



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 \(Click Here\)](https://www.zoom.us/j/84603627348)

Via Zoom Meeting ID# 846 0362 7348  
**TUESDAY, JULY 8, 2025 @ 1:00 PM**

## **TOWN COUNCIL MINUTES**

### **Roll Call**

#### **Members Present:**

Mayor Clayton Calloway, Council Member Kelly Marshall, Council Member Mitch Risks, Council Member Martin Tidwell

#### **Members Absent:**

Council Member Larry Freeberg

#### **Staff Present:**

Bret Howser, Town Manager; Shane Williamson, Administration Director; Jon Ficken, Public Works Director; Chief Dan Benson, Public Safety Director

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

Mayor Calloway called the regular meeting of the Brian Head Town Council to order on Tuesday, July 8, 2025, at 1:00 PM.

### **B. PLEDGE ALLEGIANCE**

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

### **C. DISCLOSURES**

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

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

#### **June 24, 2025, Town Council Meeting Minutes**

**Motion:** Council Member Tidwell moved to approve the June 24, 2025, Town Council meeting minutes. Council Member Marshall seconded the motion.

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

#### **June 24, 2025, Town Council Closed Session Minutes**

Bret Howser, Town Manager, reported that Nancy Leigh, Town Clerk, requested that the June 24, 2025 Town Council Closed Session minutes be tabled.

**Motion:** Council Member Tidwell moved to table the June 24, 2025 Town Council Meeting Minutes. Council Member Marshall seconded the motion.

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

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

**Bret Howser, Town Manager,** reported on several ongoing projects:

1. The streetlight project started that day with Cache Valley Electric (CVE) trucks visible around town. They were beginning work on installing cement bases for the new lights. The light poles themselves were expected to arrive in the next couple of weeks, slightly delayed from the original late June estimate. Removal of old poles was scheduled to begin around August 1st.
2. The Brian Head Peak Road was partially closed for improvement. The Forest Service was grinding up the road to create a smoother surface before turning it over to the county. The town would then subcontract with the county for maintenance. Bret mentioned the possibility of paving the road in the future, pending grant funding.
3. Preparations for the July 24th events were underway. Bret encouraged council members to sign up for activities like the 5K run and Dutch oven competition.
4. The Meadows Loop trail project was nearing completion. A group hike was planned for July 15th to clear fallen trees from a section of the trail.
5. A group of property owners on Forest Drive were moving forward with a sewer line project. The project, estimated to cost around \$40,000-\$50,000, would be funded by seven property owners through a pioneering agreement with the town. The work was expected to start before July 24th and would likely cause significant disruption to the road.

**Mayor and Council Members Report**

Council members discussed the successful 4th of July events, including the pancake breakfast and fireworks display. They noted the large crowds and positive feedback from visitors.

**Greg Sant, Planning & Building Administrator,** reported an uptick in building permit applications, stating they were receiving almost one permit a day.

**Jon Ficken, Public Works Director**

1. The new park pavilion was expected to be in place by July 24th.
2. The Manzanita Trail overlook was still awaiting delivery of materials but was hoped to be completed by July 24th.
3. The pond project was completed just before the 4th of July celebrations.

**Chief Dan Benson, Public Safety Director,** briefly mentioned that the police department was conducting live scenario-based training around the White Bear Condo area that day.

**F. AGENDA ITEMS**

1. **APPROVAL OF ENGINEERING CONTRACT FOR LAND USE.** A contract award for engineering services.

Greg Sant, Building & Planning Administrator, presented the staff report on the engineering contract for land use. Greg explained that the Town has sent out a Request for Proposals (RFP) to ten to twelve engineering firms and received six proposals. After a staff review, Alpha Engineering was selected as the preferred firm.

Greg highlighted that Alpha Engineering had committed to a five-day turnaround for reviews, which was a significant improvement over the previous three-week timeframe. The contract would be on an hourly basis rather than a fix per item cost.

The council discussed the selection process, pricing comparisons between firms and the rationale for choosing Alpha Engineering. The Council also addressed concern about potential conflicts with Alpha's existing work for the Town on other projects.

**Motion:** Council Member Tidwell moved to award the Land Use Construction Engineering contract to Alpha Engineering in a form approved by staff. Council Member Marshall seconded the motion.

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

**2. TOWN COUNCIL VACANCY DISCUSSION.** A discussion on the process for a vacancy in the Town Council. .

The council briefly discussed the process for filling the vacancy left by Kelly Marshall's resignation. Bret Howser explained that the position would be posted for 14 days, after which the council would interview candidates and make a selection. The selected candidate would serve out the remainder of Council Member Marshall's term.

The council also discussed the logistics of conducting interviews and making the final decision, with some uncertainty about whether they could enter a closed session to discuss candidates. Bret Howser agreed to seek clarification on the proper procedure.

**3. FY2026 CONSOLIDATED FEE SCHEDULE AMENDMENT.** A resolution amending the FY2026 Consolidated Fee Schedule for the Nightly Rental Disproportionate Cost of Service Fee.

Bret Howser, Town Manager, presented a draft resolution amending the fiscal year 2026 Consolidated Fee Schedule (see attached), specifically addressing the Nightly Rental Disproportionate Cost of Service Fee. Bret explained that there had been some calculation errors in the original fee structure, and the proposed amendment aimed to correct these issues.

The Council engaged in a lengthy discussion about the appropriate level for the Disproportionate Cost of Service Fee, considering the need to find an additional police officer position and the potential impact on nightly rental property owners. The council debated various percentages of the calculated fee, ranging from 50% to 100%. After considerable deliberation, the Council reached a consensus to set the fee at 80% of the calculated amount.

**Motion:** Council Member Marshall moved to adopt resolution 25-559 amending the fiscal year 2026 Consolidated Fee Schedule for the Nightly Rental Disproportionate Cost of Service Fee at 80% level of the fee. Council Member Tidwell seconded the motion.

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

**4. 2025 ARBOR DAY PROCLAMATION.** A Proclamation declaring July 24, 2025, as Brian Head Arbor Day.

No discussion was held on this agenda item (see attached Proclamation).

**Motion:** Council Member Marshall moved to authorize Mayor Calloway to sign the Proclamation declaring July 24, 2025, as Brian Head Town's 2025 Arbor Day. Council Member Tidwell seconded the motion.

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

**5. FUTURE AGENDA ITEMS.** Discussion on potential items for future Council agendas.

The council briefly discussed upcoming events and projects, including:

1. The potential for a community hike and barbecue at the new Manzanita Trail observation deck in September.
2. Ongoing beautification projects such as streetlights, street signs, and shuttle stops.
3. The completion of the Steam Engine Drive repairs, pending final work by Enbridge.

**G. ADJOURNMENT**

**Motion:** Council Member Marshall moved to adjourn the regular meeting of the Town Council. Council Member Ricks seconded the motion.

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

The regular meeting of the Brian Head Town Council was adjourned at 2:33 pm on July 8, 2025.

July 22, 2025  
Date Approved

*Nancy Leigh*  
Nancy Leigh, Town Clerk