
Mandatory annual mental health evaluation	<u>A. Burton</u>	01/2025
Annual pack test	D. Benson	06/2025
<u>Provide quarterly health and wellness trainings</u>	<u>A. Burton</u>	<u>06/2025</u>

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 th 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>	<u>D. Abbott</u>	<u>11/2024</u>



STRATEGIES

“Hero Day” at Brian Head Resort	D. Benson	03/2025
Annual Fire Extinguisher Training for business/general public	D. Abbott	06/2025

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
Set up annual Annual preventative service maintenance on 12 lead monitors	J. Burton	J. Burton
	01/20242025	
Maintain our annual Quick Response Unit Certification	J. Burton	01/2025
Acquire tourniquets for each firefighter/marshal	J. Burton	01/2024
(TCCC) Tactical Combat Casualty Care training	J. Burton	04/2024
Certify all Marshals as EMT’s (New Recruit)	J. Burton	06/2025
<u>Provide a wilderness medical responders course</u>	<u>J. Burton</u>	<u>06/2025</u>

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
Review Evidence handling policy and refresh Marshal's	C. Mathews	12/2023
Review body camera storage and refresh handling policy	C. Mathews	12/2023
Update weapon lights for patrol rifles	J. Bettridge	12/2023
Acquire an extra-large dog kennel for animal calls	J. Bettridge	12/2023
Animal "catch pole" for vicious animals/dogs	J. Bettridge	12/2024
Send 1 deputy to the Utah County Firearms Instructor Course	J. Bettridge	06/2025
Acquire 1 set of breaching tools	D. Abbott	06/2025

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>	Ongoing
Maintain electronic speed signs at key points	A. Dunlap	07/
Team up with UDOT to install electronic speed sign on SR 143	D. Benson	07/2023
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
Recruit part-time deputy pool to help with 24/7 enhanced coverage	D. Benson	06/2025



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
Acquire rollout bed for Rescue #71	D. Abbott	12/2023
Acquire 2 cordless "sawzalls" for fire and rescue events	D. Abbott	12/2023
Acquire compressor for SCBA/SCUBA tanks (partial grant)	D. Abbott	12/2023
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
Repair foam system on Timberwolf	D. Abbott	01/2025
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	D. Abbott	Quarterly
Re -evaluate 3 “Fire Pre-plans” quarterly on commercial properties and make appropriate adjustments to pre-plan		
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>	<u>06/2025</u>

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/ <u>2024</u>
Town chipping project	<u>A. Burton</u>	09/ <u>2024</u>
Educate public on proper fuels mitigation/chipping pile prep	A. Burton	09/ <u>2024</u>
Assist with community burn projects	D. Benson	09/ <u>2024</u>
<u>Pursue becoming a Research the</u> “Fire Wise Community” and apply for recognition	D. Benson	<u>10/2024</u>
Burn slash piles on Manzanita Trail	Wildland Crew	11/ <u>2024</u>
Fall hazard trees on Hwy 143	Wildland Crew	11/2023
Assist our <u>in re-establishing a</u> Wildland Community Preparedness Committee to communicate with raw landowners regarding fire mitigation	D. Benson	06/ <u>2025</u>

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



STRATEGIES

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
Road base on Autumn, Highland & Paddington	R. Rose	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
Road base on Irish Trail, Old Mill	T. Gurr	09/2023
Improve Drainage on Lee Street and Park-u-Pine Walk	<u>M. Hepworth</u>	09/2024
Bring Deer Trail to standard, improve drainage along with proposed water line extension	R. Rose	09/2024
Improve Drainage on Deer Trail Where Water drains from Steam Engine. Work with Water main project in this area	R. Rose	09/2024
Install road base with EarthBind on CBME SAA Roads	<u>K. Beaumont</u>	09/2024
Install millings on Gurr Well Rd, Shady Dell and Fir per schedule	<u>K. Beaumont</u>	09/2024
Bring up to standard: 450 East/400 North/Copper Ln	T. Gurr	09/2023
Centerline bring up to standard Sunrise Circle and Blue Jay Way	K. Beaumont	09/2024
Work with homeowners on portions of Cory Cir and Arrow Hleaf improvements	A. Biasi	09/2024
<u>Improve drainage and culvert alignment on Snowflake</u>	<u>R. Rose</u>	<u>09/2024</u>

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
Broom rental and Sweep paved streets before/after major weekends	N. Wallis	10/2024

Strategy: *Implement Streets Master Plan (ST03)*

Goals Impacted: General

Action Step	Lead Staff	By When
Asphalt Repair Chip first portion of Ridge View	A. Biasi	09/2024
Pave Highland Drive	A. Biasi	09/2024
Crack Seal <u>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
Train Code Enforcement Officer in Pub Works Admin	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
Update snow removal policy for expedited road widening and expanded snow storage capacity (pending budget allotment)	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
Purchase Skid Loader z lug tracks	A. Biasi	08/2023
Prepare snow removal equipment for season	N. Wallis	09/2024
New skid loader blower	A. Biasi	09/2023
Additional backup hydraulic blower (pending surplus allotment)	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 3
Build equipment turnaround on Ski View Drive	C. Leigh	10/2024 3
Revise Snow Removal policy for trail and Village Way/ <u>Parking and temporary one-way designation</u>	A. Biasi	10/2024 3

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>
Complete Street Light removal/replacement project	B. Howser	06/2024
Select new Commercial Core street sign package	B. Howser	06/2024

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	<u>08/2024</u>
<u>Identify areas of Phase 1 that need to be re-constructed and include into Phase 4 construction</u>	<u>A. Biasi</u>	<u>09/2024</u>
<u>Engineering Town Trail Phase 4/ Hold Fall Walk Thru</u>	<u>A. Biasi</u>	<u>09/2024</u>
<u>Apply for funding for Town Trail Phase</u>	<u>A. Biasi</u>	<u>09/2024</u>
Bid <u>Oversee construction</u> Town Trail Phase <u>4 Construction</u> 3	A. Biasi	<u>02/2024</u>
Seal coat Phase 2/ <u>3</u> /Pond Trail	<u>B. Johnson</u>	<u>09/2024</u>
Enhanced signage directing pedestrians to Town Trail	B. Johnson	<u>09/2024</u>
<u>Install new snowmobile trail signage</u>	<u>B. Johnson</u>	<u>09/2024</u>

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
Oversee and fertilizer around pond	B. Johnson	<u>07/2024</u>
Repaint basketball/pickleball court lines	B. Johnson	<u>07/2024</u>
Inspect/repair playground equipment	B. Johnson	<u>07/2024</u>
Inspect/repair picnic pads/tables/BBQ racks	B. Johnson	<u>07/2024</u>
Inspect/repair irrigation around pond	B. Johnson	<u>07/2024</u>
Re-sod areas of pond grass pods as needed	B. Johnson	<u>07/2024</u>



STRATEGIES

Crack seal/seal coat basketball/pickleball courts	B. Johnson	09/2024
<u>Remove board edges from grass and level up</u>	<u>T. Kutcher</u>	<u>09/2024</u>
Install uniform signage for snowmobile trail	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> Prep site for art installation	<u>A. Biasi</u>	<u>09/07/2024</u>
Add retaining to cut behind playground	B. Johnson	07/2023
<u>Raise dirt and install new cement pads (2) improve drainage</u> Complete grass/paved trail plaza	B. Johnson	<u>10/07/2024</u>
Oversee contracted installation of playground	B. Johnson	07/2023
Design pond algae control oxygenation plan	<u>B.A. Johnson</u> Biasi	<u>07/2024</u> 23
<u>Master plan "Archery Range" with Dog Park/Pump Track</u>	<u>B. Howser</u>	<u>07/2024</u>
<u>Design and construct dog park</u> Add disk golf hole at Bristlecone Park	<u>A. Biasi</u>	<u>09/2024</u>
Rebuild volleyball court (drainage improvements/border/etc.)	B. Johnson	09/2023
Add signage on Town Trail Phase III re: Meadow Preserve	B. Howser	09/ <u>2024</u>
Locate/design dog park	B. Howser	12/2024 <u>23</u>
Put a conservation easement on the Meadow	B. Howser	12/ <u>2024</u>
<u>Replace dock ramp and widen dock</u>	<u>A. Biasi</u>	<u>10/2024</u>

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



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
Replace Jumping Jack Compactor	A. Biasi	07/2023
Acquire equipment/tools for new PW Operators	A. Biasi	09/2024
Purchase Hydraulic Hose Repair station	A. Biasi	09/2024
Replace steam cleaner	A. Biasi	09/2024
Purchase bolt bins and shelving for shop consumables	A. Biasi	09/2024
Replace plasma cutter	A. Biasi	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
Replace Skid Loader	A. Biasi	10/2024
Replace 12' Truck Plow	A. Biasi	10/2024
Purchase used transport trailer of for dump trucks	A. Biasi	10/2024
Purchase side discharging bucket for skid loader for trail shoulders	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	M. Hepworth	Ongoing
Attend tax sale to look for land for Town facilities	B. Howser	05/2024
Potential Phase 1 of PW Remodel Project	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
Identify Fix sewer issues at Town Hall	A. Biasi	10/2024
Site Development planning for New PW Building	A. Biasi	10/2024
Engineer New PW Building	A. Biasi	10/2024
Bid out 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	<u>09/2024</u>

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>	<u>07/2024</u>
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	<u>03/2025</u>

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
Town Hall Well rehab (Grant Pending)	A. Biasi	07/2023
Review base rate allotment and tiers for water billing	S. Williamson	07/2023
Set up water acquisition fund for subdivision pool fees	S. Williamson	07/2023
Consider policy to increase water acquisition fund charge	S. Williamson	07/2024
Fill Snow Making Pond	A. Biasi	<u>08/2024</u>
<u>Oversee Construction of New Well Design/bid out new well (grant pending)</u>	A. Biasi	<u>09/2024</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 Hydrant Buddy Tool <u>Hydrant fire flow testing equipment</u>	A. Biasi	<u>07/2024</u>
Purchase Hot tapping kit for services	A. Biasi	07/2023
Purchase small well inspection camera	A. Biasi	07/2024
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 (Million)	T. Gurr	<u>09/2024</u>
Exercise all valves for maintenance	C. Leigh	<u>09/2024</u>
Install Power Hook Up at Half Million Gallon Tank	C. Leigh	09/2023
Oversee Generator Install at Million Gallon Pump Station	<u>A. Biasi</u>	<u>09/2024</u>
Install new access hatch to Town Hall Well	R. Rose	09/2023
Oversee/Inspection of the mainline extension projects	A. Biasi	<u>10/2024</u>
Oversee/ Inspection of Water Infrastructure Projects <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>
Develop Lead and Copper Inventory layer in GIS	A. Biasi	10/2023
Investigate moving meter collection to Tower Reads	A. Biasi	10/2023
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>	<u>A. Biasi</u>	<u>02/2025</u>
Install Voltage Monitors on wells and pump station site	R. Rose	10/2023
Bid Projects from Infrastructure		
Grant (Grant Pending)	A. Biasi	02/2025

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 Leaks of possible illegal sump pump connections to the sewer	A. Hunter	<u>Ongoing</u>
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>N.R. WallisRose</u>	<u>09/2024</u>
Make inventory of manholes needing steps/Install what we can	<u>N.R. WallisRose</u>	<u>09/2024</u>
Oversee Construction of Canyon Line Project	A. Biasi	10/2023
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
Test Bear Flat Well Semi Annually for Nitrate Monitoring Program	A. Biasi	Ongoing
Over see Construction of Ponderosa, Snow shoe? Toboggan sewer Project	A. Biasi	09/2024
Locate and GPS Sewer Manholes in Canyon from forebay to BH		
Sewer meter for flow capacity study	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
Purchase Sampler to Collect Lagoon Data for expansion	A. Biasi	07/2023
Delineate process for Sewer District creation	B. Howser	09/2023
Work with Parowan to Collect Lagoon Data for expansion	A. Biasi	10/2024
Work with Dept of Health to complete septic density study	A. Biasi	11/2023
Hold Sewer District stakeholder summit	B. Howser	12/2023
Participate with Parowan in sewer treatment expansion project preliminary engineering	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

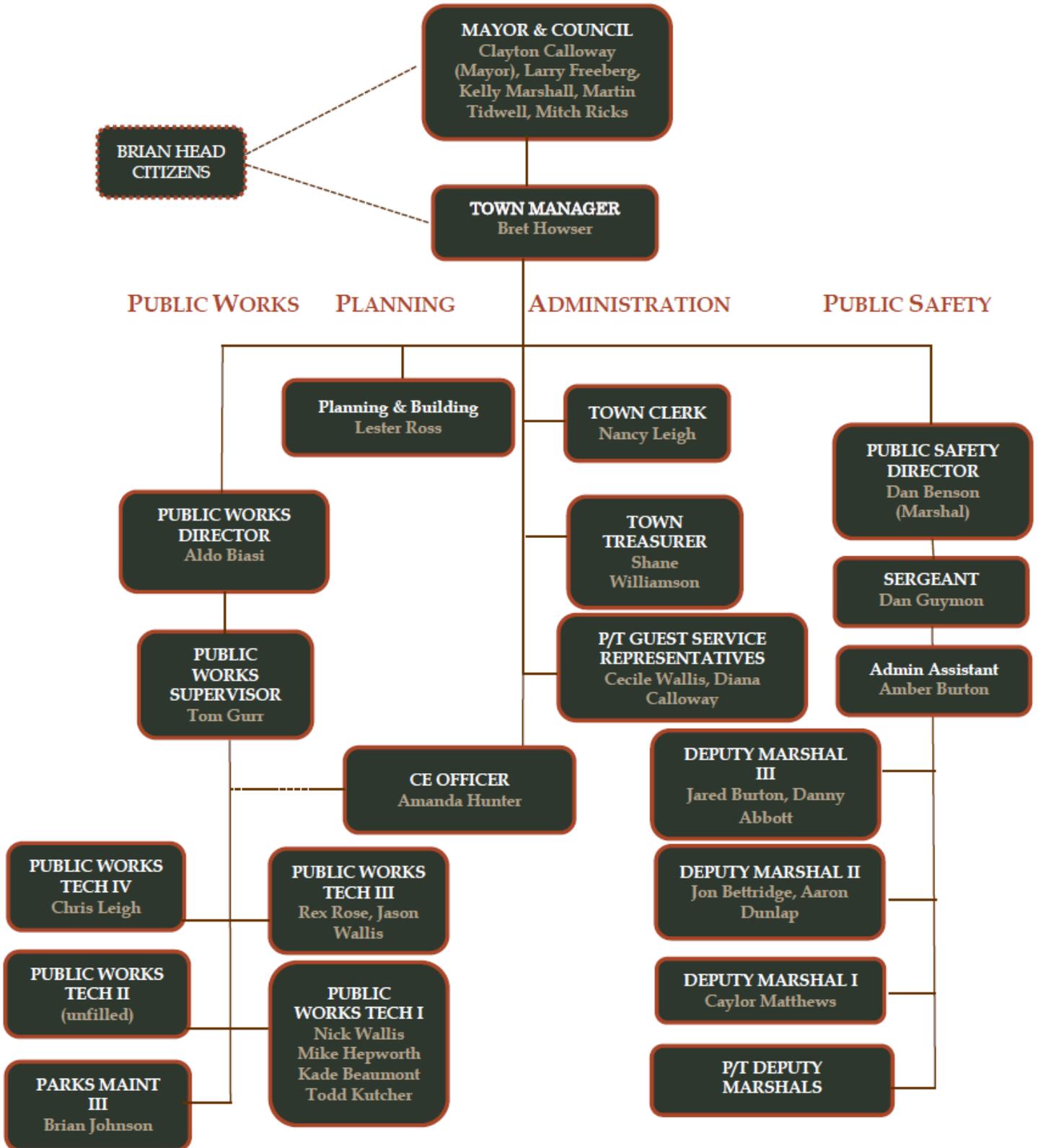
Action Step	Lead Staff	By When
Trash collection Monday, Wed, Fri, Sat, Sun and Friday (Summer)	T. Gurr	Ongoing
Trash collection Mon, Wed, Fri, Sat, Sun (Winter)	T. Gurr	Ongoing
Enhanced collection service during peak times	T. Gurr	Ongoing
Repaint run down dumpsters	J. Wallis	Ongoing
Purchase new lids/containers 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

