



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# 846 0362 7348
TUESDAY, JULY 8, 2025 @ 1:00 PM

AGENDA

- A. **CALL TO ORDER**
- B. **PLEDGE ALLEGIANCE**
- C. **DISCLOSURES**
- D. **APPROVAL OF THE MINUTES:**
 - June 24, 2025, Town Council Meeting Minutes
 - June 24, 2025, Town Council Closed Session Minutes
- E. **REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.** Public input is limited to three (3) minutes on non-agenda items.
- F. **AGENDA ITEMS**
 - 1. **APPROVAL OF ENGINEERING CONTRACT FOR LAND USE.** Greg Sant, Planning & Building Administrator. The Council will consider a contract award for engineering services.
 - 2. **TOWN COUNCIL VACANCY DISCUSSION.** Nancy Leigh, Town Clerk. The Council will hold a discussion on the process for a vacancy in the Town Council. .
 - 3. **FY2026 CONSOLIDATED FEE SCHEDULE AMENDMENT.** Nancy Leigh, Town Clerk. The Council will consider a resolution amending the FY2026 Consolidated Fee Schedule for the Nightly Rental Disproportionate Cost of Service Fee.
 - 4. **2025 ARBOR DAY PROCLAMATION.** Nancy Leigh, Town Clerk. The Council will consider a Proclamation designating July 24, 2025, as Brian Head Arbor Day.
 - 5. **FUTURE AGENDA ITEMS.** Discussion on potential items for future Council agendas.
- G. **ADJOURNMENT**

Date: July 3, 2025

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 at the following 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



BRIAN HEAD

STAFF REPORT TO THE TOWN COUNCIL

ITEM: BUILDING AND PLANNING DEPARTMENT REPORT

AUTHOR: Greg Sant
 DEPARTMENT: Building and Planning
 DATE: July 8, 2025
 TYPE OF ITEM: Informational

BUILDING REPORT:

2025 Building Permits Summary:	<u>May & June</u>	<u>2025</u>
Issued Permits by Category -		
Single Family Dwellings	3 Dwellings	4
Townhomes	6 Dwellings	6
Additions/Remodels/Accessory Unit	1	4
Minor Alterations	9	9
Commercial	0	1
<u>Utilities (Electric and Gas)</u>	<u>1</u>	<u>2</u>
Total	20	26

2025 Land Use Permits Summary:

Issued Permits by Category –		
Tree Removal	12	12
Grading and Excavation	0	1
Trenching/Encroachment	0	1
Total	12	14

2025 Land Use Submitted Applications:

By Category –		
Conditional Use Permits	0	
Lot Line Adjustment/Minor Plat Amendments	1	1
Preliminary Plat	0	
Final Plat	0	1
Vacating ROW/Easement	0	
Zone Amendment	0	
Total	1	2

2025 Summary of Fees Collected:

By Category -		
Building Permit Fees	\$ 32,650.24	33,624.76
Plan Check Fees	\$ 20,540.17	21,916.57
Tree and Grading Permit Fees	\$ 1,975.00	1,975.00
Land Use Permit Fees	\$ 5,000.00	13,850.00
Sub-Total	\$ 60,165.41	71,366.33
<u>Impact Fees Collected</u>		
Water Connection and Impact Fees	\$ 51,894.80	51,894.80
Sewer Connection and Impact Fees	\$ 16,634.23	16,634.23
Total Fees Collected	\$ 68,529.03	68,529.03

2025 Inspections Summary:	<u>May & June</u>	<u>2025</u>
Inspections by Permit Type –		
Single Family Homes and Cabins	28	102
Multi-Family (Townhomes)	61	121
Additions/Remodels/Minor Alterations	2	12
Commercial	2	2
Utilities	0	3
Fire Mitigation	0	2
Grading	0	0
Total	93	242



Brian Head Town Council Update

June 1, 2025

Marshal's Office:

Summer season is in full swing, and deputies are changing gears on incident types. Deputy Dunlap had a busy month. A couple of interesting incidents were his DUI that he picked up while fueling his patrol truck at the Chevron in Parowan, and a medical evacuation that involved two campers with carbon monoxide poisoning and arranging for two medical helicopters to transport.

Sergeant Guymon responded to a head on motorcycle accident near the Iron, Garfield County line. The patient was also flown by medical helicopter to the hospital.

Smoke investigations are starting to pop up and deputies are responding to them in rapid fashion. So far, no wildland fires have popped up in our area. We are hoping this trend continues through the summer. We are doing our best to educate the public on fire conditions and safe fire handling.

Deputies have been doing some follow-up. On a couple of different suspicious cases, it was reported that a neighbor noticed someone entering a condo at night with a pillow and sleeping bag late in the evening and then leaving early the next morning. Deputies have been tracking this condo and have not found any evidence to suggest that this has occurred. In a similar report a homeowner believes that somebody has been staying in her cabin without permission. Deputies have not yet found any substantial evidence but will continue to patrol and observe the home.

Fire Department:

It has been a busy month for the fire department. We have responded to injury vehicle accidents, smoke investigations, gas leaks and utility issues. We have also spent a good amount of time training and cleaning up around the station. Our volunteers have been great at responding and are taking steps to learn more about the fire service, our apparatus and operations on their own time. We often see the bay doors open and volunteers in the station handling equipment as well as fixing and cleaning up. It's great to see this type of energy.

Training this month included Wildland Engine Operations and was scenario based. Firefighters were able to operate and conduct a simulated mobile attack on a wildland fire. The training was beneficial, and we were able to find a problem with one of our wildland fire trucks and remedy it. It's great to exercise our equipment and make sure we are fully operational. We also trained on the ladder truck and have been working to learn about our new radio systems.

Yes, we are in stage 1 fire restrictions. This means that we expect people to pay attention to what they are doing with fire and how they are using equipment. People are still allowed to have campfires at their homes if they have running water and a safe fire pit. Please read the attached restrictions so that you can help inform the public about what is appropriate and what is not.

I hope you all have a Happy and Safe 4th of July!!!



FIRE RESTRICTION ORDER (STAGE 1) BRIAN HEAD, UT

Due to current and forecasted weather conditions coupled with the extremely dry conditions in Southwest Utah, the Brian Head Public Safety Director, in consultation with the State Forester and other local officials, has determined that measures must be taken to prevent the ignition of town, forest and rangeland fires. Therefore, pursuant to Utah State Law, Section 53-7-104, the following acts are prohibited in the areas described below until rescinded by the Brian Head Public Safety Director.

Brian Head, Utah – June 30, 2025,

- 1- Setting, building, maintaining, attending or using open fires of any kind, except within the facilities designated for them in improved campgrounds, picnic areas or home sites where running water is present.
- 2- Smoking, except within an enclosed vehicle, trailer or building, a developed recreation site or while stopped in an area that is paved or free from dry vegetation.
- 3- Discharging or using any kind of fireworks, tracer ammunition or other pyrotechnic devices including exploding targets.
- 4- Cutting welding or grinding metal in areas of dry vegetation.
- 5- Operating a motorcycle, chainsaw, ATV, or other small internal combustion engine without an approved and working spark arrestor.

The following people are exempted from the above prohibitions:

1. A person with a permit or waiver specifically authorizing a specified act at a specific location
2. Any on-duty firefighter in the performance of an official duty

Area Description:

Brian Head Town Boundaries

Effective Date: 12:00 AM June 30, 2025

Any of the above acts is a violation of state law and is punishable by up to 6 months in jail and fine of up to \$1,000. These restrictions will be enforced by law enforcement

By order of the Brian Head Public Safety Director
Director/Chief Dan Benson

Daniel D. Benson

Brian Head Public Safety
PO Box 190068
535 S Vasels Road
Brian Head, UT 84719
(435) 677-9924
www.brianheadtown.utah.gov



BRIAN HEAD

STAFF REPORT TO THE TOWN COUNCIL

ITEM: LAND USE AND CONSTRUCTION ENGINEER CONTRACT

AUTHOR: Greg Sant
DEPARTMENT: Planning and Building
DATE: July 15, 2025
TYPE OF ITEM: Administrative Action

SUMMARY:

The Council will consider a contract selecting an Engineer to act as the Land Use and Construction Engineer for the Planning and Building Department of Brian Head Town.

BACKGROUND:

It has become necessary to split up the duties of our Town Engineer. Alpha currently acts as the engineer not only to review all submitted civil and construction plans, but they are also the design engineer for Town projects such as SAA's, water projects, etc. In many instances they are too busy doing public works and administration duties that they are unable to review Land Use and Construction Plans. For this reason, an RFP was sent out and we received six proposals from interested engineering firms.

The scope of services as defined in the Request for Proposals (RFP) are as follows:

1. Grading Plan Reviews - Review Grading Plans submitted as part of the Building Permit (mandatory for any lot with a slope of 25% or more).
2. Structural Engineering Reviews - Review Structural Engineering for attached units, townhomes, Commercial, etc.
3. Plat and Land Use Plan Reviews - Review all Annexation Plats, Plat Amendments, Preliminary and Final Plats and other Land Use plans and to provide a report on observations, conflicts with our Land Management Code and State Statutes.
4. Town Surveyor - Act as the Town Surveyor and review all documents that will be recorded to ensure that property legal descriptions are correct and to sign such documents as needed.
5. Legal Descriptions - Provide property legal descriptions for Town property that might be included in a transaction or that is part of an annexation or other Town business.

ANALYSIS:

Each applicant was scored on the following items:

1. Cost of service for each of the five services listed above.
2. Costs as outlined in their Standard Rate Schedule.
3. Proposed turn-around times for each of the services above.
4. Experience working with municipalities and "like" services.
5. Required Insurance for Errors and Omissions and Liability/Risk.

After reviewing all proposals, we decided to select Alpha Engineering. They were the highest scoring firm, and they have delegated a separate team from the existing team that is already under contract with the Town. Their proposal is attached.

FINANCIAL IMPLICATIONS:

Part of their proposal has lump sum amounts for each service. They also attached a Standard Rate Schedule that is broken down in hourly costs. After discussing with Alpha, we have decided to start off using the hourly costs and see how that goes. If it looks like it is better to go with the lump sum in the future, we will switch to that.

STAFF RECOMMENDATION:

After reviewing their proposal, Alpha agreed to keep all reviews to a maximum of five business days. It is the staff's recommendation that the Town Council award the contract to Alpha Engineering.

PROPOSED MOTION:

I move to award the Land Use and Construction Engineering contract to Alpha Engineering in a form approved by Town staff.

ATTACHMENTS:

A - Alpha Engineering contract Proposal

Brian Head Town Land
Use and Construction
Engineering Services

June 2025

PROPOSAL



Table of Contents

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Executive Summary

Name, Location and Size of Firm

Alpha Engineering Company was established in 1989 in St. George, Utah and has been in business for over 36 years. It currently employs a staff of 14 professionals and support staff, including structural and electrical engineering consultants. Alpha engineering Company has one principal office in St. George Utah, and a satellite office in Ephraim, Utah, from which we provide service to school districts, municipalities, water and wastewater districts, and other private and public agencies throughout Southern Utah. We currently employ 14 professionals and support staff. Our contact information is as follows:

Alpha Engineering Company
Glen E. Carnahan, P.E., President
43 South 100 East, Suite 100
St. George, Utah 84770
Phone: (435) 628-6500
glencarnahan@alphaengineering.com

Currently, Alpha Engineering provides engineering services to several municipal entities, private entities, and districts including the Washington and Kane County Water Conservancy districts, the Washington County School District, the Utah Department of Facilities Management (DFCM), communities of Hurricane, Ivins, St. George, Toquerville, Parowan, and Brian Head, Utah.

Alpha Engineering Company can offer unique experience and expertise ranging from project conception and planning to project design, water and secondary system master planning, transportation planning, flood control design, wastewater conveyance, plan review, computer and electronic mapping. We specialize in large scale master planning projects requiring total design of roads, drainage and utility infrastructure.

Nature of Proposal

Alpha Engineering Company is pleased to submit this Proposal to provide professional engineering and surveying services for the Brian Head Town Land Use and Construction Engineering Service Request for Proposal for Brian Head Town. We have provided similar services to Brian Head Town by review grading plans, plats, developments, legal descriptions, and all other work requested by the Town, and look forward to continuing to work together to provide Brian Head Town with a quality product that continues to help the Town grow and flourish. This proposal is being provided based on the Request for Proposal (RFP) received and will address all requirements stated in the RFP.

Project Team & Approach

Project Team

Alpha Engineering Company has several professional engineers and public land surveyors on staff to assist as necessary to provide a quality product with a quick turnaround for the services requested by Brian Head Town. A synopsis of the key team members to be assigned to provide the planning and engineering as follows:



PROJECT ENGINEER

Todd Gardner, P.E.

BS, University of Nevada Las Vegas, 2007

Utah License Number 8215989-2202

18 Years Experience

Mr. Gardner has a B.S. degree in Civil Engineering and has over 18 years of commercial and residential design experience working in Southern Utah. He is very familiar with municipality and local standards. He has completed multiple projects in southern Utah, Idaho, and Nevada including multiple commercial and subdivisions that include components of industrial design. Mr. Gardner is proficient in computer and graphics design utilizing AutoCAD, WaterGEMS, and ArcView GIS software. He also has experience in construction management of various projects.



PROJECT ENGINEER – CIVIL DESIGN

Tyler Daniels, P.E.

MS, Utah State University, 2021

Utah License Number 14218333-2202

Mr. Daniels has over 4 years of design experience working in Southern Utah. Mr. Daniels has been the lead designer on various development projects throughout Southern Utah including Black Desert – North Village, Golf Village, Family Village, and other various projects at the Black Desert Resort. Tyler also has experience designing transmission pipelines, pump stations, and tanks in Southern Utah. He has completed hydraulic analysis for multiple water projects in Southern Utah for the WCWCD, St. George City, Hurricane City, and surrounding areas. Mr. Daniels works out of our recently opened Ephraim office and will be available to take part in the design work for this project. Mr. Daniels is advanced in computer and graphics design utilizing AutoCAD, HEC-RAS & HEC-HMS, WaterGEMS, and ArcView GIS Software.



Survey Lead

Ryan Scholes, P.L.S., Land Surveyor

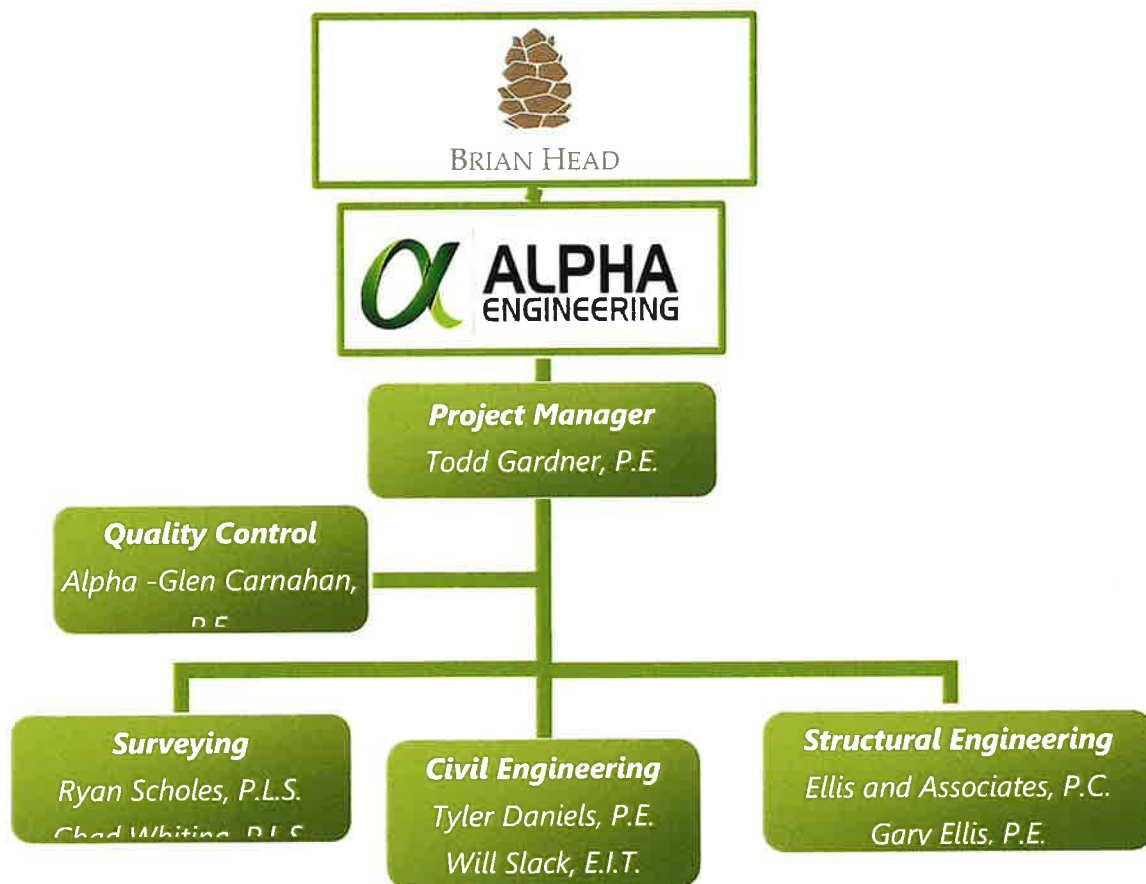
BS, Dixie State University, 2014

Utah License Number 13293573-2201

Ryan has over 6 years of land surveying experience working in Southern Utah. He is very familiar with the requirements in Washington and Iron County. Under Ryans direction our surveyors will complete aerial and field survey for all project sites for Parowan City. Ryan will also coordinate survey plats, rights-of-way (ROW), preparing legal descriptions and exhibits for property purchases and easements.

Approach

Our proposed Team organizational flow chart for the to provide planning and engineering services for Brian Head is as follows:



All work requested from Brian Head Town will be directed through the Project Manager, Todd Gardner. Work will then be distributed to surveying, civil engineering, or structural review according to the planning and/or engineering services requested.

Time Frame

Alpha Engineering is committed to providing a thorough and timely turnaround for the services provided to Brian Head Town. The time frame for each service is dependent upon the scope of work/services required. If additional time is required beyond the time frames provided, due to the size or complexity of the project/service, communication will be provided to Brian Head Town to request additional time. The Scope of Work with its associated time frame is shown below:

Grading Plan Review

Alpha Engineering will review Grading Plans that are submitted as part of the Building Permit. We understand that Grading Plans are required for lots with a minimum slope of 25%. Typical grading plans will be reviewed with pdf redlines and a review letter provided to Brian Head Town in five (5) business days.

Structural Engineering Review

Alpha Engineering will review structural engineering for attached units, townhomes, and other structures as requested by Brian Head Town. This work will be coordinated with a subcontractor for a detailed review while Alpha Engineering will provide on preliminary/overall review. With the addition of the detailed review from the structural engineering contractor, structural engineering plans will be reviewed with pdf redlines and a review comment letter provided to Brian Head Town in ten (10) business days.

Plat and Land Use Plan Review

Alpha Engineering will review all Annexation Plats, Plat Amendments, Preliminary and Final Plats, and other Land Use plans. This work will be handled by Alpha Engineering's survey department with help from the engineering department for preliminary plat and land use plans. This work will consist of a turnaround time frame of seven (7) business days.

Surveying Document Review

Alpha Engineering will review surveying documents that are to be recorded to ensure that property legal descriptions are correct and will sign documents as needed. The time frame for this service will be five (5) business days.

Legal Descriptions

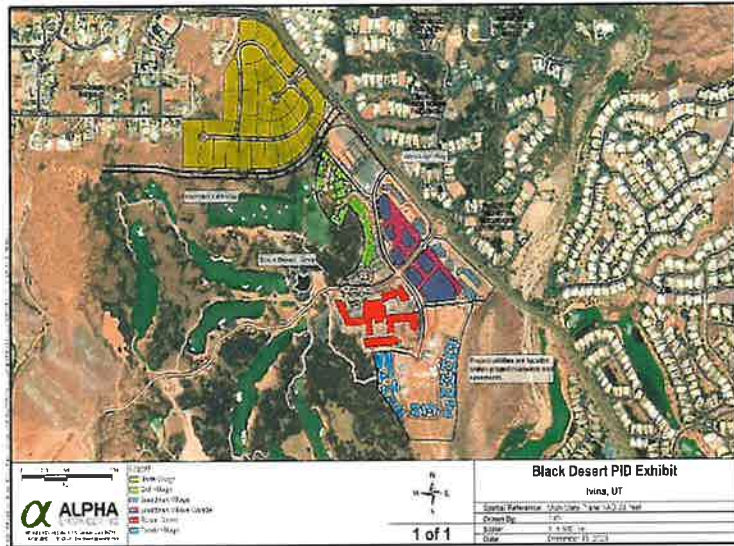
Alpha Engineering will provide property legal descriptions for Town property that might be included in a transaction or that is part of an annexation, or any other Town business. These legal descriptions will be provided to Brian Head Town in five (5) business days.

Firm Experience & References

Similar Projects

Black Desert – Family Village, Golf Village, & North Village

Alpha Engineering assisted with the Black Desert Development, located in Ivins, Utah. Alpha was the engineer of record for North Village, Golf Village, Family Village, Boardwalk Parking Garage, as well as many other smaller projects to connect these developments. The projects have developed more than 50 acres. Alpha Engineering's scope included grading, water, sewer, storm drain, project coordination, roadways. Retaining wall design was also necessary in several locations within the development. A hydrology study was completed per City of St. George requirements and detention was designed to accommodate the project. Alpha also assisted Black Desert in developing a private water system and PID.



Black Desert Development

Aspen Meadows Southeast Neighborhood

Alpha Engineering reviewed the preliminary plat, plat amendment, grading plans and construction drawings for the Aspen Meadows Southeast Neighborhood for Brian Head Town. The proposed subdivision consisted of 67 lots on over 80-acres. See the Appendix for the first review comments of the amended plat.

References

Alpha Engineering is committed to providing quality work in a timely manner. Clients familiar with Alpha Engineering's expertise in providing Land Use and Construction Engineering Services are listed below:

Brian Head Town

Attn: Mr. Greg Sant, Planning and Building Administrator

56 North Highway 143
Brian Head, Utah 84719
Office: (435) 677-2029

Toquerville City

Attn: Mr. Darrin LeFevre, Assistant City Manager
212 North Toquer Boulevard
Toquerville, Utah 84774
Office: (435) 635-1094

Santa Clara City

Attn: Mr. Jim McNulty, Planning and Economic Development
3979 Santa Clara Drive
Santa Clara, Utah 84765
(435) 656-4690

City of Hurricane

Attn: Mr. Kaden Demille, City Manager
147 North 870 West
Hurricane, Utah 84737
(435) 635-2811

Cost Proposal

Each scope of service will require different members of the team with varying hours between each service and project. Each service will be provided per the Alpha Engineering Standard Rate Schedule (see Attachment “A”). Alpha Engineering’s estimated cost for the services provided are as follows:

Grading Plan Review: \$574

Structural Engineering Review: \$968

Plat and Land Use Plan Review: \$963

Surveying Document Review: \$525

Legal Descriptions: \$700

Reimbursable charges include mileage for any required site visits or Town Council meetings attended, along with large format prints. See the Alpha Engineering Standard Rate Schedule for these rates.

Appendix

Resumes

Sample Report

Alpha Engineering's Standard Rate Schedule (Attachment "A")

Todd B. Gardner, P.E. Engineer



Education

*Bachelor of Science,
Civil Engineering*
University of Nevada Las Vegas, 2006
Las Vegas, Nevada

Registration

Professional Engineer
Utah #8215989

Professional Affiliations

American Society of Engineers
American Public Works Association

Experience

2007 – Present
Owner / Project Manager
Alpha Engineering Company
St. George, Utah

Introduction

Mr. Gardner joined Alpha Engineering Company in 2007 upon graduation from the University of Nevada-Las Vegas.

Reviews

Mr. Gardner is responsible to assist in review of in-house plans for various municipal water, wastewater and drainage projects.

Grading

Mr. Gardner has been involved with various commercial, residential and municipal projects including the design of residential roadways, site plans, water systems, sewer systems, and storm drain. He also designed or assisted in the design of civil plans for the following projects:

- Washington County Water Conservancy District (WCWCD) Office Building
- Pah Tempe Pump Back Pump Station
- Quail Creek Maintenance Building
- SunSmart Solar Farm
- Memory Care @ The Meadows
- Family Dollar Distribution Center
- Foremaster Commercial and Residential Subdivisions

Dams

Mr. Gardner provided construction management of the Jackson Flat Water Supply Storage Facility project in Kanab, Utah, which includes the construction of a new earthen dam with a pump station, outlet works, and spillway.

Wastewater

Mr. Gardner has been involved in various sewer replacement projects for Ash Creek Special Service District, City of St. George, and Brian Head that vary in size from 8-24".

Water Supply

Mr. Gardner has been involved in the design of several pump station and pipeline projects. He has recently

assisted in completing design and managed the construction of Cottam Sand Hollow Wells 12 and 15 pump stations for Washington County Water Conservancy District. He also designed the Sand Hollow Regional Pipeline and assisted in the design of Ash Creek Tributaries Pipeline.

Hydrology

He has completed hydrology studies for individual developments including the calculation of pre and post development storm flows. Mr. Gardner is proficient in computer and graphics design utilizing AutoCAD. He also has experience in construction management.

Hydroelectric

Performed intake and penstock design and power house layout of the Glendale Hydroelectric Facility. The plant is located near Preston, Idaho and constructed for the Consolidated Irrigation Company. The penstock diameters feeding the plants ranged in size from 24 to 36 inches in diameter. A complete hydraulic analysis including transients; bifurcation and wall thickness designs etc. were performed.

Environmental

Mr. Gardner has worked on multiple environmental projects in support of the environmental consultant and has assisted in preparation of preliminary engineering design for Plan of Development (POD) documents and Drinking Water Source Protection Plans (DWSSP) for a variety of projects. Mr. Gardner has recently assisted in the successful completion of the Mill Meadow Pipeline POD and the Six Mile Pipeline and Hydro POD.



43 South 100 East, Suite 100 • St George, Utah 84770
T: 435.628.6500 • F: 435.628.6553 • alphaengineering.com

Ryan Scholes, P.L.S. Surveyor



Education

*B.S., Computer Information
Technology, 2014*
Dixie State University
St George, Utah

Associate of Science, 1996
Dixie College
St. George, Utah

Registration

Professional Land Surveyor
Utah 13293573-2201

Experience

2018 – Present
Land Surveyor
Alpha Engineering Company
St. George, Utah

2016 – 2018
Cadastral Mapper
Washington County Recorder
St. George, Utah

1997-2011
Diamond Land Surveying
Owner, V.P., Drafting
Murray, Utah

Introduction

Mr. Scholes joined Alpha Engineering in 2018 as a Survey Technician and Survey Draftsman to assist with any Land Surveying needs. In 2023, Mr. Scholes took over the survey department and now manages all survey operations for Alpha Engineering.

Reviews

Mr. Scholes has conducted reviews of survey plats, subdivisions, road dedications, lot splits, and easements for communities in Washington County.

Experience

Ryan Scholes began working for Alpha Engineering in 2018 as a Survey Technician and Survey Draftsman. Ryan has many years of experience working with AutoCAD software and working in the field assisting with land surveying on many projects that include Boundary Surveys, Topography and Construction Staking. Ryan is familiar with various types of Survey instruments and is very proficient with the latest AutoCAD software.

Provided survey control and staking, right-of-way alignment, easements and right-of-way deeds, and project survey management for the Washington County Water Conservancy District Regional pipeline which consisted 25 miles of 72-inch to 36-inch pipeline.

Provided survey control and staking, right-of-way alignment, easements and right-of-way deeds, and project survey management for the Black Desert Resort Project located in Ivins, Utah.

Prior to working at Alpha Engineering, Ryan worked for Washington County in the Cadastral Mapping department and was responsible for maintaining ownership maps and verified all new legal descriptions and record owners of property. He also performed land

surveying in the Salt Lake City area for over 12 years.

Land Surveys

Surveyed numerous parcels in Nevada, Arizona, and Utah for private and public entities.



ALPHA
ENGINEERING

43 South 100 East, Suite 100 • St George, Utah 84770
T: 435.628.6500 • F: 435.628.6553 • alphaengineering.com

Tyler Daniels

Project Engineer



Education

Master of Engineering, Civil & Environmental, 2021
Utah State University
Logan, Utah

B.S. Civil & Environmental Engineering, 2020
Utah State University
Logan, Utah

Registration

Professional Engineer
Utah #14218333

Professional Affiliations

American Society of Civil Engineers

Experience

May 2021 – Present
Engineer in Training
Alpha Engineering Company
St. George, Utah

Introduction

Mr. Daniels joined Alpha Engineering Company in 2021 as an engineer in training after graduating from Utah State University with a Master of Engineering in Civil & Environmental Engineering in May of 2021.

Hydraulics & Hydrology

Mr. Daniels has worked extensively to analyze the hydraulic characteristics of watercourses and floodways as well as hydrologic studies ranging from small developments to watersheds draining over 100 square miles. In addition to currently being involved in the drainage design of several projects, his work has ranged from a variety of hydrology studies for private developments to large freeboard and spillway design studies for reservoirs. He has also widely used HEC-RAS to analyze floodways, culvert hydraulics, and dam breach analyses.

Mr. Daniels is proficient in hydraulic and hydrologic analysis programs such as HEC-HMS, HEC-RAS, WaterGEMS, SewerGEMS and FlowMaster.

Site Development

Mr. Daniels has helped design both small and large development projects. He has worked with private developers for both residential and commercial projects. He assists with the development of Washington County School District sites in preparing design and construction contract documents, which include specifications, site improvement plans, utility design, grading and drainage design, erosion control, and City and review agency coordination and recently has worked on development at Black Desert in Southern Utah.

Mr. Daniels is advanced in using AutoCAD Civil 3D for project design and producing construction drawings.

Geographic Information Systems

With a background of using GIS to analyze the output from spatially distributed hydrologic models, he is proficient in using GIS for mapping and design on various projects. He uses GIS to map and analyze output from water network models, hydrology studies, and two-dimensional HEC-RAS analyses for floodplain studies. Mr. Daniels has the ability to use spatial data to quickly create exhibits and maps ranging from small watersheds to large water transmission lines.

Water Systems

Mr. Daniels has completed water system hydraulic modeling for several water and irrigation systems and design projects. With a solid background in GIS he is able to use the output from modeling software to efficiently produce maps and exhibits showing relevant data to assist in making engineering design decisions. He excels in using water modeling software such as WaterGEMS and FlowMaster and has used them to analyze and design various projects.

Groundwater Modeling

Mr. Daniels is responsible for analyzing well pump test and aquifer data to create source protection plans for various municipal and private groundwater wells. He uses the Wellhead Analytic Element Model to delineate well protection zones and map them using GIS software.



ALPHA
ENGINEERING

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ATTACHMENT "A"

ALPHA ENGINEERING COMPANY STANDARD RATE SCHEDULE

December 2024

Principal Engineer (PE): \$245.00 / hour

Senior Engineer II (PE): \$205.00 / hour

Senior Engineer I (PE): \$183.00 / hour

Project Engineer II (PE): \$169.00 / hour

Project Engineer I (PE): \$155.00 / hour

Project Engineer (PE): \$140.00 / hour

Engineer (EIT): \$121.00 / hour

Head Design Technician: \$110.00 / hour

Design Technician: \$95.00 / hour

Senior Licensed Surveyor: \$177.00 / hour

Licensed Survey Crew Chief: \$129.00 / hour

Survey Crew Member: \$88.00 / hour

GPS Survey Equipment: \$47.00 / hour

Inspector: \$90.00 / hour

Accountant: \$104.00 / hour

Secretary: \$70.00 / hour

Type I Survey Monuments: \$1,000.00 each

Type II Survey Monuments: \$400.00 each

Mileage: \$0.75 / mile

Large Format Prints / Copies:	22x34	\$1.75 / sheet
	30x42	\$2.25 / sheet

Photocopies:	8.5x11 (b&w)	\$0.20 / page
	8.5x11 (color)	\$0.35 / page

*Other expenses will be billed at cost plus 10%.

*Rates will be adjusted periodically to reflect inflation and cost changes.



ITEM: MID-TERM COUNCIL VACANCY DISCUSSION

AUTHOR: Nancy Leigh, Town Clerk
DEPARTMENT: Administration
DATE: July 8, 2025
TYPE OF ITEM: Informational

SUMMARY:

Staff will hold an informational discussion on the process for a mid-term council vacancy.

BACKGROUND:

Staff was asked to hold a discussion on the process for a mid-term council vacancy with the recent notice from Council Member Marshall.

Over the past several years, the town has experienced several mid-term vacancies and over those years, the process has developed over the years with the adoption of new legislation. The vacancy process laid out by state statute in which all municipalities within Utah are required to follow in order for the Council to appoint another Council Member during a mid-term.

ANALYSIS:

In Utah during an election year, a midterm council vacancy is filled by an interim appointment and may be followed by a special election to fill the remaining term. Here are the requirements:

1. Notice and Application Process: Before acting to fill the vacancy, the council shall:
 - Immediately notify the Town Clerk;
 - Give public notice of the vacancy at least 14 days before the council meeting to fill it;
 - The notice must include the following details: The date, time and place of the meeting where the vacancy will be filled, contact information for submitting names, and the deadline for submissions;
 - The person to whom an individual interested in being appointed to fill the vacancy may submit the interested individual's name for consideration.
2. Vacancy and Interim Appointment:
 - The Town Council must appoint a registered voter in the town who meets the qualifications for office to fill the vacancy on an interim basis.
 - This appointment must be made within 30 calendar days after the vacancy occurs.
3. Candidate Qualifications:
 - Candidates must be registered voters in Brian Head and have resided in town for at least 12 consecutive months before an election.
 - Additional qualifications for a council member are as follows:
 - a) Must be at least 18 years of age.
 - b) Must be a U.S. Citizen
 - c) Not convicted of a felony, treason, or crime relating to elections.
 - d) Cannot have been declared mentally incompetent.

4. When a Special Election is Needed:

- Following the interim appointment, a special election is held to fill the remaining term of the vacated position.
- This election is held if the vacancy occurs at least 14 days before the filing deadline for the election, and if there are at least two years remaining in the term after the upcoming municipal election.
- Example: Brian Head election ballot would identify one term for 2-years and then would have the two council seats for 4-years. The 2-year term would be considered a special election.

5. Candidate Interviews & Voting:

- The council must interview all qualified individuals who submit their names in an open meeting.
- Once the interviews are completed, the Council must proceed with the open meeting and take an initial vote to fill the vacancy from among the names of the candidates interviewed.
- The Council may not enter into a closed session to discuss the candidates. Everything must be done in an open meeting for transparency purposes.
- The Council Member who created the vacancy may interview the candidates and vote on the appointment of the individual to fill the vacancy.
- If a Council Member who was removed from office, may not interview the candidates, nor cast a vote for the appointment.
- The Council Member who submits their resignation to the Council may not rescind their resignation.
- In the case of a tie vote during the appointment process with three or more candidates, a game of chance will determine the winner. Note: This has been done with a flip of the coin.

6. After a candidate has been selected:

- The successful candidate for the appointment must fill out a Conflict-of-Interest form, unless that individual has already completed one for the Town. The Conflict of Interest must be submitted to the Town Council and Town Clerk and posted on the Town's website with a link to the Lt. Governor's office.

7. What happens if the Council has not appointed an individual within the 30-day time period?

- If the Town Council does not timely comply with the 30-day time period or appointing an individual, the Town Clerk shall immediately notify the Lt. Governor.
- After receiving notice that the Council has failed to timely comply with the state requirements for mid-term vacancies, the Lt. Governor shall:
 - Notify the Town Council of the violation; and
 - Direct the Town Council to, within 30 calendar days after the day on which the Lt. Governor provides the notice described above, appoint an eligible individual to fill the vacancy.
- If the Town Council fails to timely comply with a directive from the Lt. Governor:
 - The Lt. Governor shall notify the governor of the municipality's failure to fill the vacancy; and
 - The governor shall, within 45 calendar day after the day on which the governor receives the notice described above, provide public notice soliciting candidates

to fill the vacancy in accordance with state law and appoint an individual to fill the vacancy.

Some of the takeaways from the process are the following:

1. Notice of the vacancy must be posted for a period of 14 days prior to the candidate interviews that will be held during a council meeting.
2. The appointment must be made within 30 days of the submitted resignation
3. The Council must interview and vote on the appointment in an open meeting.
4. The Council cannot enter into a closed session to discuss the results of the interview.
5. The Council Member who resigned can participate in the interviews and may vote on the appointment.
6. The successful candidate must complete a Conflict-of-Interest statement that will be submitted to the Town Council and Town Clerk. The Town Clerk must post the Conflict of Interest on the Town's website with a link to the Lt. Governor's office within two days of receiving the statement.
7. Avoid delaying the appointment process.

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

NA

STAFF RECOMMENDATION:

This is a discussion item only.

PROPOSED MOTION:

N/A – No motion needed – informational item



STAFF REPORT TO THE TOWN COUNCIL

ITEM: FY2026 CONSOLIDATED FEE SCHEDULE AMENDMENT

AUTHOR: Nancy Leigh, Town Clerk
DEPARTMENT: Administration
DATE: July 8, 2025
TYPE OF ITEM: Legislative Action

SUMMARY:

The council will consider a resolution amending the FY2026 Consolidated Fee Schedule for the Nightly Rental Disproportionate Cost of Service Fee.

BACKGROUND:

In 2019, the council adopted a new disproportionate cost of service fee for nightly rentals due to the increase of short-term rentals which demanded additional public safety services.

The nightly rental disproportionate cost of service fee was identified as an annual flat rate fee that identified a fee for cabins and one for condominiums. This was based on a calculation of the number/occupancy of short-term rentals and the cost for public safety services.

On May 27, 2025, the Council adopted the FY2026 Consolidated Fee Schedule with incorrect numbers for the disproportionate cost of service fees.

ANALYSIS:

The current adopted Consolidated Fee Schedule (CFS) shows \$369 per cabin and \$136 per condominium unit. The new fee is proposed at \$335 per cabin and \$123 per condominium unit. This is the only change in the CFS being proposed.

Listed below is the calculation for the Nightly Rental Disproportionate Cost of Service Fees:

Public Safety Officer Costs	
Avg Total Comp/Hr	\$ 72.47
Annual Equip/Training	\$21,964.29
Avg Annual Cost:	\$146,473

Nightly Rental Unit Data	
Units	441
Cabins:	89
Condos:	352
Max Occupancy	3,206
Cabins (Avg):	14.7
Condos (Avg):	5.4

Proposed Fee Table	Full or Partial Fee Levels		
	100%	80%	50%
Equalized Across Units	\$332	\$266	\$166
- or -			
Weighted by Unit Type			
Cabins:	\$670	\$536	\$335
Condos:	\$247	\$197	\$123

FINANCIAL IMPLICATIONS:

The updated fees will bring the revenue back into alignment with the adopted FY2026 town budget.

BOARD/COMMISSION RECOMMENDATION:

NA

STAFF RECOMMENDATION:

Staff recommend the council adopt resolution No. 25-559 amending the FY2026 Consolidated Fee Schedule as proposed.

PROPOSED MOTION:

The Council can approve as present, with changes (please identify changes in the motion), table for more information, or deny.

I move to adopt resolution No. 25-559 amending the FYy2026 Consolidated Fee Schedule as presented.

ATTACHMENTS:

A – Resolution No. 25-559 amended FY2026 Consolidated Fee Schedule.

RESOLUTION NO. _____**A RESOLUTION AMENDING THE FISCAL YEAR 2026 CONSOLIDATED FEE SCHEDULE FOR THE TOWN OF BRIAN HEAD, UTAH, AND PROVIDING FOR AN EFFECTIVE DATE OF JULY 8, 2025.**

WHEREAS, the Town Council adopted the fiscal year 2026 Consolidated Fee Schedule during their regular meeting on June 10, 2025; and

WHEREAS, it was determined that the fee for the Nightly Rental Disproportionate Cost of Service Fee was miscalculated causing the fee to be higher than anticipated; and

WHEREAS, the Town Council adopts the Fiscal Year Consolidated Fee Schedule by resolution after the fiscal year budget has been adopted by the Town Council; and,

WHEREAS, with the adoption of the fiscal year 2026 Brian Head Town Budget, it is the intent to amend the fiscal year 2026 Nightly Rental Disproportionate Cost of Service Fee and become effective July 8, 2025; and,

WHEREAS, the Town Council adopts the Consolidated Fee Schedule by resolution, from time to time, for all fees provided for or required under Brian Head Town Ordinances into a single document to facilitate more efficient administration and access of the various fees for the public.

NOW, THEREFORE, BE IT RESOLVED, by the Brian Head Town Council that the "Consolidated Fee Schedule", is hereby adopted with the amended Nightly Rental Disproportionate Cost of Service Fees identified in **red font** and updated to be implemented by the Brian Head Town staff forthwith as the Consolidated Fee Scheduled for Fiscal Year 2026.

BE IT FURTHER RESOLVED this resolution, and associated fees shall have an effective date of July 8, 2025.

PASSED AND ADOPTED by the Brian Head Town Council this ____ day of July 2025, by the following vote.

Town Council Vote

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

BRIAN HEAD TOWN**ATTEST:**_____
Clayton Calloway, Mayor_____
Nancy Leigh, Town Clerk

(SEAL)



BRIAN HEAD TOWN
CONSOLIDATED FEE SCHEDULE
Fiscal Year 2026
Effective Date: July 1, 2025

Land Use Fees

General Plan Amendment	\$1,000/Application
Zoning Amendment	\$1,000/Application
Special Assessment Area (SAA)	\$1,000/Application
Building Concept Review	\$100 Application
Conditional Use	\$500
Amended Conditional Use Permit	\$250
Variance	\$500
Subdivision/PUD Approval Process:	
• Subdivision/PUD Preliminary Plat	\$1800 application fee
• Subdivision/PUD Final Plat	\$2,300 application fee
Subdivision/PUD Infrastructure Building Permit	1% of Engineer's infrastructure costs.
Plat Amendment w/ Public Hearing	\$500 application fee + postage for public notices
Plat Amendment w/out Public Hearing	\$250 application fee
Subdivision by Metes & Bounds	\$500 application fee
Lot Line Vacation	\$250 application fee
(Additional mailing costs may be applied if application fee is exceeded)	
Development Agreement	\$5,000 Down payment to be applied to actual cost incurred by Town staff to prepare and/or present agreement. A positive balance must be maintained or work on agreement will cease.
Annexation Petition	\$1000, plus cost associated w/ feasibility impact, infrastructure & admin analysis.
Planning Commission Special Meeting	\$500
Trenching and Grading Permit:	
• For each single street cut (utility trenching)	\$100 + Encroachment Bond*
• For Single Family Residential	\$350
• For All Other Zones	\$600
<i>*Verification as licensed contractor, \$5,000 encroachment bond on paved road or \$3,500 encroachment bond on unpaved road, and \$1,000,000 insurance policy with Town as additional insured must be on file with Brian Head Town for any work in any public right-of-way or connection to Town sewer or water mains or grading permit issued prior to an associated building permit. Soil compaction test results must be submitted to the Town. Additional bond requirements may be applied based on the size, scope, and complexity of the project.</i>	
Logging/Tree Removal Permit:	
• Fire Mitigation	No Fee
• Residential	\$75
• Construction (w/ building permit)	\$100/Application
Burn Permit	\$10 Residential / \$100 Commercial
Sign Permit, Permanent	\$50/Application
Sign Permit, Temporary (Banner)	No Charge



Right-of-Way Permit Violations

All violations will result in a flag being placed on the violators' permit, and no inspections will be conducted on their property until the violation has been resolved, and the fine is paid.

1 st Violation Notice & Reinspection	No Charge, w/ deadline for correction within five (5) days
2 nd Violation or Recurrence	\$500, w/ deadline for correction within five (5) days
3 rd Violation or Recurrence	\$1,000, w/ deadline for correction within five (5) days

Egregious Violations can be given a Class A misdemeanor Citation by Public Safety and the fine will be determined by the Court.

Administrative Code Violations

1 st Violation Notice & Reinspection	No Charge
2 nd Violation or Recurrence	(a) \$100 fine & \$50 per day of continuing violation for the 14 days immediately following notice of violation and \$100 per day thereafter; or (b) any higher penalty amount otherwise provided by Town Code
Repeat Inspection Fee	\$50
3 rd Violation or Recurrence	Citation / To Be Determined by Court

Egregious Violations may be issued an immediate citation.

Licensing Fees

Business Licenses:	\$108 / New Business Application
	\$62 / Renewal of Business License
	\$10.00 / Door-to-Door Solicitation Employee Permit
	\$50.00 / Sexually Oriented Employee Permit
	\$200.00 / Sexually Oriented Business
	\$151 / New Nightly Rental, Application
	\$122 / Renewal Nightly Rental Application
Nightly Rental Disproportionate Fee	\$369 335 per cabin
	\$136 123 per condominium unit
No Charge for Special Event Vendor	
Dog License	\$10 Neutered / \$20 Non-neutered
Alcohol License, Initial	\$100
Alcohol License, Renewal	\$50

Publications

Land Management Code	\$30.00 bound copy
General Plan	\$20.00 bound copy
Public Works Construction Manual	\$30.00 bound copy
Maps	\$0.25 for 11"x17" black/white copy
	\$0.50 for 11"x17" color copy
	\$0.50 for photocopy
	\$35 for Small Map
	\$60 for Large Map



Administrative Fees

NSF Check	\$25/Returned Check
Copies	\$0.05 per B/W Copy
	\$0.10 per Color Copy
Faxes	\$0.10 per page for outgoing faxes
	\$0.10 per page for incoming faxes
GRAMA Request	determined on an individual basis per UCA 63-2-203.

Inspection Fees

One-time Building Inspection	\$100
Re-inspection Fee for building	\$100
Nightly Rental Fire Inspection	\$30 + \$30 increase per re-inspection (3x\$30 3 rd Re-inspection = \$90)
Commercial Business Fire Inspection	\$50

Bonds (Refundable)

Subdivision Completion Bonds	110% of Engineers Cost to Complete
Building Permit Cleanup Bond	\$1,000
Grading & Landscaping Bond	\$2,500
(Additional bond requirement may be applied based on size, scope, and complexity of the project.)	

Building Permit Fees

VALUATIONS

1. New Construction Per current IRC valuation data
2. Unfinished basements Per current IRC valuation data
3. Decks, Porches, and Carports \$25/sq ft
4. Remodeling: Value determined by the contractor and approved by the Building and Planning Official to reflect the cost of work for code-related items.
5. Valuations may be modified by the Building Official when evidence supports raising or lowering the valuation due to circumstances outside the norm or specifically mentioned above.

Building Permit Calculation Table

TOTAL VALUATION	FEE
\$1 to \$500	\$24
\$501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000.
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 and over	\$6,387 for the first \$1,000,000; plus \$4 for each additional \$1,000 or fraction thereof.



Plan Review & Other Applicable Fees

Plan Review	65% of Building Permit fee
Utah State Fee	1% of Building Permit fee

Impact Fees

Water

- a. Single-family residence - \$5,530.49
- b. Multi-family development - \$5,530.49 per residential unit
- c. All other development based on meter size:

Size of Meter (in)	AWWA Capacity Ratios	Impact Fee
3/4 (or smaller)	1	\$5,530.49
1	1.67	\$9,235.92
1.5	3.33	\$18,416.53
2	5.33	\$29,477.51
3	11.67	\$64,540.82
4	20	\$110,609.80
6	41.67	\$230,455.52
8	60	\$331,829.40
10	96.67	\$534,632.47
12	143.33	\$792,685.13

Sewer

- a. For the Town-Wide Service Area:
 - i. Single-family residence - \$1,810.89
 - ii. Multi-family development - \$1,810.89 per residential unit
 - iii. All other development based on water meter size:



Size of Meter (in)	AWWA Capacity Ratios	Impact Fee
3/4 (or smaller)	1	\$1,810.89
1	1.67	\$3,024.19
1.5	3.33	\$6,030.26
2	5.33	\$9,652.04
3	11.67	\$21,133.09
4	20	\$36,217.80
6	41.67	\$75,459.79
8	60	\$108,653.40
10	96.67	\$175,058.74
12	143.33	\$259,554.86

b. For the Snowshoe & Toboggan Service Area:

- i. Single-family residence - \$5,651.33
- ii. Multi-family development - \$5,651.33 per residential unit
- iii. All other development based on water meter size:

Size of Meter (in)	AWWA Capacity Ratios	Impact Fee
3/4 (or smaller)	1	\$5,651.33
1	1.67	\$9,437.72
1.5	3.33	\$18,818.93
2	5.33	\$30,121.59
3	11.67	\$65,951.02
4	20	\$113,026.60
6	41.67	\$235,490.92
8	60	\$339,079.80
10	96.67	\$546,314.07
12	143.33	\$810,005.13

Public Safety

\$153.00 x Conversion Factor

**Individuals who extend water or sewer lines may qualify for an impact fee reduction equal to their incurred costs for the extension, up to the full amount of the impact fee, with verification of submitted construction costs.



IMPACT FEE CONVERSION FACTOR

Single Family/Condo	1 ERC
All Others	Per Actual Fixture Unit Calculations

*One ERC (Equivalent Residential Connection) is equivalent to 24 water fixture units as calculated in Table 604.3 of the 2006 International Plumbing Code, and 20 drainage fixture units as calculated in Table 709.1 of the 2009 International Plumbing Code.

Connection Fees

Water

Residential:

¾" Meter: \$1,460

1" Meter: \$1,550

Town Provides Meter, MXU and Inspection.

Contractor Provides barrel, curb-stop, corp-stop, foam pad installation, and installation per Town Public Works Standards.

Commercial:

1" Meter: \$1,550

2" Meter: \$2,230

3" Meter: \$2,550

4" Meter: \$4,090

6" Meter: \$6,620

8" Meter: \$11,550

Town provides meter, MXU, hot tap, and inspection.

Contractor provides saddle, vault, and all associated materials per Brian Head Public Works Standards.

Inspection services by Town, Street opening & closing by separate permit.

Sewer

\$375

Utility Service Fees

Water	Monthly Base Rate/Demand Charge
Residential .5 ERC ¹	\$42.50
Residential 1ERC ²	\$85
Commercial	\$168
Commercial Business in a Multi-family complex ³	\$168

¹One Half (.5) ERC- A single unit (regardless of ownership) consisting of (1) room, intended for temporary living and sleeping purposes and including a separate, exclusive bathroom and food storage, preparation and serving accommodations consisting of not more than a single bowl sink, a refrigerator of not more than 5 cubic feet, and an electrical outlet which may be used for a microwave oven. Water consumption for this type of unit will be calculated at .5 of an ERC with a maximum calculated consumption of 2500 gallons per unit per month.



²Full ERC (1), Residential Unit, Dwelling Unit, or Condo Unit- A single unit providing completely independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. Water consumption for this type of unit will be calculated at 1 ERC with a maximum calculated consumption of 5,000 gallons per unit per month.

³Where a commercial business shares a water meter within a multi-family residential or hotel project, and installing a separate commercial meter is not feasible, the Town shall calculate estimated monthly water consumption for the commercial business based on comparable businesses (in Brian Head or other communities) and bill that amount in addition to the base monthly charge.

Residential (Single Family, Condo, Townhouses)

Base Rate includes 5,000-gallon allowance.

Above 5,001 but less than 10,000 gallons	\$3.79/K-gal
Above 10,001 gallons but less than 15,000 gallons	\$4.57/K-gal
Above 15,001 gallons but less than 20,000 gallons	\$5.30/K-gal
Above 20,001 gallons	\$12.56/K-gal
Monthly rate for disconnected Service (5/8", 3/4", 1")	\$60.50

Commercial Uses ⁴

Base Rate includes 10,000-gallon allowance.

10,001 to 150,000 gallons	\$4.57/K-gal
Above 150,000 gallons	\$5.30/K-gal
Monthly rate for disconnected Service	\$121

Construction Water

Monthly hydrant meter rental	\$125 p/month
Deposit for hydrant meter rental	\$1,500
Water rate for water used	\$10.25 K-gal
Penalty for missed monthly inspection/reading	\$100

Bulk Water

\$100/K-gal	Non-Resident
\$75/K-gal	Resident

⁴Where a commercial business is located within a multi-family residential or hotel project, and installing a separate commercial meter is not feasible, the Town shall calculate estimated monthly water consumption for the commercial business based on comparable businesses (in Brian Head or other communities) and bill that amount in addition to the base monthly charge. The monthly utility bill shall be calculated by adding the base allowance (5,000 gal for 1 ERC, 2,500 gal for .5 ERC) use for each unit in the building and subtracting that from the total water meter reading. The remainder (if there is any) shall be charged using the commercial water rate table.

Example #1: 50-unit condo with a shared meter commercial facility having 30,000 gallon and a meter reading of 300,000 gallons of water.

50 ERC X 5,000 gallons= 250,000 gallons

300,000 gallon meter read – 250,000= 50,000 gallon remainder.

50,000 remainder – 10,000 credits for commercial allowance = 40, 000 gallon excess use

40,000 gallon excess use x 4.57 per thousand gallons= \$182.80.

Resulting Bill: 50 ERC x \$84.00 =	\$4,250
Commercial Base Fee=	\$168
Excess Water Use=	\$182.80
Total=	\$4,600.80

Example #2: 50 unit condo with a shared meter commercial facility having 30,000 gallon and a meter reading of 230,000 gallons of water.

50 ERC X 5,000 gallons= 250,000 gallons

230,000 gallon meter read – 250,000= -20,000 gallon remainder.

Where the remainder is a negative there is no overage charge

Resulting Bill: 50 ERC x \$85=	\$4,250
Commercial Base Fee =	\$168
Total =	\$4,418



Sewer	Monthly Base Rate/Demand Charge
Residential .5 ERC	\$23.50 per month
Residential 1ERC	\$47.00 plus 60% of water overuse charge
Commercial	\$101

Monthly rate for disconnected service for single family house \$36.50
 Monthly rate for disconnected commercial service \$76.00

Trash	
Residential (.5 and 1 ERC)/Office	\$15
Retail	\$97
Restaurant/Lounge	\$133

** Late Penalty 5% / month
 Reconnect Fee \$100
 Disconnect Fee \$100
 Meter Re-read \$50

Additional Solid Waste Service Fees:

Construction Debris \$300 per dumpster
 Refuse (Appliances, Furniture & Similar materials) \$100 per appliance/mattress, etc.
 Blocked Dumpster: \$100 per dumpster
 Spilled Garbage left outside dumpster: \$100 per dumpster.

Special Events/Building Rentals

**Special fees or exceptions may be granted by Administration for local, non-profit organizations or civic functions. Additional fees may be charged if there are special needs or setup/takedown.*

Town Hall Rental	\$150 p/day – Council Chambers \$75 half day up to four hours \$50 p/day – Conference Room \$25 for half day up to four hours – Conference Room \$25 p/day – Kitchen \$15 for half day up to four hours - Kitchen \$250 Refundable Deposit
Public Safety Building Rental	\$200 p/day – Large Multi-Purpose Room \$100 for half day up to four hours – multi-Purpose Room \$100 p/day – Small Conference Room \$50 for half day up to four hours – Conference Room \$25 p/day – Kitchen \$15 for half day up to four hours - Kitchen \$250 Refundable Deposit



Town Pavilion Rental	\$50 per day \$25 for half day up to four (4) hours
Trail Restoration	Actual Costs to restore trail.
Fire Station Tables	\$5 per table
Police Officer	\$50 p/hr.
Police Officer with Vehicle	\$120 p/hr.
Traffic Cone rental	\$0.50 per day per cone minimum \$10.00
Traffic Warning sign rental	\$15 per day per sign
Traffic Cone/Sign drop off	\$130 after hours.
Garbage Dumpster	\$135 plus after hour costs if applicable
Motor Grader	\$190 per hour w/operator
Dump Truck	\$135 per hour w/operator
Dump Truck w/plow and sander	\$190 per hour w/operator
Loader w/operator	\$160 per hour
P/W employee	\$60 per hour
P/W employee w/pick up	\$130 per hour.

Miscellaneous Town Code Violations:

Alarm System Violation	\$50
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STAFF REPORT TO THE TOWN COUNCIL

ITEM: 2025 BRIAN HEAD ARBOR DAY PROCLAMATION

AUTHOR: Nancy Leigh, Town Clerk
DEPARTMENT: Administration
DATE: July 8, 2025
TYPE OF ITEM: Legislative Action

SUMMARY:

The council will consider a proclamation declaring July 24, 2025 as Brian Head Arbor Day.

BACKGROUND:

In 2011 the Council first identified Arbor Day by proclamation when it became a Tree City USA member and since that time, the council adopted a proclamation declaring an annual date for Arbor Day in Brian Head. The Tree Commission was also formed to give recommendations on planting trees within town.

ANALYSIS:

This year we decided to celebrate Arbor Day as part of the Town's 50th Anniversary and identified July 24, 2025 for Arbor Day by planting 50 trees around Bristlecone Park/Pond.

The staff surveyed the existing trees in the park/pond area and determined that several of the trees would need to be replaced to which the Tree Commission agreed

The Tree Commission reviewed the list of proposed trees for the 2025 Arbor Day and made its selection of trees that have been ordered for July 2025 in anticipation of the 50th Anniversary events.

The final step is for the council to authorize the Mayor to sign a proclamation declaring July 24, 2025 as Arbor Day for Brian Head Town.

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

The Tree Commission recommends that the proclamation declaring July 24, 2025 as Arbor Day for Brian Head be approved by the Town Council and executed by Mayor Calloway.

STAFF RECOMMENDATION:

It is the recommendation of the staff that the proposed proclamation declaring July 24, 2025 be adopted by Council.

PROPOSED MOTION:

I move to authorize Mayor Calloway to sign the Proclamation declaring July 24, 2025 as Brian Head Town's 2025 Arbor Day.

ATTACHMENTS:

A - 2025 Arbor Day Proclamation



2025 ARBOR DAY PROCLAMATION

WHEREAS, Brian Head Town wishes to observe Arbor Day each year and plant trees; and

WHEREAS, Brian Head Town is celebrating its 50th Anniversary in 2025 and was determined that Arbor Day would be a part of the 50th Anniversary celebration events by planting 50 trees; and

WHEREAS, Arbor Day is observed throughout the nation and world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, and fuel for our fires; and

WHEREAS, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community.

NOW THEREFORE, I, Clayton Calloway, Mayor of Brian Head Town, Utah do hereby proclaim **JULY 24, 2025 AS ARBOR DAY** for the 2025 year in the Brian Head Town, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Brian Head this __day of July 2025

Brian Head Town

ATTEST:

Nancy Leigh, Town Clerk

Clayton Calloway, Mayor

(SEAL)