

The Regular Meeting of the  
**Brian Head Town Council Acting as the Governing Body for  
Community Development Agency (RDA),  
Special Service District (SSD), & Municipal Building Authority (MBA)**  
Brian Head Town Hall – Council Chambers  
56 North Highway 143 – Brian Head, UT 84719  
[www.Zoom.us \(Click Here\)](https://www.Zoom.us/Click Here)  
Via Zoom Meeting ID# 867 0770 1596  
**TUESDAY, JUNE 10, 2025 @ 1:00 PM**

## **MINUTES OF THE TOWN COUNCIL**

### **Roll Call:**

**Members Present:** Mayor Clayton Calloway, Council Member Larry Freeberg, Council Member Martin Tidwell, Council Member Kelly Marshall, Council Member Mitch Ricks.

**Staff Present:** Bret Howser, Town Manager; Nancy Leigh, Town Clerk, Ciera Claridge, Deputy Clerk; Dan Benson, Public Safety Director; Shane Williamson, Administrative Services Director; Greg Sant, Planning & Building Administrator; Jon Ficken, Public Works Director, Amanda Hunter, Code Enforcement.

### **A. CALL TO ORDER**

Mayor Calloway called the regular meeting of the Town Council acting as the governing body for the Special Service District, Redevelopment Agency, Municipal Building Authority to order at 1:00 PM.

### **B. PLEDGE 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. Mayor Calloway asked if anyone had a potential conflict of interest with the day's agenda. No conflicts were reported.

### **D. APPROVAL OF THE MINUTES:**

#### **May 13, 2025, Town Council Meeting Minutes**

Mayor Calloway asked if everyone had reviewed the minutes from May 13th and if there were any changes or corrections. No changes were proposed.

**Motion:** Council Member Marshall moved to approve the May 13, 2025, Town Council minutes. Council Member Tidwell seconded the motion.

**Action:** **Motion carried 4-0-1 (summary: Yes=3 No=0 Abstain=1 Vote: Yes: Council Member Marshall, Council Member Tidwell, Council Member Ricks, Mayor Calloway. Abstained: Council Member Freeberg who stated he was not present for the meeting).**

1       **May 27, 2025, Town Council Meeting Minutes**

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3       Mayor Calloway asked if there were any changes or corrections to the minutes from May 27th.  
4       No changes were proposed.

5       **Motion:**       Council Member Marshall moved to approve the May 27, 2025, Town Council  
6       minutes. Council Member Tidwell seconded the motion.

7       **Action:**       **Motion carried 4-0-1 (summary: Yes=3 No=0 Abstain=1 Vote: Yes:** Council  
8       Member Marshall, Council Member Tidwell, Council Member Ricks, Mayor  
9       Calloway. **Abstained:** Council Member Freeberg who stated he was not present  
10      for the meeting).  
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13   **E.       REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.** Public input is limited  
14   to three (3) minutes on non-agenda items.  
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16   **Nancy Leigh, Town Clerk,** reported that for the Fishing Derby there have been 25 out of the 50  
17   tagged fish brought into the Town Hall for prizes. Nancy reported that there is one tagged fish  
18   worth \$500 that hasn't been caught yet. Nancy noted increased activity at Bristlecone Pond  
19   compared to recent years. Some participants indicated they would donate their winnings back to  
20   the town if they won the \$500 prize to continue the fishing derby next year.

21   **Mayor Calloway** reported that the generators from Rocky Mountain Power had a nice drone  
22   sound to them, and he was sleeping well. (the Rocky Mountain Power's generators are located  
23   next to his residence).

24   **Council Member Tidwell** commented on the trail work done on Manzanita Trail, praising the  
25   signs and noting it was a big improvement. Council Member Tidwell thanked the staff for their  
26   recent work on the trail.

27   **Council Member Freeberg** expressed that it was good to be back and that Brian Head was a  
28   beautiful place to call home after his return from vacation.

29  
30   **Jon Ficken, Public Works Director,** provided the following updates for the Public Works  
31   Department:

- 32       1. Two staff members obtained CDL licenses, giving the department two more CDL drivers.
- 33       2. Jon explained the status of road construction on Steam Engine Drive, noting they had  
34       completed sewer work up to the corner but were waiting on Everbridge Natural Gas  
35       Company to switch residents from natural gas to propane before proceeding further.
- 36       3. Work on Snowshoe Drive was ongoing, with sewer laterals nearly completed.
- 37       4. The department was clearing areas and widening roads in preparation for upcoming  
38       projects.
- 39       5. A mag chloride application was planned for several roads including Aspen, Rue Jolly,  
40       Mountain View, Forest, Falcon, and Snowflake, pending potential sewer work on Forest  
41       Drive.
- 42       6. Trace Whitelaw had been hired as summer help and was already making a big  
43       difference, especially with trail work.
- 44       7. Lumber was purchased for the Manzanita Trail overlook and framing was set to begin  
45       for the overlook deck.
- 46       8. Additional benches were being added to the town trail.
- 47       9. A new pavilion was expected to be completed and installed within two weeks.

10. The dock for Bristlecone Pond is anticipated to arrive in June and should be installed before July 4th.

Mayor Calloway inquired about the detour for the construction on Snowshoe/Toboggan SAA area and if the road will be repaved. Jon responded that the road is scheduled to be repaved. Perco Contractors anticipates the completion of the job within two to three days.

Council Member Marshall inquired if the Town will be notifying the residents regarding the dates for mag chloride being laid down on the roads. Jon responded that it will be posted on the Town's website. Council Member Marhsall suggested the Town notify those residents whose roads will be affected. Jon reported that the mag chloride should be absorbed quickly but will post signs around town notifying residents of the project.

#### **Council Member Ricks**

1. Congratulated those who passed their CDL driver license tests.
2. Inquired as to the UDOT chipseal project on Highway 143 and when it would be completed. Jon responded that UDOT is working on a six-mile stretch of Highway 143 that will have chipseal and a topcoat later this week.

**Bret Howser, Town Manager**, reported on Brian Head Peak Road with the following discussion items:

1. He met with the county and Forest Service to discuss improvements planned since last fall.
2. An iron wolf machine will be used to crush larger rocks on the road surface up to the Brian Head Peak hut.
3. The county will assume the Peak Road as a Schedule A road, with the Town subcontracting the maintenance of the road.
4. Snow clearing had already begun above the trailhead on the Peak Road.
5. A gate may be installed at the bottom to allow controlled access when conditions warrant.

**Council Member Tidwell** inquired as to a CPR Event and if Chief Benson has contacted the Town's Medical Director. Chief Benson reported that he will contact the Town's Medical Director and report back to Council at a later date.

## **F. AGENDA ITEMS**

### **1. PUBLIC HEARING FOR THE FISCAL YEAR 2025 AMENDED BUDGETS (TOWN & RDA,).** A public hearing to receive input on the proposed FY2025 Amended Budgets. The council will act as the governing body for the Special Service District, Municipal Building Authority, and Redevelopment Agency.

Shane Williamson presented the proposed amendments to the FY2025 budget:

1. The General Fund adjustments were made for the Public Safety's project for the exhaust system in which the Town received a Community Development Block Grant (CDBG) received, as well as higher than expected increased audit fees.
2. The RDA budget was adjusted for a potential \$60,000 project on Village Way paving project involving both Town and private contributions.
3. Capital Funds has leftover funds from the Town Trail Phase 3 project and was moved to remain in trails capital project.

4. Asset Replacement adjustments were made for the purchase of vehicles, skid steer, and the Kodiak blower.

Mayor Calloway opened the public hearing at 1:19 PM. No public comments were received. The public hearing was closed at 1:19 PM. There were no comments given or written comments submitted. Mayor Calloway closed the public hearing at 1:20 pm.

**2. ADOPTION OF THE FISCAL YEAR 2026 TOWN, RDA, SSD & MBA BUDGET(S).** The Council/Boards will consider ordinance/resolutions adopting the FY2026 budget(s).

Shane Williamson, Town Treasurer, presented the final FY2026 budgets for adoption (see attached). Shane reported on the following items:

1. The only change since the tentative budget was an increase in insurance premiums due to some incidents and pending claims.
2. This increase was offset by a decrease in the amount budgeted for fund reserves.

**Brian Head Town FY2026 Budget**

**Motion:** Council Member Tidwell moved to adopt ordinance No. 25-005 adopting the FY2026 Brian Head Town Budget as proposed. Council Member Freeberg seconded the motion.

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

**Redevelopment Agency FY2026 Budget**

**Motion:** Board Member Marshall moved to adopt resolution No. RDA-043 adopting the Brian Head Redevelopment Agency FY2026 Budget as presented. Board Member Tidwell seconded the motion.

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

**Special Service District FY2026 Budget**

**Motion:** Board Member Marshall moved to adopt resolution No. SSD-042 adopting the Brian Head Special Service District FY2026 Budget as presented. Board Member Tidwell seconded the motion.

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

**Municipal Building Authority FY2026 Budget**

**Motion:** Board Member Marshall moved to adopt resolution No. MBA-015 adopting the Brian Head Municipal Building Authority FY2026 Budget as presented. Board Member Freeberg seconded the motion.

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

Council Member Freeberg inquired as to the increase in the Town's insurance costs. Shane reported that the Town's auto insurance costs increased due to vehicle accidents and the

1 general liability costs increased. Shane reported that the whole risk pool also increased  
2 throughout the state.

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4 Council Member Tidwell thanked staff for their work on the budget.  
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7 **3. WATER LINE EXTENSION POLICY, REQUEST FOR EXCEPTION.** A discussion on the  
8 Town's policy for water main extensions in relation to a request for an exception.  
9

10 Bret Howser, Town Manager, presented information on a request for an exception to the  
11 water line extension policy:

- 12 1. The Town requires watermain to be extended to the end of property lines when  
13 connected to the system.
- 14 2. This policy aims to spread the water system throughout town.
- 15 3. Some older neighborhoods lack proper infrastructure, putting the town in the  
16 position of having to act as a developer decades later.
- 17 4. The Town has worked to get water infrastructure in the vicinity of these  
18 neighborhoods to enable main extensions.
- 19 5. Special Assessment Areas (SAAs) have been used but are becoming problematic  
20 due to debt and risk.
- 21 6. Pioneering agreements were reintroduced as an alternative to help individuals run  
22 lines.
- 23 7. Some applicants are finding it outside their budget to meet code requirements and  
24 run lines to property boundaries.
- 25 8. There is not much of an exception process built into the code currently.
- 26 9. A recent applicant, Corey Tremor, requested an exception to connect now and  
27 extend the line later.
- 28 10. Staff do not feel empowered to grant such exceptions administratively.
- 29 11. Building an exception process into the code was discussed but not recommended by  
30 staff.
- 31 12. The staff's opinion is that exceptions would slow down proper expansion of the  
32 water system.

33  
34 Corey Tremor spoke via Zoom to explain his request:

- 35 1. He was not trying to avoid expanding the infrastructure but seeking a temporary  
36 solution.
- 37 2. He requested a one to two-year deadline to complete the full extension after initially  
38 connecting.
- 39 3. He noted there is no development above his property that would be impacted.
- 40 4. He offered to waive the impact fee or provide other concessions to help with  
41 budgeting.
- 42 5. Inquired if the Town has an old water meter barrel that they could donate to him to  
43 continue with the water line extension.
- 44 6. Council Member Marshall inquired if the impact fees could be waived. Bret  
45 reported that the Town would waive the impact fees and would assist in finding  
46 filled dirt as well.

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48 Mayor Calloway expressed understanding of the request but was concerned about setting a  
49 precedent. Mayor Calloway recommended the council stick with staff's recommendations to  
50 deny the exception.  
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**Consensus of the Council:** agreed to follow staff's recommendations and deny the exception request and recommended Mr. Trimmer continue to work with staff.

**4. FIREWORKS / DRONE SHOW DISCUSSION.** A discussion on drone shows vs. fireworks.

Chief Dan Benson, Public Safety Director, explained that the Town has an option for a drone show vs. the fireworks show during the 4<sup>th</sup> of July events. Chief Benson led a discussion on fireworks vs. drone shows for events:

1. Fireworks shows are weather-dependent and may be cancelled due to fire restrictions.
2. Drone shows offer more consistency but are significantly more expensive (\$50,000 vs \$15,000-20,000 for fireworks).
3. The council has been supportive of cancellations in the past when conditions were warranted.
4. Fuel moisture reports for assessing conditions typically start around June 15th.
5. There is no formal written policy, but fire restrictions and fuel/weather conditions are considered when making decisions.

Council members expressed the following opinions:

1. Mayor Calloway preferred traditional fireworks, if possible, from a safety perspective.
2. Council Member Tidwell felt the return on investment for drone shows was not sufficient given the cost and short duration.
3. Council Members Marshall and Freeberg also preferred traditional fireworks.
4. It was suggested to reconsider drone shows in the future if costs decrease.

Chief Benson indicated conditions currently looked favorable for a fireworks show this year, with fireworks scheduled to be delivered soon. He appreciated the council's support in prioritizing safety in making these decisions.

**5. BEAUTIFICATION PROJECT UPDATE – AESTHETICS DISCUSSION.** An update on the progress of the Beautification Project (shuttle stops/crosswalks, streetlights, street signs, and Town Hall cladding).

Bret Howser, Town Manager, provided updates on several beautification projects:

**Shuttle Stops:**

1. Three stops planned: near Apple Annie's on Hunter Ridge, at Town Hall, and at Giant Steps Lodge.
2. Design includes stonework to match entryway signs.
3. Discussions ongoing about the level of enclosure vs. open design.
4. Size estimated around 10x12 feet.
5. Crosswalks and ADA-compliant transitions to be added at each location.

**Town Hall Renovations:**

1. Plans include more stonework, board and batten siding, and color changes.
2. Aiming to better meet the Town Code requirements for building materials.
3. The backlit for the town hall sign may be relocated.
4. Hoping to complete in fall if bids can go out soon.

**Digital Sign:**

1. Location and design are still being finalized.
2. Questions raised about durability against snow/ice from plows.
3. Flagpole/Memorial Site:
4. Concept of statement flagpole with small memorial area discussed.
5. Location and details are still to be determined.

The council provided feedback on various aesthetic choices and practical considerations for the projects. There was general agreement to proceed with the shuttle stop designs as presented, forgo additional decorative elements at the town's entry sign, and continue refining plans for the other components.

**6. VILLAGE WAY WIDENING.** Council direction for the Village Way Road widening project.

Bret Howser, Town Manager, presented a proposal to widen the Village Way in partnership with the mall owners (see attached):

1. Project would add 15 feet of pavement to improve parking and traffic flow.
2. Goals include enhancing winter parking, improving safety around snow shedding from roofs, and enabling better event usage in summer.
3. The Mall owners willing to contribute up to \$30,000 or 50% of costs up to \$60,000.
4. No net increase in parking spaces, but improved traffic flow and safety.
5. The proposal includes designated resident/business permit parking areas.
6. Discussion of potentially relocating dumpsters and adding a shuttle stop in the future.
7. Council members asked questions about traffic flow, parking impacts, and project details. There was general support for moving forward with the project.

Bret indicated he would work on finalizing plans and aim to complete work before July 4th if possible, acknowledging the tight timeline.

**7. FY2026 CONSOLIDATED FEE SCHEDULE ADOPTION.** A resolution adopting the FY2026 Consolidated Fee Schedule.

Nancy Leigh, Town Clerk, presented a draft resolution adopting the FY2026 Consolidated Fee Schedule (see attached). The council reviewed the document section by section, asking for and clarifying questions about the proposed various fees and changes. Key points of discussion included:

1. Building and planning fee changes based on the actual staff time required.
2. Tree removal permit fees and process.
3. Business license fees
4. Water meter and connection fees.
5. Impact fee policies, particularly for commercial development.
6. Special event equipment rental rates.

**Motion:** Council Member Tidwell moved to adopt Resolution number 25-558 for the FY2026 Consolidated Fee Schedule as presented. Council Member Ricks seconded the motion.

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

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2 **8. FUTURE AGENDA ITEMS.** Discussion on potential items for future Council agendas.  
3 This agenda item was not addressed.  
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6 **G. ADJOURNMENT**  
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8 **Motion:** Council Member Tidwell moved to adjourn the regular meeting of the Town  
9 Council meeting, acting as the governing body for the Redevelopment  
10 Agency, Special Service District and Municipal Building Authority. Council  
11 Member Freeberg seconded the motion.

12 **Action:** **Motion carried 5-0-0 (summary: Yes= 5 Vote: Yes:** Council Member Tidwell,  
13 Council Member Freeberg, Council Member Marshall, Council Member Ricks,  
14 Mayor Calloway).  
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16 The regular meeting of the Brian Head Town Council was adjourned at 3:13PM on June 10, 2025.  
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19 June 27, 2025

20 Date Approved  
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Nancy Leigh, Town Clerk