

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# 834 9387 4826  
TUESDAY, MARCH 26, 2024 @ 1:00 PM

## MINUTES OF THE TOWN COUNCIL

### Roll Call.

**Members Present:** Mayor Clayton Calloway, Council Member Larry Freeberg, Council Member Kelly Marshall, Council Member Martin Tidwell, Council Member Ricks (Electronic participation at 1:04 p.m.)

**Staff Present:** Bret Howser, Town Manager; Nancy Leigh, Town Clerk; Shane Williamson Town Treasurer; Lester Ross, Building & Planning Official; Chief Dan Benson.

### A. CALL TO ORDER

Mayor Calloway called the regular meeting of the Town Council to order at 1:00 p.m.

### B. PLEDGE ALLEGIANCE

Mayor Calloway led the Council and others in the Pledge of Allegiance.

### C. DISCLOSURES

There were no conflicts of interest with today's agenda items. Mayor Calloway stated that the disclosure statements are on file with the Town Clerk and are available for public inspection during normal business hours.

### D. APPROVAL OF THE MINUTES:

#### March 12, 2024, Town Council Meeting

**Motion:** Mayor Calloway moved to table the March 12, 2024, Town Council minutes due to the lack of Council Members who were present at the March 12<sup>th</sup> meeting to vote on the minutes. Council Member Tidwell seconded the motion.

**Action:** **Motion carried 4-0-0 (summary: Yes= 4 Vote: Yes: Council Member Tidwell, Council Member Freeberg, Council Member Marshall, Mayor Calloway. Absent: Council Member Ricks).**

### E. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS. Public input is limited to three (3) minutes on non-agenda items.

**Council Member Marshall** commented on the deteriorating condition of the dirt roads in town in which she got stuck on Mountain View Drive. Council Member Marshall inquired if there is a solution that could be utilized during the spring run-off for the permanent residents who access the roads. Bret Howser, Town Manager, responded that Aldo Biasi, Public Works Director, is scheduled to attend today's meeting and may have a solution for the roads.

**Bret Howser, Town Manager,** reported that the Beautification Core Committee has met and is making progress on the scope of work for the Core Beautification Project from the 2023 GO Bond

1 election. Bret reported the committee may be making a presentation to the Council in May 2024.  
2 A designer may be hired and bids for some of the projects will need to be completed before the  
3 presentation to the Council. Some of the planned projects could begin in 2024 such as the shuttle  
4 stops.  
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7 **F. AGENDA ITEMS:**  
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9 **1. PATCHWORK PARKWAY ANNUAL REPORT.** An annual report and request for 2024-2025  
10 Project funding.  
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12 Nancy Dalton, Patchwork Parkway Director, presented the annual Patchwork Parkway report  
13 to the Council (see attached). Nancy reviewed some of the highlights of the 2023 report:

- 14 1. They received funding from the Federal Government this year.
- 15 2. Are working with the State Scenic Byway Program.
- 16 3. The Scenic Byway Committee will continue for another five years. The State  
17 Legislature voted to continue to fund the State Scenic Byway Committee and kept the  
18 committee intact and the decision-making at the local level.
- 19 4. Added an allowance for the committee to report on what the Byway Committee to the  
20 State Legislatures to educate them on the Byway Program.
- 21 5. An updated billboard was installed on the I-15 outside of Parowan that Iron County  
22 Tourism agreed to pay for.
- 23 6. Received a FHWA Byway grant for interpretative kiosks. Brian Head's portion of the  
24 project is \$15,823 which includes the interpretive kiosks that will be a 4'x8' three panel  
25 with the Patchwork highway signage on one side and the other side will have a panel  
26 for Brian Head's history, the 2017 Brianhead Fire, and Brian Head trails. The history  
27 portion could be what Brian Head was before what it was before a ski resort.
- 28 7. There will be a Hidden Haven Trail restoration project that is scheduled for three  
29 years and includes a study.
- 30 8. The Patchwork Parkway committee will continue to participate in the Vision Iron  
31 County.
- 32 9. They are supporting the Forest Service to restore the Brian Head Peak Observation  
33 shelter.
- 34 10. Implementing social media and website marketing strategies.
- 35 11. Assisting the State Scenic Byway Committee.

36  
37 Nancy reported that other details are identified in the annual report that is available to the  
38 Council. Nancy requested the following funding requests for the Patchwork Parkway:

- 39 1. Annual operating budget funding request: \$1,500
- 40 2. FHWA Grant, Year 2 for 2022: \$7,911

41  
42 The Council discussed the following:

- 43 1. Council Member Tidwell inquired if the funding request for the \$7,911 for the 2<sup>nd</sup> year of  
44 the project was cash only or in-kind. Nancy explained that it could be either way for this  
45 project. Some of the in-kind could be for grading and site preparation, forming  
46 foundations for the kiosks, and installing the kiosks.
- 47 2. Council Member Tidwell inquired if the operating budget request increased from last  
48 year. Nancy explained that the operating budget request is \$1,500 annually.
- 49 3. Bret reported the funds are identified out of the Redevelopment Agency fund.
- 50 4. The timeline for the kiosk project: planning and design is scheduled for 2024 and  
51 installation is scheduled for 2025. If the project comes under budget, then the match  
52 would be reduced or vice versa.  
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- 1           **Motion:**     Council Member Tidwell moved to approve the Patchwork Parkway funding  
2                     request of \$9,411 (\$1,500 + \$7,911) for the FY2025 budget as presented. Council  
3                     Member Marshall seconded the motion.  
4           **Action:**     **Motion carried 5-0-0 (summary: Yes = 4 Vote: Yes: Council Member Freeberg,**  
5                     **Council Member Marshall, Council Member Tidwell. Ricks, Mayor Calloway).**

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8           **2. A RESOLUTION AUTHORIZING NOT MORE THAN \$2,500,000 SEWER REVENUE**  
9           **BONDS, SERIES 2024, TO FINANCE SEWER SYSTEM IMPROVEMENTS; PROVIDING**  
10           **FOR THE PUBLICATION OF A NOTICE OF PUBLIC HEARING AND BONDS TO BE**  
11           **ISSUED; FIXING THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT, MATURITY,**  
12           **INTEREST RATE AND DISCOUNT OF THE BONDS; PROVIDING FOR THE RUNNING**  
13           **OF A CONTEST PERIOD; AND RELATED MATTERS. A resolution for a sewer bond for**  
14           sewer improvements.

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16           Shane Williamson, Town Treasurer, presented a draft resolution for sewer revenue bonds (see  
17           attached). Shane explained the sewer bonds are for the Snowshoe/Toboggan Special  
18           Assessment Area (SAA) sewer line project that was discussed during the FY2025 Strategic  
19           Planning Retreat in which the Town applied for funding through the Department of  
20           Environmental Quality and received a low-interest loan.

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22           The bonds are for a maximum term of 35 years and call for a public hearing on April 23, 2024.  
23           Shane reported that the Town does have a current legal agreement with Parowan City to pay a  
24           portion of the Parowan Sewer Lagoon bonds for \$99,000 annually, but they are scheduled to  
25           expire in 2026.

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27           Shane reported that Marcus Keller is present to answer any questions the Council or public  
28           may have regarding the bonds today.

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30           The Council discussed the following:

- 31           1. Council Member Freeberg expressed his concerns regarding the debt the Town is  
32           incurring with the SAAs.  
33           2. Marcus Keller reported that with the Parowan Lagoon bonds expiring soon, these  
34           bonds will continue and will offset it.  
35           3. Bret reported the Parowan bonds are paying for the sewer lagoons that are already  
36           outdated and the Town will be working with Parowan for updating for the lagoons.  
37           4. Bret reported the bid opening for this project is tomorrow, March 27, 2024.  
38           5. Mayor Calloway inquired as to the mechanism of repayment of the bonds. Bret  
39           reported that \$200,000 is identified in the Sewer Capital fund and is outlined in the  
40           financial model. It will be towards the Debt Service Fund. Bret explained the Town  
41           has been saving towards this project for the past several years and the project will go  
42           towards resolving some of the issues with the septic tanks.  
43           6. Council Member Ricks inquired as to the goal of when the construction will begin for  
44           this project. Bret reported that it will run concurrent with the waterline project in the  
45           2024 construction season. There are a total of 69 lots that the waterline will cross, but  
46           the sewer line will run a different route and will include Ponderosa Drive.  
47           7. Council Member Ricks inquired what would be the maximum amount to retire the  
48           bonds if the Town used impact fees. Bret reported that the staff is currently working  
49           on an impact fee analysis and should have something tentatively in April. Bret  
50           explained that typically staff will propose an 80% level of impact fee amount, but the  
51           Council has adopted a lower amount.  
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1           **Motion:** Council Member Marshall moved to adopt resolution 24-540, a resolution  
2 authorizing not more than \$2,500,000 in sewer revenue bonds, series 2024, to  
3 finance sewer system improvements; providing for the publication of a notice of  
4 public hearing and bonds to be issued; fixing the maximum aggregate principal  
5 amount, maturity, interest rate and discount of the bonds; providing for the  
6 running of a contest period; and related matters. Council Member Tidwell  
7 seconded the motion.

8           **Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes: Council Member Marshall,**  
9 **Council Member Tidwell, Council Member Freeberg, Council Member Ricks,**  
10 **Mayor Calloway).**

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13 **3. FISCAL YEAR 2025 STRATEGIC PLAN REVIEW/DISCUSSION.** A review of the  
14 FY2025 Strategic Plan.

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16 Bret Howser, Town Manager, reported the Council will continue their review of the FY2025  
17 Strategic Plan. The Council will review the Public Safety Department's action steps (see  
18 attached FY2025 Strategic Plan).

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20 **PUBLIC SAFETY DEPARTMENT ACTION STEPS**

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22 **PS02: Mental Health Evaluation:** Employees are required to meet with a therapist twice a  
23 year.

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25 **No changes to the Public Safety Department's action steps.**

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27 **PI02: Information Kiosks:** Council Member Tidwell commented that he would like to  
28 discuss who would "own" and maintain the population of the information kiosks. Bret  
29 reported that this action step is identified under the Administration Department and has been  
30 added to the Strategic Plan. Bret will identify a person to populate the kiosks.

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32 Bret reported he has hired someone to work Saturdays at the Town Hall and will move  
33 forward with Saturday's coverage of the Visitor's Center.

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36 **4. FUTURE AGENDA ITEMS.** The Council will discuss potential items for future agendas.

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38 The Council did not address this Agenda Item.

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41 **G. CLOSED SESSION OF THE TOWN COUNCIL** to discuss the character,  
42 professional competence, or physical or mental health of an individual.

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44 **Motion:** Council Member Marshall moved to recess the regular meeting of the Town  
45 Council to enter into a closed session to discuss the character, professional  
46 competence, or physical or mental health of an individual. Council Member  
47 Tidwell seconded the motion.

48 **Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes: Council Member Marshall,**  
49 **Council Member Tidwell, Council Member Freeberg, Council Member Ricks,**  
50 **Mayor Calloway).**

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52 The regular meeting of the Town Council was recessed at 2:09 p.m.

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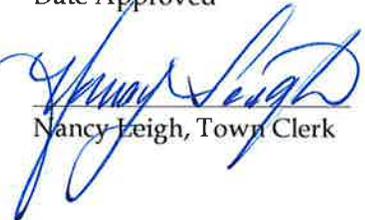
**H. ADJOURNMENT**

**Motion:** Council Member Freeberg moved to adjourn the regular meeting of the Town Council for March 26, 2024. Council Member Ricks seconded the motion.

**Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes: Council Member Marshall, Council Member Tidwell, Council Member Freeberg, Council Member Ricks, Mayor Calloway).**

The regular meeting of the Brian Head Town Council was adjourned at 4:45 p.m. on March 26, 2024.

April 23, 2024  
Date Approved

  
Nancy Leigh, Town Clerk



