



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# 813 6257 1346

TUESDAY, SEPTEMBER 9, 2025 @ 1:00 PM

AGENDA

- A. **CALL TO ORDER**
- B. **PLEDGE ALLEGIANCE**
- C. **DISCLOSURES**
- D. **REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.** Public input is limited to three (3) minutes on non-agenda items.
- E. **AGENDA ITEMS**
 - 1. **PLANNING/BUILDING AD HOC COMMITTEE.** The Council will continue their discussion on the Planning/Building Ad Hoc Committee.
 - 2. **AMERICA 250th ANNIVERSARY COMMITTEE RESOLUTION.** Ciera Claridge, Deputy Clerk. The Council will consider creating the America 250th Committee for the upcoming 250th of the United State.
 - 3. **FUTURE AGENDA ITEMS.** Discussion on potential items for future Council agendas.
- F. **ADJOURNMENT**

Date: September 5, 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:

PLANNING AND BUILDING DEPARTMENT REPORT

Author: Greg Sant
 Department: Planning and Building

Date: September 9, 2025
 Type of Item: Informational

Building Report:

2025 Building Permits Summary:	August	2025	YTD August 2024
Issued Permits by Category -			
Single Family Dwellings	0	5	14
Townhomes (in Dwellings)	0	15	12
Additions/Remodels/Accessory Unit	2	10	5
Minor Alterations	2	18	19
Tree Removal	3	22	12
Commercial	1	2	2
Utilities (Electric and Gas)	1	4	4
Total	9	76	68

2025 Land Use Permits Summary:			
Issued Permits by Category –			
Grading/Excavation Subdivision	0	2	3
Trenching/Encroachment	5	12	12
Total	5	14	15

2025 Land Use Submitted Applications:			
By Category –			
Conditional Use Permits	0	0	1
Lot Line Adjustment/Minor Plat Amendments	1	2	2
Preliminary Plat	0	0	1
Final/ Amended Plat	2	5	1
Vacating ROW/Easement	1	1	1
Zone Amendment	0	0	0
Total	4	8	6

2025 Summary of Fees Collected:	August	2025
By Category -		
Building Permit Fees	\$1,932.47	35,557.23
Plan Check Fees	\$1,176.11	32,612.95
Encroachment Permits	\$6,850.00	9,300.00
Tree and Grading Permit Fees		3,025.00
Land Use Permit Fees	\$1,000.00	15,850.00
Sub-Total	\$10,958.58	96,345.18

2025 Summary of Impact Fees Collected:**August****2025**Impact Fees Collected

Water Connection and Impact Fees

\$22,121.96

74,016.76

Sewer Connection and Impact Fees

\$7,243.56

23,877.79

Total Fees Collected

\$29,365.52

97,894.55

2025 Inspections Summary:**August****2025****YTD August 2024**

Inspections by Permit Type –

Single Family Homes and Cabins

42

167

Multi-Family (Townhomes)

18

169

Additions/Remodels/Minor Alterations

5

20

Commercial

4

14

Utilities

0

5

Fire Mitigation

0

4

Grading

0

0

Total

69

379

428



BRIAN HEAD

PUBLIC WORKS DEPARTMENT UPDATE

Sept. 4th, 2025

The Public Works Department continues to work on projects as well as daily upkeep. In addition; PW have completed 145 Blue Stake markings for the month.

The following are updates on the projects assigned to us, as well as self-identified projects.

Streets

- BH crew has been working at removing trees left as a result of the highway water line replacement. Working with PS on a burn plan for these trees. **See pic.**
- Staff has identified and replaced damaged street signs throughout town.

Water

- Staff continues to monitor the water system.
- Meters continue to be replaced/repared throughout the system. On going.
- Staff has conducted 9 water inspections.
- Two new water meter sets.
- Two water leak repairs.
- Eight water turn on/off.

Sewer

- Staff continues to monitor the sewer system.
- Staff has performed sixteen sewer inspections.
- All sewer manholes in the canyon corridor have been identified and marked. Working on throughout the town. (On going)
- Staff is identifying manholes to mitigate infiltration.
- GIS locating and recording. On going.

Park and Trail



BRIAN HEAD

PUBLIC WORKS DEPARTMENT UPDATE

Sept. 4th, 2025

- Lumber bought to frame Manzanita overlook. Construction to begin week of 6/9 (update: overlook base 50% complete). **Project is 100% complete. See pics.**
- Staff is manufacturing and installing trail signs. (ongoing)
- New sprinkler timer installed at park.
- Multiple sprinklers replaced throughout park.

Equipment

- Prepping old skidster and side by side to be auctioned off as per asset replacement schedule. (will be set for auction by Sept.)
- New side by side has been purchased. On asset replacement schedule for this budget year. Cost \$14,786.98 **See Pic.**

Public Works Shop

- Project crew has started fabricating dumpster enclosure. Enclosure to be set in front of Crooked River.
- Asphalt pad has been installed for new dumpster enclosure.
- Cleaning and organization on going.

In-house Projects

Public Works will continue to work on in-house projects and maintain buildings and equipment as needed. If you have any questions or concerns, please do not hesitate to call.

- Materials ordered to start dumpster enclosure. Project approx. 50% complete.









STAFF REPORT TO THE TOWN COUNCIL

**ITEM: PLANNING/BUILDING PROCESSES & BUILDING REGULATIONS
AD HOC COMMITTEE**

AUTHOR: Bret Howser, Town Mgr
DEPARTMENT: Administration
DATE: September 9, 2025
TYPE OF ITEM: Informational / Administrative Action

SUMMARY:

The Council will continue their discussion on Ad Hoc Committees and what their role and responsibilities are in serving on an Ad Hoc Committee. The Council tabled this item during their August 26th meeting. The Council will consider creating an ad hoc committee by motion.

BACKGROUND:

On July 29, 2025, the Town Council, after having interviewed several candidates for appointment to an open position on the Council, appointed Duane Nyen to the Council. Due to consistent comments from the candidates for Council, Mayor Calloway suggested appointing the remaining candidates (Logan Cruz, Steve Singer, and Troy Benson) to an ad-hoc committee to study and make recommendations related to the Town's construction and building processes. Troy Benson suggested including in the scope of the committee to review staff interactions with the public as well. The meeting was closed without further direction.

On August 12, 2025, Troy Benson gave comment during the Council meeting regarding this makeup of this committee and its objectives. Council took no action as the item was not aggrandized.

ANALYSIS:

Committees are traditionally broken down into two types by Utah municipalities:

- Standing Committees
 - Appointed by resolution or ordinance
 - Ongoing in nature
 - Making decisions or advising on an area of general municipal interest
 - Supported by budget funds
 - Subject to the rules of the Open & Public Meetings Act
- Ad-hoc Committees
 - Created by motion
 - Temporary in nature
 - Researching or advising on a specific topic
 - Generally not supported by budget funds
 - May or may not be subject to the rules of the Open & Public Meetings Act
 - According to §52-4 of Utah Statute, "Public Bodies" are subject to Open & Public Meetings Act, including proper noticing and recording of all meetings which can only be held open to the public
 - "Public body" means: (i) any administrative, advisory, executive, or legislative body of the state or its political subdivisions that:
 - (A) is created by the Utah Constitution, statute, rule, ordinance, or resolution;
 - (B) consists of two or more individuals;

(C) expends, disburses, or is supported in whole or in part by tax revenue; **and**

(D) is vested with the authority to make decisions regarding the public's business

- Brian Head Town Attorney advises that Utah courts have an expansive view of what is considered a Public Body, so when in doubt, use open and public meetings.

No further instruction is given in State Statute how such committees are to be appointed or operated. Ad-hoc committees are only mentioned elsewhere in statute as they pertain to specific state entities rather than municipalities.

Brian Head Town code mentions committees in Title 1 – Administration. The following provisions are made for committees:

- §1-7-7 (E) and (G). Town Council may not interfere with the Town Manager in carrying out personnel management responsibilities, but the Council may appoint a committee to investigate the conduct of any officer or department of the Town gov't.
- §1-7-11 (D): Town Mgr has authority to appoint committees “for the proper consideration of issues affecting the Town”.
- §1-13-16 (G): “Agenda items needing more attention/investigation and/or discussion may be referred to a committee, staff for further review. **A motion should be made which identifies specifics of the committee or staff on when and how they are to report on the matter.**”

Existing public bodies for Brian Head Town include the Town Council, Planning Commission, Trail Committee and Tree Commission.

Brian Head Town has used Ad Hoc Committees in the past to bring in some different perspectives to a specific topic or project the Council would like to have more input from. They typically have some of the following members: Council, Planning Commission, members of the community with special qualifications/interests, and Town staff to assist with their purpose and help with any details that other committee members may not be aware of.

Some examples of Brian Head Town’s Ad Hoc Committees include the following:

- Town Meadow Preservation Committee – To review the Bearflat Meadow Preservation Plan.
- Lighting Committee – to review the Town’s existing street lighting.
- Good Neighbor Policy Committee – To draft the Good Neighbor Policy for short term rentals.
- Brian Head Art Committee – To propose new ideas for public art for the Town.

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

Mayor Calloway has submitted the following recommendation to create an ad-hoc committee:

Creation of the Brian Head Citizens Missing Voice ad hoc committee

In the council meeting on July 22, 2025, the council was interviewing the candidates to replace the vacancy left by Kelly Marshall. During the interviews, there was a reoccurring statement from each of the candidates, the statement was they were applying for the position to fill the missing voice. As I thought about this when we got into the council meeting on July 29, 2025, I felt the need for the council to hear the missing voice.

As an elected body, we represent the people therefore it is necessary that we hear all their voices and by creating the Brian Head Citizens Missing Voice Committee we should be able to gain some valuable insight that many people feel that we are missing. This is an opportunity to gain some unfiltered and honest input from the residents, business, and other stakeholders on how the town is performing as an organization to serve the people.

I propose creating the Brian Head Citizens Missing Voice Committee (an ad hoc committee) and appoint Troy Benson as a chairperson with the goals of soliciting input from the public on how the Town performs as they see it. With a time frame not to exceed 90 calendar days and give the council biweekly updates and submit a final report.

Troy Benson, the proposed chairman of the committee, has submitted the attached proposal covering the purpose, scope, makeup, and timeline for the committee envisioned by Mayor Calloway. He proposes the following members on the committee:

- Troy Benson (Chair)
- Wendy Weatherwax
- Logan Cruz
- Steve Singer
- Don Evans
- Skylar Bennett

STAFF RECOMMENDATION:

Staff recommends that Council discuss the proposed ad-hoc committee, determine whether they feel a need for such a committee, identify the specific issues that they wish to be investigated, and provide necessary timelines, committee membership, etc.

PROPOSED MOTION:

The Council may create an ad-hoc committee, appoint members to that committee, and give instructions and timelines to that committee by motion, if they choose. Alternatively, Council may choose to direct staff to prepare an ordinance to establish a standing committee as an official public body.

ATTACHMENTS:

A – Troy Benson Committee Proposal

Brian Head Missing Voice Committee

Ad Hoc Agenda and 90-Day Execution Plan

Introduction

The Ad Hoc Committee was formed in response to community concerns regarding interactions between citizens, Town Board Members, and Town Hall. Residents have expressed a desire for improved communication, consistency, and responsiveness across departments.

It is important to note that all facets of town government should not view this committee as an aggressive or adversarial body. In good governance, committees are formed to provide fresh light and constructive pathways to express the need for change within the government. As with all government, the ultimate responsibility is to serve the people.

Citizens believe government must continue to evolve in order to better meet community needs, with a focus on:

- Department policies
- Public interaction
- Consistency
- Willingness to change and self-evaluate

Purpose

To deliver clear and actionable recommendations to the Town Board that identify the top three issues per department and provide solutions to improve communication, efficiency, and professional standards.

Scope

- Departments to be interviewed: Building, Public Works, Code Enforcement, Public Safety, Business Licensing, Human Resources.
- Leadership interviews: Department heads, staff as needed, Town Board Members, the Mayor, and Town Manager.
- Citizen input: Collected through surveys and possibly at least one public forum.
- Complaint data: Reviewed for recurring issues.
- Final report: Includes the top three issues per department and recommended actions.

Committee Members

- Troy Benson — Chair
- Wendy Weatherwax
- Logan Cruz
- Steve Singer
- Don Evans
- Skylar Bennett

Timeline & Milestones

Month 1 (Days 1–30): Kickoff & Data Collection

- Launch citizen survey
- Begin compiling 12-month complaint data
- Schedule interviews with department heads, staff as needed, Town Board members, the Mayor, and Town Manager

Committee Actions by End of Month 1:

- Citizen survey launched and open for responses
- Complaint data collection underway

Month 2 (Days 31–60): Engagement & Information Gathering

- Conduct interviews with department heads, staff as needed, Town Board members, the Mayor, and the Town Manager
- Continue collecting survey responses
- Hold public forum for feedback (if needed)
- Analyze complaint data

Committee Actions by End of Month 2:

- Interview summaries documented
- Public forum notes recorded (if held)
- Preliminary recurring issues identified

Month 3 (Days 61–90): Analysis & Recommendations

- Finalize top three issues per department
- Draft and finalize recommendations report
- Day 80–85: Present report to Town Board
- Day 90: Public closeout and release of final report

Committee Actions by End of Month 3:

- Final recommendations report completed
- Presentation delivered to Town Board
- Findings released publicly

Expected Outcomes

- Clear, prioritized list of issues across all departments
- Leadership input integrated through interviews
- Actionable recommendations for the Town Board
- Improved citizen engagement and communication
- Empower the Town Board, through citizen input, to provide clear and consistent direction for how the town's operations and interactions are conducted
- Establish a six-month review process to ensure accountability and integrity across all levels of government



AUTHOR: Ciera Claridge
DEPARTMENT: Administration
DATE: September 9, 2025
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will consider a resolution to create the Brian Head Town Utah 250 Community Committee to receive \$1,500 of funding from the State's America 250 program.

BACKGROUND:

The United States will commemorate its 250th anniversary of independence in 2026. Nationwide, communities are preparing for this milestone through events, programs, and partnerships under the banner of America 250.

- Utah America 250 Commission was established by the State of Utah to coordinate statewide celebrations and encourage local governments and organizations to form committees.
- Iron County and Cedar City have already established their own America 250 committees and are planning regional events.
- More information can be found at:
 - [Cedar City's America 250 page](#)
 - [Utah America 250 Commission](#)

ANALYSIS:

Purpose of a Brian Head Committee

Forming a Brian Head America 250 Community Committee would allow the Town to:

- Formally participate in state and regional America 250 planning efforts.
- Coordinate local events and celebrations leading up to July 4, 2026.
- Provide a framework for community involvement and volunteer participation.

This committee will function as a planning committee from now until July 4, 2026, after which it would dissolve.

Planned Events in Brian Head

The Town has identified two potential events to highlight its participation in America 250:

- Annual Fireworks Celebration on July 4th (already a planned Town event).
- A 5K Run/Walk to be introduced as part of the summer celebrations, potentially on July 4th.

Additional events may be considered in partnership with Iron County and Cedar City committees.

Funding

- The Town will receive \$1,500 in dedicated funding through the America 250 program.
- These funds will be used exclusively for America 250-related activities and events.
- No additional financial burden outside of this allocation or pre-budgeted event funding is anticipated.

Regional Partnerships

Brian Head's committee will coordinate efforts with Iron County America 250 Committee and Cedar City America 250 Committee. This collaboration will ensure consistency, resource-sharing, and broader participation in regional celebrations.

Next Steps

The attached resolution would formally establish the Brian Head America 250 Community Committee.

STAFF RECOMMENDATION:

Staff recommends that Council adopt the attached resolution creating the Brian Head America 250 Community Committee.

PROPOSED MOTION:

I move to adopt resolution number 25-560 creating the Brian Head America 250 Community Committee as presented.

ATTACHMENTS:

A – Resolution



Brian Head Town Resolution No. 25-558

***SUPPORTING AMERICA 250 UTAH AND RECOGNIZING AND APPROVING OF THE
BRIAN HEAD TOWN UTAH 250 COMMUNITY COMMITTEE***

WHEREAS, Governor Spencer J. Cox and the Utah State Legislature created the America250 Utah Commission (also known as America250 Utah);

WHEREAS, the mission of America250 Utah is to commemorate and celebrate, reflect on our nation's past, build community, and look toward the future by educating, engaging, and uniting Utahns and visitors to our state;

WHEREAS, America250 Utah is seeking partnerships with counties and municipalities to further its mission;

WHEREAS, this partnership will be formed by creating a local committee called the Brian Head Town Utah 250 Community Committee.

WHEREAS, the Brian Head Town Utah 250 Community Committee will focus on important events, people, and places within Iron County to commemorate and celebrate Iron County's role in America's 250th anniversary; and

WHEREAS, local projects will enhance tourism, community building, and economic development opportunities.

Now, therefore be it RESOLVED, that ***Brian Head Town Council***:

1. Hereby recognizes the Brian Head Utah 250 Community Committee as its official committee.
2. Will partner with America 250 Utah.
3. Will support signature programs of the America250 Utah Commission; and
4. Will support the Brian Head Town Utah 250 Community Committee in its local efforts to educate, engage, and unify Utahns and our visitors in *Iron County*.

DATED this ____ day of _____ 2025.

TOWN COUNCIL VOTE:

Mayor Clayton Calloway
Council Member Martin Tidwell
Council Member Duane Nyen
Council Member Mitch Ricks
Council Member Larry Freeberg

BRIAN HEAD TOWN

Clayton Calloway, Mayor

ATTEST:

(SEAL)

Nancy Leigh, Town Clerk