



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/81362571346)
Via Zoom Meeting ID# 813 6257 1346
TUESDAY, SEPTEMBER 9, 2025 @ 1:00 PM

MINUTES OF THE TOWN COUNCIL

Roll Call

Members Present: Mayor Clayton Calloway, Council Member Larry Freeberg, Council Member Duane Nyen

Members Absent: Council Member Martin Tidwell, Council Member Mitch Ricks

Staff Present: Nancy Leigh, Town Clerk; Shane Williamson, Administration Dept. Head; Jon Ficken, Public Works Director; Greg Sant, Planning & Building Administrator; Chief Dan Benson, Public Works Director; Amanda Hunter, Code Enforcement; Ciera Claridge, Deputy Clerk.

A. CALL TO ORDER

Mayor Calloway called the regular meeting of the Brian Head Town Council to order at 1:00pm.

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

Flint Decker, Aspen Meadows Development, reported the Festival of Homes was held during the last two weekends. Ryan Tolbert who is in charge of the Festival of Homes, wanted to thank the Town for their assistance. Flint reported that it was the 30th Anniversary of the Festival of Homes and they experienced a record attendance of over 2,000 visitors who visited Brian Head in the past two weeks. Flint thanked the staff and Council for their assistance.

Jon Ficken, Public Works Director, reported that the Zions Forever Project that is restoring the Brian Head Peak building has begun construction.

E. AGENDA ITEMS

1. PLANNING/BUILDING AD HOC COMMITTEE. A discussion on the Planning/Building Ad Hoc Committee.

Mayor Calloway gave a brief background of the Ad Hoc Committee that was discussed during the August 26, 2025 Council meeting. Mayor Calloway explained the two Council

Members; Council Member Tidwell and Council Member Ricks, who will be part of the Ad Hoc committee, are not present today and have requested this agenda item be tabled until they return for the next Council meeting.

Troy Benson, Ad Hoc Committee, commented that he is requesting the Council consider creating the Ad Hoc Committee since they feel the item has already been delayed and would like to present their updated document to the council for their consideration. Mayor Calloway inquired if the Council is interested in reviewing the updated document for the Ad Hoc Committee. Council agreed to review the updated document which has not been distributed yet.

The Council then addressed Agenda Item #2 – America 250th resolution while Troy Benson submitted the updated document.

After a brief recess, the Council then continued with the Ad Hoc Committee agenda item at 2:25 pm after a review of the updated committee scope (see attached).

Troy Benson, resident, reported that updated document outline the Ad Hoc Committee was drafted by Council Member Ricks. The Ad Hoc Committee has changed the name from the Building/Planning Processes to the Citizen's Voice in which the purpose of the committee is to provide structure and provide feedback to the Council with the goal to improve communications and identify policy gaps. To strengthen trust between the Town, residents, businesses, and property owners. Troy reported that the committee is not subject to the open meeting laws and was identified as a typo in the document; the committee will not investigate staff performances, but focus on systems, policies and communications.

Troy reported that the committee is not policing staff and will not be making decisions to enforce policies, but to gather and present data for the council to review and make decisions.

Committee Members: Troy reported that the committee will consist of six members and two council liaisons which serve as a bridge between the committee and council and would help facilitate the communications in a neutral and transparent manner, they will help support the committee's work without influencing the committee's work or findings or recommendations. If any additional members are needed for the internal committee, then it would be approved by a majority of the committee members and presented to the Council for final approval.

Confidentiality: Troy reported that they are asking for a mutual confidentiality agreements to be signed by all of the committee members, council liaisons, staff involved in the surveys, and any staff assisting in the survey administration or data collection.

Troy explained that the committee members and the council liaisons can only discuss committee business with other committee members and any staff members including the Town Manager, Department Heads are prohibited from discussing any committee business until the surveys are completed. The council liaisons are limited to resolve procedure issues and/or conflicts and are not to share opinions, influence outcomes or discuss results outside the committee process. No survey data or committee business may be discussed outside the committee unless approved by the entire committee. Any breach of the confidentiality from anyone will be included in the final report to the council.

Data Collection: Troy reported that the committee is planning to do an employee survey proctored by Human Resources, Shane Williamson, in which employees will complete the survey and immediately collected by Shane and put in a sealed envelope and submitted to the committee. No one will review the responses during the collection of the surveys and the data from the surveys will be in a final report to the council.

Troy went on to report that businesses owners will be sent a survey along with some optional interviews; citizens and property owners will be mailed a letter with a secured online survey link. The survey information will be posted on the Town's Facebook page, Brian Head's social media groups along with coordinating with the Homeowners Associations. Optional interviews may be conducted as well. Guests may be surveyed as well but will be filtered out as to who has legitimate business with the Town. The data will include residency status, property use, frequency of interactions with the Town, satisfaction with Town services, and code enforcement.

They plan to send out the survey by September 20, 2025, and will have a final report to the Council by December 9, 2025. The final report will include key findings, trends, up to three improvement opportunities per service areas, and actionable solutions with measurable benchmarks along with recommendations for a six-month follow-up to ensure accountability.

The committee anticipates funding needs from the Town for employee hours, survey costs, and postage.

The Council discussed the following:

1. Shane Williamson, Town Administrative Director, stated that the committee nor the Town can mandate an employee to sign anything or to take a survey if they choose not to.
2. Shane stated that the committee is asking for a lot of his time, and he does not feel that this is the best use of his time.
3. Council Member Freeberg referred to the written document stating that it would be subject to the open meeting act. Troy responded that that was a typo in the document.
4. Council Member Nyen inquired as to the six-month follow-up when it is a 90-day committee. Troy reported that it would be up to the Council to determine.
5. Council Member Nyen inquired as to the service areas. Troy reported that initially it was based only on Public Works, Administration, and Code Enforcement but was asked to look at every department by the Mayor.
6. Council Member Nyen inquired as to the funding for this committee. Troy responded that it was suggested that an amount of \$1,500 for the survey subscription, postage, and some staff time would be needed, but that the staff time would be handled differently.
7. Council Member Nyen commented that the presentation presented by Troy today is more informative than what is presented in the written document.
8. Troy reported that he is aware there is an apprehension talking to the employees, but if the Town were to hire a consulting firm, then the employees would participate. There are also two council members who are liaisons between the committee and the Town. Shane responded that he feels that hiring a consulting firm is unnecessary and is overstepping.
9. Council Member Nyen commented that he would be in favor of a 90-day period and then the committee would be dissolved. If the Council decided that it would need additional time, then it could be revisited at that point.

10. Council Member Freeberg commented that he is in favor of the committee and believes it is a good step as an oversight in which the council will receive a report.

Motion: Council Member Freeberg moved to create the Citizen's Voice Ad Hoc Committee for a period of 90-days based on the outline provided today with the exception that any interaction with staff or employees will go through the Town Manager or Human Resources Department and that a final report will be presented to Council on December 9, 2025. Council Member Nyen seconded the motion.

Troy Benson commented that the reason that there are two council liaisons included in the committee is that it would go to the council liaisons and not to the Mayor. Mayor Calloway stated that there is a separation of power between the staff and council and that the Council does not have the authority to give them to interview any staff.

Action: Motion carried 3-0-0 (summary: Yes = 3 Vote: Yes: Council Member Freeberg, Council Member Nyen, Mayor Calloway. Absent: Council Member Tidwell, Council Member Ricks).

2. **AMERICA 250th ANNIVERSARY COMMITTEE RESOLUTION.** A resolution creating the America 250th Committee for the upcoming 250th Anniversary of the United State.

Ciera Claridge, Deputy Clerk, presented a draft resolution creating the America 250 Committee to coordinate the 250th anniversary of the United States (see attached). Ciera gave a brief background of the purpose of the committee and that the Town will receive funding for the committee once the resolution is adopted.

Motion: Council Member Freeberg moved to adopt resolution No. 25-561 creating the America 250 committee as presented. Council Member Nyen seconded the motion.

Action: Motion carried 3-0-0 (summary: Yes = 3 Vote: Yes: Council Member Freeberg, Council Member Nyen, Mayor Calloway. Absent: Council Member Tidwell, Council Member Ricks).

RECESS:

Motion: Mayor Calloway moved to recess the regular meeting for fifteen minutes, while the document for the Ad Hoc Committee is being printed and distributed. Council Member Nyen seconded the motion.

Action: Motion carried 3-0-0 (summary: Yes = 3 Vote: Yes: Council Member Freeberg, Council Member Nyen, Mayor Calloway. Absent: Council Member Tidwell, Council Member Ricks).

The regular meeting of the Town Council was recessed at 1:18pm and reconvened at 1:25pm.

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

The Council reviewed the following upcoming meetings for the Planning Commission and Town Council.

Shane Williamson, Administrative Service Director, reported staff has been working on a Transportation Utility Fee Study and should have something to present to the Council in October 2025.

F. ADJOURNMENT

Motion: Council Member Freeberg moved to adjourn the regular meeting of the Town Council. Council Member Nyen seconded the motion.

Action: **Motion carried 3-0-0 (summary: Yes = 3 Vote: Yes: Council Member Freeberg, Council Member Nyen, Mayor Calloway. Absent: Council Member Tidwell, Council Member Ricks).**

The regular meeting of the Brian Head Town Council was adjourned at 1:48PM on September 9, 2025.

September 23, 2025

Date Approved


Nancy Leigh, Town Clerk



