



 BRIAN HEAD

**The Regular Meeting of the
Brian Head Town Council Acting as the Governing Body for
Community Development Agency (RDA),
Special Service District, & Municipal Building Authority**

Brian Head Town Hall – Council Chambers
56 North Highway 143 – Brian Head, UT 84719
www.Zoom.us/Click Here

Via Zoom Meeting ID# 848 5564 9072

TUESDAY, MAY 27, 2025 @ 1:00 PM

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MINUTES OF THE TOWN COUNCIL

Roll Call.

Members Present: Mayor Clayton Calloway, Council Member Kelly Marshall, Council Member Martin Tidwell, Council Member Mitch Ricks (1:08 via Zoom Meetings).

Members Absent: Council Member Larry Freeberg.

Staff Present: Bret Howser, Town Manager; Nancy Leigh, Town Clerk; Shane Williamson, Administration Service Director/Treasurer; Ciera Claridge, Deputy Clerk; Amanda Hunter, Code Enforcement; Chief Dan Benson, Public Safety Director; Jon Ficken, Public Works Director.

A. CALL TO ORDER

Mayor Calloway called the regular meeting of the Town Council acting as the governing body for the Redevelopment Agency, Special Service District, and Municipal Building Authority to order at 1:02 PM

B. PLEDGE OF ALLEGIANCE

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

C. DISCLOSURES

Mayor Calloway stated that the disclosures were on file and could be viewed during regular business hours with the Town Clerk. He asked if anyone had a potential conflict of interest with the day's agenda. No conflicts were disclosed.

D. APPROVAL OF THE MINUTES

May 13, Town Council Meeting Minutes.

This item was not addressed.

E. REPORTS / PUBLIC INPUT (Non-Agenda Items)

Nancy Leigh, Town Clerk

Nancy Leigh, Town Clerk, reported on the town's 50th anniversary events for July. Nancy mentioned that the fishing derby had started on Wednesday, May 20th with 50 tagged fish

1 associated with prizes. One large prize of \$500 in cash was available. Fifteen fish tags had been
2 turned in over the past week, but the \$500 prize fish was still uncaught.
3

4 **Mayor Calloway**

5 Mayor Calloway reported on a successful turnout for the trail maintenance event that day.
6

7 **Amanda Hunter, Code Enforcement**

8 Amanda Hunter, Code Enforcement, provided a code enforcement update for the winter
9 season (see attached report). Amanda reported that winter parking violations were up
10 compared to the previous year, with 103 violations compared to 91 the year before. She
11 attributed this increase to a lack of snow, allowing more use of roadsides for parking.

12 Amanda also noted an increase in violations for businesses operating without licenses,
13 particularly short-term rentals. Amanda had begun issuing citations to 23 general commercial
14 businesses that had not renewed their licenses.

15 In response to questions, Amanda clarified that out of 59 businesses operating without a
16 license, 22 were not short-term rentals. These included handyman services and cleaning
17 businesses.

18 **Public Comments**

19 **Korry Trimmer**, a property owner at 416 Kokopelli Loop, addressed the council regarding a
20 proposed alternate water connection for his cabin. He explained that he had never had water
21 at the cabin and understood the "leapfrog law." Trimmer had submitted plans through Go Civil
22 Engineering following ordinances to extend the water line to the farthest corner of his property.
23 However, he also submitted an alternate plan to connect directly to the existing water line at
24 the closest corner of his property.
25

26 Trimmer stated he was not trying to avoid his obligation to advance the town's growth but was
27 seeking to buy time. He expressed willingness to fulfill the obligation within a set timeframe,
28 whether one or two years, but needed to get water to his property to continue the building
29 process and manage his budget.

30 Mayor Calloway directed staff to continue working on the issue and bring a recommendation
31 to the council. Bret Howser, Town Manager, noted that this was a policy matter and that staff
32 would return with a recommendation.

33 **F. AGENDA ITEMS**

35 **1. Public Hearing For The Fiscal Year 2026 Budgets (Town, RDA, SSD,
36 And MBA)**

37 Shane Williamson, Administration Service Director/Treasurer, provided an introduction
38 to the public hearing for the fiscal year 2026 budget. Shane explained that the budget would
39 run the financial operations of the town from July 1, 2025, to June 30, 2026. Williamson
40 noted that the tentative budget had been adopted in a previous meeting on May 13th with
41 no changes made since then.

42 Mayor Calloway opened the public hearing at 1:11 PM. No comments were received from
43 the public. The Mayor closed the public hearing at 1:12 PM.
44

1 **2. Public Hearing For Public Officials' Compensation Increases**

2 Shane Williamson, Administration Service Director/Treasurer, introduced the public
3 hearing on compensation increases for executive municipal officers within the fiscal year
4 2026 budget. Shane explained that this was a new requirement from the legislature starting
5 the previous year. Williamson defined municipal officers as those who are elected or
6 statutory, including the town manager, chief administrative officer, city or town attorney,
7 and department heads.

8 Williamson stated that the proposed fiscal year 2026 budget included a 7% increase for
9 department heads.

10 Mayor Calloway opened the public hearing at 1:14 PM.

11 **John Stark**, property owner, speaking on behalf of the public, recommended that any merit
12 increases on an annual basis be reviewed after a 180-day evaluation of all public service
13 employees.

14 Mayor Calloway closed the public hearing at 1:15 PM.

15 **3. Ranger Court Special Assessment Area Discussion**

16 Shane Williamson, Administration Service Director/Treasurer, presented an update on the
17 Ranger Court Special Assessment Area (SAA). Shane reported that an updated cost
18 estimate had resulted in a coverage ratio of 2.87 to 1, which was below the state statute
19 requirement of a minimum 3.3 to 1 coverage ratio. Additionally, as the area is in a fire
20 protection zone B, it requires a 4 to 1 ratio.

21 Williamson outlined three options:

- 22 • Discontinue the SAA
- 23 • Consider allocating town funds to subsidize it to meet the coverage ratio
24 requirement.
- 25 • Pause or recess the SAA, which would be similar to discontinuing it as it would
26 require a new petition to be reconsidered.

27 Staff recommended discontinuing the SAA, with the option to reconsider if new
28 economics becomes more favorable to meeting the ratio.

29 Council Member Ricks asked for clarification on the improvement estimate of \$752,000,
30 which Williamson confirmed was based on current costs for work done on Snowshoe and
31 other water infrastructure projects. Ricks also inquired about the timing of property
32 assessments in relation to when gas and power were run down the street.

33 Council members discussed the challenges of getting competitive bids and the importance
34 of understanding the current environment for planning purposes.

35 Mayor Calloway asked if anyone had issues with discontinuing the SAA process. No
36 concerns were raised.

37 **Consensus of the Council:** The council agreed to follow the staff's recommendation to
38 discontinue the SAA.

39 **4. Nightly Rental Code Amendment**

40 Nancy Leigh, Town Clerk, presented proposed changes to the Nightly Rental Code (see
41 attached). The main points of discussion were:

- 42 • Occupancy calculation method: The proposed change was to use a bedroom-based
43 calculation instead of square footage. This was intended to simplify the process for
44 both staff and property owners.

- 1 • Definitions: Definitions for "bedroom" and "living space" were added based on IRS
2 and IRC guidelines.
- 3 • Advertising requirements: The new legislation effective May 5th allows the town to
4 require posting of business license numbers, occupancy limits, and parking
5 information on rental listings.
- 6 • Occupancy limits: The proposed changes would allow for higher occupancy in
7 some cases than the current fire code-based limits.

8 Mayor Calloway expressed concern about the occupancy calculation change, stating that it
9 exceeded the state fire code in some cases and that the town lacked the ability to enforce
10 occupancy inside private homes.

11 Council members discussed the pros and cons of the proposed changes, with some
12 supporting the staff's recommendations for easier enforcement and others concerned about
13 potential liability if allowing higher occupancy than fire code permits.

14 After discussion, Mayor Calloway called for a motion to adopt the ordinance with a
15 modification to strike the bedroom-based occupancy calculation and retain the fire code
16 square footage method.

17 **Motion:** Council Member Marshall moved to adopt Ordinance Number 25-004,
18 amending the Business License Code, with the change of striking section 3-2-a-
19 2-1-3-e-2 (the bedroom-based occupancy calculation). Council Member
20 Tidwell seconded the motion.

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

25 5. Future Agenda Items

26 No specific future agenda items were discussed.

28 G. ADJOURNMENT

29 **Motion:** Council Member Marshall moved to adjourn the meeting. Council Member
30 Tidwell seconded the motion.

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

34 The regular meeting of the Brian Head Town Council acting as the governing body for the
35 Redevelopment Agency, Special Service District and Municipal Building Authority was adjourned at
36 1:35PM on May 27, 2025.

37 June 10, 2025

38 Date Approved

40
41
42
43 Nancy Leigh, Town Clerk