



NOTICE AND AGENDA
BRIGHAM CITY COUNCIL MEETING
Thursday, January 15, 2026 6:00 PM
City Council Chambers, 20 North Main
To View Live Meeting Visit:
<https://www.bcutah.gov/mayor-and-city-council.htm> or
www.youtube.com/brighamcitycorp

Thought, Reading, or Invocation: Bishop Mark Wilcox, Brigham City Seventh Ward
Pledge of Allegiance

6:02 SWEARING IN OF NEWLY ELECTED CITY COUNCIL MEMBERS AND MAYOR

6:10 ELECTION OF MAYOR PRO TEMPORE

6:15 CONSENT

1. Approval of December 18, 2025 City Council Meeting Minutes
2. Request to Write Off Utility Accounts Due To Being Sent To Collections
3. Appointments to Planning Commission
4. Request for Acceptance of Petition for Annexation of 5.59 Acres (Parcel No. 03-074-0007) Located at Approximately SR 13 and 2400 West
5. Request for Acceptance of Petition for Annexation of 495.17 Acres (Parcel Nos. 04-002-0020, 04-002-0022, 04-002-0024, 03-257-0004, 03-075-0054, 03-003-0050, 03-067-0029 and 03-075-0023) located at approximately SR-13 and 1200 West and the north side of the Brigham City Airport.

6:20 EMPLOYEE RECOGNITION

1. New Hires In Public Works, Administration and Recreation

6:22 PUBLIC HEARING (*Items may be brought to a vote following the public hearing as deemed necessary*)

1. Consideration of Ordinance Adopting Compensation Increase for Executive Municipal Officer and Oath of Office For New Community and Economic Development Director – Derek Oyler
2. Consideration of Ordinance Amending the General Plan - Transportation Master Plan – Mark Bradley

6:50 PUBLIC COMMENTS ¹ (*Per Utah Code, Council will receive input only, no decision can be made*)

6:55 COUNCILMEMBER COMMENTS

7:00 CITY ADMINISTRATOR COMMENTS

7:05 ACTION ITEMS

1. Consideration of Approval of Fire Departmental Policy 205 – Revision to Bereavement Leave – Tom Kotter

7:15 CLOSED SESSION

Consideration to enter a closed session to discuss purchase/exchange/lease of real property; pending litigation; cyber security; or character/professional competence or physical/mental health of an individual.

Assigned times may vary depending on discussion length or agenda alteration. ADA Notice: Individuals needing special accommodations should contact the City Recorder at 435-734-6621 at least 48 hours before the meeting. Councilmembers may participate electronically.

CERTIFICATE OF POSTING

The undersigned duly appointed City Recorder certifies the above notice was posted in three public places within the Brigham City limits, and on the City and State Public Meeting Notice websites on January 9, 2026. A copy was also provided to the Box Elder New Journal.

Kristina Rasmussen, City Recorder

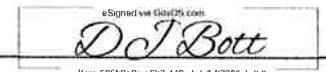
¹ Each individual is limited to three minutes. Total input period is limited to 15 minutes.

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Kristina Rasmussen
2. DEPARTMENT OR DIVISION: Administration
3. DATE INITIATED: January 05, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):
Swearing in of newly elected City Council Members and Mayor
5. ESTIMATED TIME NEEDED: 10 Minutes
6. PROPOSED DATE FOR COUNCIL ACTION: January 15, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:
8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
January 05, 2026	Kristina Rasmussen	 eSigned via GovOS.com Key 323521ea 7128 4d35 b69a a3d9016ad0de	_____
_____	_____	_____	_____

9. MAYOR'S SIGNATURE:


eSigned via GovOS.com
Key 605b81e0c e6b3-440c-bdcb-270814e1b2c

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Mayor Bott
2. DEPARTMENT OR DIVISION: Mayor's Office
3. DATE INITIATED: January 05, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):
Election of Mayor Pro Tempore
5. ESTIMATED TIME NEEDED: 5 Min
6. PROPOSED DATE FOR COUNCIL ACTION: January 15, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:
8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
January 05, 2026	Mayor Bott	 eSigned via GovOS.com Key: 323521ea71284a3b b09a a3d9016adef0	_____
_____	_____	_____	_____

9. MAYOR'S SIGNATURE:


eSigned via GovOS.com
Key: 6051640c41b23-440c-5d6-2709a4ef02c

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**REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL
DECEMBER 18, 2025
6:00 p.m.**

5 **PRESENT:** DJ Bott Mayor
6 Dave Hipp Councilmember
7 Matthew Jensen Councilmember
8 Ryan Smith Councilmember
9 Robin Troxell Councilmember

10 **ALSO PRESENT:** Tom Cooper Power Director
11 Nicole Cottle City Attorney
12 Jared Glover Police Commander
13 Tom Kotter Finance Director
14 Paul Larsen Community and Economic Development Director
15 Derek Oyler City Administrator
16 Tyler Pugsley Assistant City Administrator
17 Kristina Rasmussen City Recorder
18 Chief Thueson Fire Chief

19 **EXCUSED:** Dave Jeffries Councilmember
20

21 Mayor Bott called the meeting to order at 6:00 p.m. The invocation was offered by Pastor Sigmon, Rocky
22 Mountain Bible Church. The Pledge of Allegiance followed.

23 Mayor Bott presented students from Lakeview Elementary with Citizenship Awards.

24

CONSENT AGENDA

25 Mayor Bott introduced seven consent items:

- 26 1. Approval of the December 4, 2025 Work Session and City Council Meeting Minutes.
- 27 2. Request to Write Off Utility Accounts totaling \$6,282.76 due to accounts being sent to
28 collections.
- 29 3. Request to Write Off Library accounts totaling \$1,733.89 due to accounts being sent to
30 collections.
- 31 4. Approval of 2026 Annual Meeting Notice.
- 32 5. Approval of 2026 Holiday Schedule
- 33 6. Approval of 2026-27 Claims Review Committee
- 34 7. Councilmembers Appointments to Boards and Commissions

35 Councilmember Troxell made a motion to approve the consent item as presented. Councilmember Hipp
36 seconded the motion. The vote was unanimous in favor.

37

PUBLIC COMMENT

38 **Daniel Kennedy** - thanked the City for its support and partnership with the Christmas Village. He
39 expressed appreciation for the City's role in restoring and maintaining the project, stating that while it
40 may not always seem like the most critical work, it plays an important role in preserving community
41 history and adding value to Brigham City. He thanked the Council and staff for their continued support.

42 **Alexis Rowley** - stated that she was speaking on behalf of 83 residents who signed a petition asking the
43 City Council not to approve permits for a nuclear power plant in Brigham City or the surrounding area.
44 She expressed concern about the lack of a national plan for permanent disposal of high-level nuclear
45 waste. Ms. Rowley raised concerns about long-term environmental risks, potential groundwater and soil
46 contamination, and the impact on the Great Salt Lake as it continues to dry. She urged the Council to
47 consider long-term consequences and stated that she does not believe nuclear power is an appropriate
48 solution at this time.

49 **Juliana Larsen** - commented on the discussion surrounding Mantua and the possibility of it becoming a
50 state park. She asked the Council to carefully consider the financial implications, including whether the
51 City and community have sufficient revenue to build, maintain, and operate such a facility over time.

52 COUNCILMEMBER COMMENTS

53 **Councilmember Hipp** - expressed appreciation for those who came forward to speak and encouraged
54 more public participation. He noted that while there is limited back-and-forth during meetings, residents
55 are welcome to reach out to Councilmembers outside the meeting by phone, text, or email for clarification
56 or follow-up.

57 **Councilmember Jensen** - wished everyone a Merry Christmas and thanked Daniel Kennedy for his
58 significant efforts on the Christmas Village.

59 **Councilmember Smith** - wished everyone a Merry Christmas and a happy New Year. He expressed
60 gratitude for public input, noting that topics such as the proposed nuclear power plant and Mantua State
61 Park are still in very early stages and will require many future discussions. He emphasized the importance
62 of weighing both positives and negatives as those conversations continue. He also congratulated the
63 Chamber of Commerce on its new building and encouraged residents to visit the facility.

64 **Councilmember Troxell** – wished the community a Merry Christmas and shared her appreciation for the
65 Christmas Village, calling it a beloved community staple. She thanked Daniel Kennedy and the many
66 volunteers involved throughout the year. She reflected on the past year and expressed gratitude for the
67 increased communication with residents, noting that conversations with community members helped her
68 bring questions to City staff and better understand how departments serve the public.

69 **Mayor Bott** – expressed excitement for the completion of two major infrastructure projects: the penstock
70 replacement bringing water from Mantua Valley and the new overpass connecting both sides of the city.
71 He described both as generational projects that will serve Brigham City for decades to come. He noted
72 that while many initiatives will take time, the planning and discussion underway now will significantly
73 benefit the community in the future. He expressed optimism for Brigham City's growth and continued
74 progress.

75 ACTION ITEMS

76 Consideration of Resolution supporting America250 Utah and Recognizing and Approving of the 77 Brigham City Utah250 Community Committee

78 Paul Larsen explained that the State of Utah has established a statewide America 250 program, including
79 funding and branding resources for participating communities. He stated that the resolution would
80 formally express the City Council's support for Brigham City's participation. He noted that the proposed
81 local project aligns with plans already underway at the museum and would include a month-long exhibit
82 focused on the U.S. Constitution and Utah's role in its history, along with a related lecture-style event. He
83 added that state program staff have reviewed the proposal and indicated it would be a strong fit.

84 Mr. Larsen further explained that approval of the resolution would authorize the Mayor to sign a
85 memorandum of understanding and a logo usage agreement, allowing the City to use the official America

86 250 Utah branding in promotional materials. He clarified that program funding would be directed toward
87 the museum exhibit and associated activities to help offset costs.

88 The Mayor expressed excitement about the opportunity, referencing past bicentennial celebrations and
89 encouraging a “go big” approach for 2026, particularly around annual events such as the Fourth of July.

90 **Motion:** Councilmember Smith moved to approve the Resolution supporting America250 Utah
91 and Recognizing and Approving of the Brigham City Utah250 Community Committee. Seconded
92 by Councilmember Jensen and approved unanimously.

93 Consideration of Interlocal Agreement with UIPA Regarding Sales Tax Distributions

94 Tom Kotter explained that as part of Brigham City’s agreement with the Utah Inland Port Authority
95 (UIPA), specifically within the Golden Spike project area, state code requires the Utah State Tax
96 Commission to remit sales tax generated within the project area to UIPA. He noted that this was not the
97 original intent of the City’s agreement, which focused on property tax and tax increment financing, but a
98 change in state law necessitated an interlocal agreement to address sales tax.

99 Mr. Kotter stated that under the proposed agreement, any sales tax remitted to UIPA from businesses
100 located within the project area would be returned to Brigham City. He clarified that this applies only to
101 businesses located within the UIPA project boundaries, not all businesses citywide, and provided
102 Brigham Implement as an example. He also noted that the timing of the remittance would be similar to
103 existing arrangements, with funds returned to the City within a few weeks.

104 Council asked clarifying questions regarding which businesses were affected and the timing of the sales
105 tax flow, and Mr. Kotter confirmed the process and timeframe.

106 **Motion:** Councilmember Troxell moved to approve the Interlocal Agreement with UIPA
107 Regarding Sales Tax Distributions. Seconded by Councilmember Hipp.

108 Roll Call:

109 Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Smith – Aye;
110 Councilmember Troxell – Aye

**111 Consideration of Ordinance Repealing Renumbering and Enacting the Brigham City Code Title I
112 General Provisions**

113 Nicole Cottle explained that the Council previously held a work session on the City Code reorganization
114 and that staff elected to move forward with Title I only at this meeting, with Title II to follow early next
115 year after additional police-related updates. She emphasized that the proposed ordinance does not include
116 policy changes, but instead focuses on cleanup, clarification, consistency, and logical reorganization of
117 existing provisions.

118 Ms. Cottle described the process, noting that affected sections are first repealed and then reenacted in a
119 clearer, renumbered format. She highlighted that Title I establishes foundational elements of the City
120 Code, including the City’s incorporation, classification, form of government, the City seal, rules of
121 construction, and general penalties for ordinance violations.

122 Ms. Cottle further explained that each new section includes references to prior code sections to preserve
123 historical context and allow users to trace the origin of ordinances. She noted that a reference matrix was
124 provided as a Council-only “cheat sheet” to show how old code sections correspond to the new
125 numbering, with similar matrices planned for future titles.

126 The Mayor and Council commented on the value of retaining historical references within the code, noting
127 that this “genealogy” helps explain why certain ordinances exist. Ms. Cottle added that if approved, the

128 ordinance would be sent to the City's code publisher for online publication and would be available in the
129 interim under "pending codification" on the City Code website.

130 **Motion:** Councilmember Hipp moved to approve the Ordinance Repealing Renumbering and
131 Enacting the Brigham City Code Title I General Provisions. Seconded by Councilmember Jensen.

132 **Roll Call:**
133 Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Smith – Aye;
134 Councilmember Troxell – Aye

135 DISCUSSION ITEMS

136 FY 2024-25 Audit Presentation

137 Tom Kotter thanked Council and shared appreciation for his administrative/finance staff, noting the audit
138 process takes significant work—especially with recent retirements and newer staff learning roles. He also
139 thanked the audit firm, Keddington & Christensen, and specifically Marcus and Ben for their
140 responsiveness and support throughout the process.

141 Mr. Kotter explained that the City's financial statements provide an overview of Brigham City's financial
142 health and are separated into governmental activities (tax-supported services) and business-type activities
143 (customer-fee supported funds such as utilities, storm drain, and internal service funds like vehicle and
144 building maintenance). He described net position as the City's "net worth," explaining it is calculated as
145 assets minus liabilities and is a key measure of financial health. The Mayor clarified for the public that
146 figures shown are presented in thousands.

147 Mr. Kotter noted the City's net position increased from approximately \$139.5 million the prior year to
148 about \$163 million this year, attributing key drivers to grants and other funding opportunities secured
149 through department efforts and partnerships. He reviewed general fund activity, noting public safety
150 remains the largest general fund expenditure, and public works was higher this year due to major projects
151 including the bridge. He also discussed revenue stability, highlighting property tax as a reliable and
152 consistent source compared to more variable sales tax.

153 Mr. Kotter reviewed fund balance categories—restricted, committed, and unassigned—and explained
154 how unassigned fund balance functions like a reserve for emergencies and unexpected needs. He stated
155 City funds remain healthy and emphasized the City's practice of evaluating projects based on long-term
156 fund health and cash impacts. He also reported that Brigham City received the Government Finance
157 Officers Association (GFOA) Financial Reporting Certificate for the 39th consecutive year. He then
158 turned the time to the auditors.

159 Marcus Arbuckle, with Keddington & Christensen, thanked the Council and explained that auditors report
160 key items to "governance," identifying the Council's role in overseeing financial reporting while
161 management remains responsible for the financial statements. He stated the audit was performed under
162 generally accepted auditing standards and government auditing standards.

163 Mr. Arbuckle reported the auditors issued an unmodified ("clean") opinion on the City's basic financial
164 statements and footnotes. He then summarized the internal controls report, explaining that while the audit
165 does not provide an opinion on internal controls, the firm evaluates controls related to financial reporting
166 (cash receipts/disbursements, payroll, reconciliations, financial close, and separation of duties). He
167 reported no recommendations, stating controls were adequate.

168 Mr. Arbuckle explained the single audit requirement for entities spending more than \$750,000 in federal
169 funds (noting the threshold increases to \$1,000,000 next year). He summarized that the City had multiple
170 major federal programs tested and reported no findings, stating the City was in compliance with grant

171 requirements. He also reviewed the state compliance testing areas and reported no instances of
172 noncompliance.

173 He added there were no significant difficulties during the audit, no uncorrected misstatements, and no
174 indications of fraud identified through audit procedures. He thanked Mr. Kotter and staff for their
175 preparation and responsiveness.

176 The Mayor clarified for the public that Keddington & Christensen are independent auditors, not City
177 employees, and were procured through the City's procurement process. Council and the Mayor offered
178 public thanks to Mr. Kotter and his staff for the extensive work involved in audit preparation, noting it
179 spans from roughly August through just before Christmas.

180 A Councilmember asked how much of the audit report is available publicly. Mr. Kotter confirmed the
181 entire report is public, will be uploaded to the State Auditor's website, and the City will link to it from the
182 City's website for transparency.

183 **Mantua State Park**

184 The Mayor opened the final discussion item regarding the potential for Mantua Reservoir to be designated
185 as a Utah State Park, and invited Tom Kotter and Public Works Director Tyler Pugsley to present.

186 Tyler Pugsley explained that discussions with Utah State Parks are very preliminary and focused on
187 exploring possibilities. He reviewed why Mantua matters to Brigham City, emphasizing its role in the
188 City's broader water system—providing culinary water, irrigation, power generation support, and
189 emergency management/flood control. He stated that regardless of whether it becomes a state park,
190 Brigham City will continue to protect the reservoir as a critical resource and would not pursue a state park
191 designation simply for convenience.

192 Mr. Pugsley explained that the City is essentially operating Mantua like a state park already, but Brigham
193 City taxpayers are bearing the burden for improvements, maintenance, staffing, and amenities. He cited
194 budget figures showing approximately \$6,500 in projected boat-launch revenue compared to expenditures
195 exceeding \$164,000 for the next budget year. He also noted staff time devoted to Mantua is substantial
196 and can exceed the equivalent of a full-time position. He reviewed a list of functions currently supported
197 by Brigham City (such as restrooms, trails, trash/refuse, boweries, boat ramps/docks, recreation
198 management, and addressing algal blooms), while emphasizing that water operations and water rights
199 would remain with Brigham City under any scenario.

200 Mr. Pugsley showed a map outlining the area, noting Brigham City owns the majority of the property—
201 over 1,400 acres when including the reservoir—with one identified area under separate ownership. He
202 explained that if an agreement were developed, it would return to the City Council for consideration.

203 City Administration emphasized that this is strictly a discussion item and explained that if pursued, it
204 would involve a lease of City property, not a transfer of ownership. Administration also noted that lease
205 negotiations are legally permitted in closed session under state law, which is why some early
206 conversations occurred that way. They stated the City's core principle is that water use and control will
207 not be jeopardized and will remain under Brigham City control regardless of any lease.

208 Administration explained the primary reasons the City is exploring the concept: expanding recreation
209 opportunities without continuing to place the full cost on Brigham City taxpayers, transferring some
210 recreation-related liability and operational burden, and leveraging the state's capacity and resources for
211 upgrades and amenities. They acknowledged that becoming a state park could introduce entry fees, but
212 noted Brigham residents already subsidize current access through local taxes.

214 **Council discussion and questions included:**

- 215 • Whether the state would maintain trails and assume liability for recreation areas (staff indicated
216 yes, and that the state would carry associated liability).
- 217 • Law enforcement and emergency response issues under the current arrangement (staff noted long-
218 standing jurisdiction confusion because the reservoir is outside Brigham City limits; a state park
219 designation could simplify enforcement through state park operations).
- 220 • Access for private landowners and road access (staff stated existing access agreements would
221 remain and would need to be honored; public access would be controlled through designated
222 points).
- 223 • Whether Brigham City would retain a say in changes or improvements (staff stated Brigham City
224 would remain involved in decisions affecting the reservoir and water resource, and would retain
225 the ability to develop existing and future water resources).
- 226 • Potential for state partnership to help address algal blooms and possibly dredging, with staff
227 indicating the state has discussed exploring options and may have additional funding sources to
228 pursue improvements.
- 229 • Usage tracking (staff reported approximately 6,800 water-based users, but trail use is difficult to
230 quantify due to multiple access points and open shoreline access; they referenced increased use
231 during the period Willard Bay was closed and a notable local bike race and school participation
232 on the trails).
- 233 • Typical state park fees (staff cited approximately \$125 annually for a pass and roughly \$25 for a
234 day-use entry, noting vehicle limits apply).

235 Council emphasized the importance of transparency and public involvement, requesting future work
236 sessions and broader public input before decisions are made. City Administration agreed, stating that once
237 the City is comfortable with draft terms, the process would shift into broader public meetings and
238 discussion. Staff reiterated that no deal is finalized and negotiations are ongoing.

239 At 7:37 PM Councilmember Smith made a motion to proceed into closed session to discuss the
240 purchase/exchange/lease of real property and pending litigation. The motion was seconded by
241 Councilmember Jensen.

242 **Roll Call:**

243 Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Smith – Aye;
244 Councilmember Troxell – Aye

245 At 8:38 PM The council returned to opened and a motion was made by Councilmember Jensen to
246 adjourn. Seconded by Councilmember Smith and approved unanimously.

247 *The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the
248 foregoing is a true, accurate and complete record of the December 18, 2025 City Council Meeting.*

249 *Dated this 20nd of January, 2026.*

250 *Kristina Rasmussen, City Recorder*

BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING

1. INITIATED BY:

Tom Kotter

2. DEPARTMENT OR DIVISION:

Administration

3. DATE INITIATED:

January 5, 2026

4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

Attached is a list of customers that have either been sent to the Collection Agency for nonpayment or have taken out bankruptcy.

I am requesting Council's permission to have these accounts removed from the City's computer system.

5. ESTIMATED TIME NEEDED:

5 minutes

6. PROPOSED DATE FOR COUNCIL ACTION:

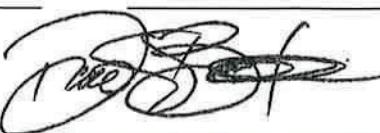
January 15, 2026

7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
01.05.2025	Tom Kotter		xx

9. MAYOR'S SIGNATURE:



ACCOUNTS TO BE WRITTEN OFF
01.15.2026

Account Number	Final Balance
13.06802.8	\$977.65
76.00487.4	\$131.29
23.12809.3	\$617.67
67.01902.5	\$2,619.06
9.04602.8	\$462.42
53.10715.3	\$311.18
76.00869.3	\$222.28
19.05109.2	\$333.21
92.00539.3	\$237.36
23.06902.3	\$330.36
45.01814.2	\$78.72
76.00190.7	\$170.13
25.01506.7	\$204.59
21.02909.2	\$337.54
76.00777.3	\$175.14

\$7,208.60

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: DJ Bott

2. DEPARTMENT OR DIVISION: Mayor's Office

3. DATE INITIATED: 12/30/25

4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

Reappointment of Jason Coppieters to the Planning Commission

Appointment of Isaac Herbert and Vince Crane as members of the Planning Commission

Appointment of as alternate
members of the Planning Commission

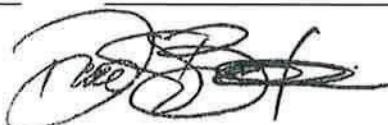
5. ESTIMATED TIME NEEDED: 2 minutes

6. PROPOSED DATE FOR COUNCIL ACTION: 1/15/26

7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>



9. MAYOR'S SIGNATURE:

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Kristina Rasmussen

2. DEPARTMENT OR DIVISION: Administration

3. DATE INITIATED: January 6, 2026

4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

The City Recorder received a petition for annexation from Drew Laing, for 5.59 Acres (Parcel NO. 03-074-0007) located at the approximately SR 13 and 2400 West. According to Utah Code, the next step in the process is for the Council to accept or reject the petition. This is not a request to accept the annexation, but a request to accept the petition itself. Upon acceptance, the City Recorder will determine whether the petition meets the legal requirements and certify the petition. A public hearing notice will then be posted as required. If no protests are received, a public hearing will be scheduled and the Council will consider acceptance of the annexation.

5. ESTIMATED TIME NEEDED: 5 minutes

6. PROPOSED DATE FOR COUNCIL ACTION: January 15, 2026

7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
01/06/2026	Kristina Rasmussen		xx
01/06/2026	Mark Bradley		X

9. MAYOR'S SIGNATURE: 



PETITION TO INCREASE THE CORPORATE LIMITS OF BRIGHAM CITY BY ANNEXATION

The undersigned, property owner of a parcel or a portion thereof, within Box Elder County, hereby petition the City of Brigham City to annex that portion of the below described property, pursuant to sections 10-2-402 and 403 of the Utah State Code.

Description of the proposed property to be annexed:

LEGAL DESCRIPTION OF PROPERTY ATTACHED

Signed this 5th day of JANUARY, 2026

Property Owner(s) [Signature]

DREW LAINC for SUPERCHILL PROPERTIES

Property Owner(s) [Printed]

State of Utah
County of Box Elder

On the 5th day of January, 2026, personally appeared before me the above signer(s) of this petition, who duly acknowledged to me that he/she executed the same.



Emilee Coburn
Notary Public

NOTE: The Annexation Petition Checklist must be submitted with the petition.



PETITION TO INCREASE THE CORPORATE LIMITS OF BRIGHAM CITY BY ANNEXATION

The undersigned, property owner of a parcel or a portion thereof, within Box Elder County, hereby petition the City of Brigham City to annex that portion of the below described property, pursuant to sections 10-2-402 and 403 of the Utah State Code.

Description of the proposed property to be annexed:

LEGAL DESCRIPTION OF PROPERTY ATTACHED

Signed this 31st day of December 2025

J. S. M - Jed Smedley FOR SUPERCHILL PROPERTIES
Property Owner(s) [Signature]

Property Owner(s) [Printed]

State of Utah ✓ IDAHO ✓
County of Box Elder VANCEY ✓

On the 31st day of December, 2025 personally appeared before me
the above signer(s) of this petition, who duly acknowledged to me that he/she executed
the same.



Brenna Spade
Notary Public

NOTE: The Annexation Petition Checklist must be submitted with the petition.

25123-04_SUPERCHILL ANNEXATION DESCRIPTION

A parcel of land to be annexed from Box Elder County to Brigham City, situate in the Northeast Quarter of Section 9, Township 9 North, Range 2 West, Salt Lake Base & Meridian, Box Elder County, Utah. The boundaries of said parcel of land are described as follows:

Beginning at the North Quarter Corner of said Section 9 (Basis of Bearing is S.88°15'40"W. along the section line between the monuments representing the North Quarter Corner and the Northeast Corner of said Section 9); and running thence along the northerly section line N.88°15'40"E. 66.06 feet to the intersection of said northerly section line and the easterly right of way line of 2400 West Street, said point is also in the current BRIGHAM CITY BOUNDARY LINE established by SKIDMORE ANNEXATION TO BRIGHAM CITY, recorded January 21, 2016 as Entry No. 353944 in Book 1269 at Page 971 in the Office of the Box Elder County Recorder; thence along said current BRIGHAM CITY BOUNDARY LINE the following three courses: 1) S.00°26'46"E. 130.59 feet (129.90 feet by record), 2) S.74°50'17"E. 298.50 feet (298.61 feet by record) and S.00°37'00"E. 664.86 feet (665.53 feet by record to a point in the current BRIGHAM CITY BOUNDARY line as established by REEDER ANNEXATION TO BRIGHAM CITY, recorded September 14, 2012 as Entry No. 317172 in Book 1188 at Page 1129 in the Office of the Box Elder County Recorder, said point is also in the southerly right of way line of the Oregon Short Line Railroad; thence along said current BRIGHAM CITY BOUNDARY LINE and said southerly right of way line, N.74°53'04"W. (N.74°31'34"W. by record) 369.04 feet to the intersection of said southerly right of way line and the westerly right of way line and its extension of 2400 West Street; thence along said westerly right of way line and its extension N.00°26'46"W. 775.27 feet to the point of beginning.

The above described parcel of land contains 243,534 square feet or 5.59 acres in area, more or less.

**FINAL LOCAL ENTITY PLAT
SUPERCHILL ANNEXATION TO BRIGHAM CITY**

SITUATED IN THE NORTHEAST 1/4 OF SECTION 9,
OWNERSHIP 9 NORTH, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN,
BRIGHAM, BOX ELDER COUNTY, STATE OF UTAH

STATE HIGHWAY 13

OREGON SHORT LINE RAILROAD

STATE HIGHWAY 13

BEND, OREGON PLAT

BEND, OREGON PLAT

WEECHI MARCH, LLC
116 E. COTTAH, BOSTON

100

SUPERCHILL ANNEXATION TO BRIGHAM CITY	
SITUATED IN THE NORTHEAST 1/4 OF SECTION 8, TOWNSHIP NORTHLAND, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN, BIGHORN, BOX ELDER COUNTY, STATE OF UTAH JANUARY 2025	
OWNER	BOX ELDER COUNTY RECORDER
W. AL. 2025 BY A. STATE CO. REC'D.	RECORDED AS ENCL. NO. _____ DATE: _____ BY: _____ DATE: _____ BY: _____ DATE: _____ BY: _____
CLERK	CLERK
PROJECT NO. 25123204	SHEET NO. 1 OF 1

PRELIMINARY - NOT TO BE RECORDED

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Kristina Rasmussen
2. DEPARTMENT OR DIVISION: Administration
3. DATE INITIATED: January 6, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

The City Recorder received a petition for annexation from Brigham City Corp, for 495.17 Acres (Parcel Nos. 04-002-0020, 04-002-0022, 04-002-0024, 03-257-0004, 03-075-0054, 03-003-0050, 03-067-0029 and 03-075-0023) located at approximately SR-13 and 1200 West and the north side of the Brigham City Airport. According to Utah Code, the next step in the process is for the Council to accept or reject the petition. This is not a request to accept the annexation, but a request to accept the petition itself. Upon acceptance, the City Recorder will determine whether the petition meets the legal requirements and certify the petition. A public hearing notice will then be posted as required. If no protests are received, a public hearing will be scheduled and the Council will consider acceptance of the annexation.

5. ESTIMATED TIME NEEDED: 5 minutes
6. PROPOSED DATE FOR COUNCIL ACTION: January 15, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

Date	Name	Signature	Attachment
01/06/2026	Kristina Rasmussen		xx
01/06/2026	Mark Bradley		X

9. MAYOR'S SIGNATURE:





PETITION TO INCREASE THE CORPORATE LIMITS OF BRIGHAM CITY BY ANNEXATION

The undersigned, property owner of a parcel or a portion thereof, within Box Elder County, hereby petition the City of Brigham City to annex that portion of the below described property, pursuant to sections 10-2-402 and 403 of the Utah State Code.

Description of the proposed property to be annexed:

LEGAL DESCRIPTION OF PROPERTY ATTACHED

Signed this 6th day of January 2026



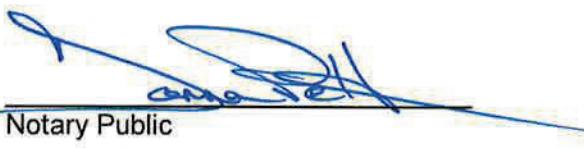
Property Owner(s) [Signature]



Property Owner(s) [Printed]

State of Utah
County of Box Elder

On the 6th day of January, 2026, personally appeared before me the above signer(s) of this petition, who duly acknowledged to me that he/she executed the same.



Notary Public

NOTE: The Annexation Petition Checklist must be submitted with the petition.

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Angie Johnsen
2. DEPARTMENT OR DIVISION: Human Resources
3. DATE INITIATED: January 06, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

New Hires:

Jorge Morales: Public Works - WWT - Equipment Operator

Ryan Hamblin: Public Works - Parks - Parks Lead

Allison Cervantes: Finance - Utility Billing Clerk

Mikell Della-Lucia: Public Works - Recreation - Administrative Assistant

5. ESTIMATED TIME NEEDED: 3-5 minutes
6. PROPOSED DATE FOR COUNCIL ACTION: January 15, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

Date	Name	Signature	Attachment
January 06, 2026	Angie Johnsen	 eSigned via GovOS.com Key: 323521ea71e9-4315-969a-a2d0011d1dfe	<hr/>
			<hr/>
			<hr/>

9. MAYOR'S SIGNATURE:


eSigned via GovOS.com
Key: 8051de0c8103440c8dc9270814ef12c

BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING

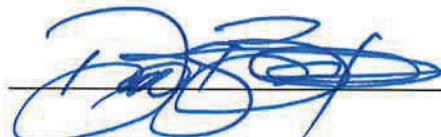
1. INITIATED BY: Derek Oyler
2. DEPARTMENT OR DIVISION: Mayor's Office
3. DATE INITIATED: January 5, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

Ordinance adopting compensation increase for executive municipal officer and Oath of Office for Community and Economic Development Director

5. ESTIMATED TIME NEEDED: 10 Minutes
6. PROPOSED DATE FOR COUNCIL ACTION: January 15, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:
8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
01.05.2026	Derek Oyler		_____
_____	_____	_____	_____

9. MAYOR'S SIGNATURE:



Ordinance _____

**AN ORDINANCE SETTING THE COMPENSATION OF
ELECTIVE AND STATUTORY OFFICERS**

WHEREAS, Utah law 10-3-818 provides that elective and statutory officers in municipalities may only receive compensation for services pursuant to ordinance enacted by the legislative body following a public hearing;

WHEREAS, Due to an employee retiring and a new employee being hired, there has been a wage change in the following position:

Section I: The annual compensation for the appointed position of Community and Economic Development Director as follows:

Position	Expected Compensation
Community & Economic Development Director	\$155,000

Section II: Effective Date. This Ordinance shall become effective January 15, 2026.

PASSED AND ADOPTED BY THE CITY COUNCIL OF BRIGHAM CITY, STATE OF UTAH, ON THIS
____ DAY OF _____, 2026.

ATTEST:

BRIGHAM CITY MAYOR

Kristina Rasmussen, City Recorder

Mayor Dennis J. Bott

Ordinance _____

**AN ORDINANCE SETTING THE COMPENSATION OF
ELECTIVE AND STATUTORY OFFICERS**

WHEREAS, Utah law 10-3-818 provides that elective and statutory officers in municipalities may only receive compensation for services pursuant to ordinance enacted by the legislative body following a public hearing;

WHEREAS, Due to an employee retiring and a new employee being hired, there has been a wage change in the following position:

Section I: The annual compensation for the appointed position of Community and Economic Development Director as follows:

Position	Expected Compensation
Community & Economic Development Director	\$127,200 \$155,000

Section II: Effective Date. This Ordinance shall become effective January 15, 2026.

PASSED AND ADOPTED BY THE CITY COUNCIL OF BRIGHAM CITY, STATE OF UTAH, ON THIS
____ DAY OF _____, 2026.

ATTEST:

BRIGHAM CITY MAYOR

Kristina Rasmussen, City Recorder

Mayor Dennis J. Bott

BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING

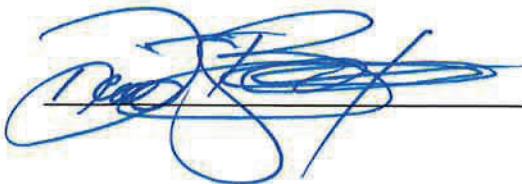
1. INITIATED BY: Mark Bradley
2. DEPARTMENT OR DIVISION: Community & Economic Development
3. DATE INITIATED: 12/26/25
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

Consideration of Ordinance Amending Brigham City General Plan, Transportation Master Plan to include future proposed public roadways that would extend and connect 100 West Street from 700 South to Fishburn Drive, and Lakeview Drive from 200 West to Main Street. Brigham City Corporation, applicant.

5. ESTIMATED TIME NEEDED: 20 minutes
6. PROPOSED DATE FOR COUNCIL ACTION: 1/15/26
7. EXPLANATION OF DEADLINE, IF APPLICABLE:
See attached material.
8. REVIEW

Date	Name	Signature	Attachment
12/26/25	Mark Bradley		<input checked="" type="checkbox"/>
12/29/2025	Paul Larsen		<input checked="" type="checkbox"/>

9. MAYOR'S SIGNATURE:





CITY ATTORNEY
LEGAL DOCUMENT REVIEW

Document Name: Ordinance to Amend Brigham City General Plan, Transportation Master Plan

Name of Person Requesting Legal Review: Mark Bradley

Date Sent: January 5, 2026 Review Date Deadline: January 6, 2026

Reviewed by Attorney:  Date: 1/6/2026

X Reviewed and acceptable as submitted
 See suggested changes

Returned to: MARK BRADLEY Date: 1/6/2026

X Accepted as Received

Submitted to Mayor's Office By: MB Date: 1/6/2026

Reviewed by Mayor's Office: 
Derek Oyler, City Administrator



MEMORANDUM

To: Mayor Bott, City Council Members

From: Mark Bradley *MB*

Subject: Amend Brigham City General Plan, Transportation Master Plan (Application #25-097)

Date: December 26, 2025

City Council Agenda:

January 15, 2026

Overview:

This is a petition by Brigham City to amend the General Plan, Transportation Master Plan to include future proposed public roadways that would extend and connect the following streets with development and redevelopment of properties:

- (1) 100 West Street from 700 South to Fishburn Drive, and
- (2) Lakeview Drive from 200 West to Main Street.

The current Brigham City General Plan was adopted by the City Council on March 6, 2025, and included the required transportation and traffic circulation element pursuant to Utah Code. Since the adoption, Brigham City has become aware of the long-term plans for Lake View Elementary school, including the school district's desire to find a new site for a future replacement elementary school. In addition, the City has continued to experience challenges related to access, traffic circulation, and street connectivity for the surrounding area.

As a result of this information and the ongoing issues associated with limited accessibility, circulation, and connectivity, Brigham City re-evaluated its long-range plans for this area and began the amendment process. Through this re-evaluation, the City identified the need to incorporate future proposed public roadways on the General Plan, Transportation Master Plan that would extend and connect the said streets with the development and redevelopment of properties.

Planning Commission Recommendation:

The Planning Commission held a public hearing on December 16, 2025, and recommended disapproval to the City Council with a 4-2 vote. The Commission expressed support for master planned roads, street connectivity, and planning for the future, but struggled with the potential impact on the existing property owners.

Attachments:

1. Staff Evaluation dated December 11, 2025
2. Prepared Ordinance

**BRIGHAM CITY, UTAH
PLANNING COMMISSION
STAFF EVALUATION**

APPLICANT: Brigham City Corporation **APPLICATION NO.:** 25-097
PROPERTY OWNER: Multiple Owners **AREA:** N/A
LOCATION: 100 W (between 700 S and Fishburn Drive) **ZONING DISTRICT:** GC/R-1-8
Lakeview Drive (between 200 W and Main Street) **DATE:** December 11, 2025
PARCEL NO: Multiple Parcels

PLANNING COMMISSION MEETING: December 16, 2025
APPLICATION TYPE: Legislative
PLANNING COMMISSION ROLE: Recommending Body to City Council

NATURE OF REQUEST:
Amend General Plan – Transportation Master Plan

OVERVIEW:

This is a request to amend to the General Plan – Transportation Master Plan to include future proposed public roadways that would extend and connect the following streets with development and redevelopment of properties:

- (1) 100 West Street from 700 South to Fishburn Drive, and
- (2) Lakeview Drive from 200 West to Main Street.

Notice letters were mailed to all affected and adjacent properties.

STAFF COMMENTS:

Community and Economic Development Department:

1. Support the proposed amendment to the Transportation Master Plan.
2. The extension and connection of these two streets is beneficial for the development and redevelopment of the area and would improve access and circulation.

Engineering Department:

1. We understand that City administration and Public Works prefer that the asphalt width of 100 W between 700 S and Fishburn Dr match the width north of 700 S. This width is approximately 53 feet. This could be accomplished by:
 - a. matching the 99-foot right-of-way, sidewalk widths, and park strip widths north of 700 S.
 - b. applying an 80-foot right-of-way with 5' park strips and 4' sidewalks.
 - c. reducing the pavement width to 49-feet, eliminating park strips, and constructing 6' sidewalks.We recommend administration and public works review utility and access needs and make a right-of-way and roadway width determination.
2. We support a pavement width that accommodates on-street parking and large trucks if any commercial accesses are planned for 100 W.
3. If a cul-de-sac is constructed at the south end of 100 W, it will need to meet the Public Works Standard (PWS) right-of-way diameter requirement of 120 feet.

4. If a subdivision is proposed in the area, the developer will need to construct all required public improvements including: sanitary sewer, storm drain, culinary water, secondary water, public power, communications, curb and gutter, sidewalk, asphalt roadway, street lighting, signage, and landscaping.
5. A new 8" diameter PVC C-900 culinary water main will need to be installed in the 100 W roadway extension including a fire hydrant for blow-off purposes at any dead ends.
6. A new 4" diameter PVC C-900 secondary water main will need to be installed in the 100 W roadway extension.
7. A new 8" diameter PVC SDR-35 sanitary sewer main will need to be installed in the 100 W roadway extension and connected to the sewer in 700 S.
8. Drainage improvements for a proposed subdivision in this area will be required per the PWS.

Fire Department:

1. The continuation of the streets need to match the width and weight of what is currently there.

Police Department:

1. No comments

Public Power Department:

1. No concerns on this application

Public Works Department:

(Culinary Water, Street, and Wastewater Treatment/ Storm Drain Divisions)

1. Public Works Supports this application along with roadway with requirement as discussed in the DRT meeting. See Engineering Department comments.

PLANNING COMMISSION RESPONSIBILITY:

1. The Planning Commission holds the required public hearing.
2. The Planning Commission is the recommending body to the City Council.
3. The Planning Commission recommends approval, disapproval, or request additional information in order to make a recommendation to the City Council.

STAFF RECOMMENDATIONS:

1. Staff supports the amendment.

STIPULATIONS:

1. N/A

FINDINGS OF FACT:

1. Brigham City adopted a General Plan as required by Utah Municipal Code 10-20-401, which plan is to serve as a comprehensive, long-range general plan for present and future needs of the city, and growth and development of all or any part of the land within the city. The general plan may include several elements as outlined in the Utah Municipal Code 10-20-404(2)(a), but at a minimum, with accompanying maps, charts, and descriptive and explanatory matter, shall include the planning commission's recommendations for the following plan elements:

- A. land use element
- B. transportation and traffic circulation element
- C. moderate income housing element
- D. water use and preservation element

2. The transportation and traffic circulation element that (10-20-404(2)(a)(ii):
 - A. provides the general location and extent of existing and proposed freeways, arterial and collector streets, public transit, active transportation facilities, and other modes of transportation that the planning commission considers appropriate;
 - B. for a city that has access to a major transit investment corridor, address the city's plan for residential and commercial development around major transit investment corridors to maintain and improve the connections between housing, employment, education, recreation, and commerce;
 - C. for a city that does not have access to a major transit investment corridor, addresses the city's plan for residential and commercial development in areas that will maintain and improve the connections between housing, transportation, employment, education, recreation, and commerce; and
 - D. correlates with the population projections, the employment projections, and the proposed land use element of the general plan.
3. Brigham City identified a need to include future proposed public roadways that would extend and connect 100 West Street from 700 South to Fishburn Drive and Lakeview Drive from 200 West Street to Main Street for proper development and redevelopment of the area to improve access and circulation.
4. Notice letters were mailed to all affected and adjacent properties.
5. Per Utah Municipal Code (10-20-405):
 - A. The Planning Commission shall schedule and hold a public hearing on the proposed amendment.
 - B. The Planning Commission shall provide notice of the public hearing.
 - C. After the public hearing, the Planning Commission may modify the proposed amendment.
 - D. The Planning Commission shall forward the proposed amendment to the City Council.
 - E. The City Council may adopt, reject, or make any revisions to the proposed amendment that the Council considers appropriate.
 - F. If the City Council rejects the proposed amendment, the Council may provide suggestions to the Planning Commission for the Planning Commission's review and recommendation.

ATTACHMENTS:

1. Brigham City General Plan – Transportation Master Plan
2. Site and Parcel Map

Brigham City Transportation Master Plan

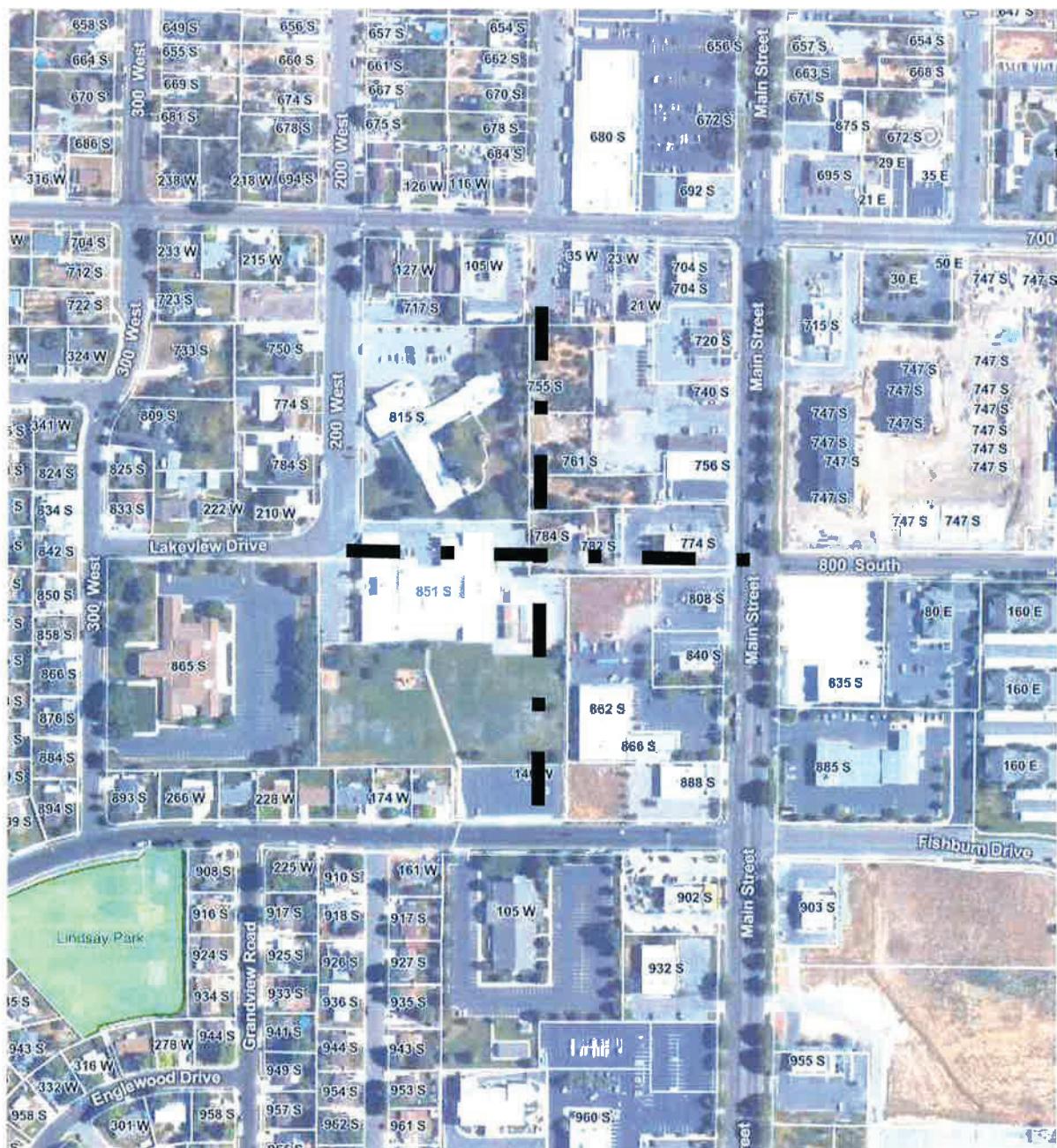


Proposed Public Roadways:

Extend and Connect:

- (1) 100 West Street from 700 South to Fishburn Drive
- (2) Lakeview Drive from 200 West to Main Street

SITE AND PARCEL MAP



ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE BRIGHAM CITY
GENERAL PLAN, TRANSPORTATION MASTER PLAN**

WHEREAS, Brigham City is a political subdivision of the State of Utah; and

WHEREAS, Utah Code section 10-20-401 requires each municipality to prepare and adopt a general plan; and

WHEREAS, Utah Code section 10-20-404 requires the general plan to address and include a transportation and traffic circulation element; and

WHEREAS, the current Brigham City General Plan was adopted by the Brigham City Council by ordinance on March 6, 2025, and included the required transportation and traffic circulation element; and

WHEREAS, since the adoption of the current Brigham City General Plan, Brigham City has become aware of the long-term plans for Lake View Elementary school, including the school district's desire to find a new site for a future replacement elementary school, and in addition, has continued to experience challenges related to access, traffic circulation, and street connectivity for the surrounding area; and

WHEREAS, as a result of this information and the ongoing issues associated with limited accessibility, circulation, and connectivity, Brigham City re-evaluated its long-range plans for this area and began the amendment process; and

WHEREAS, through this re-evaluation, Brigham City identified the need to incorporate future proposed public roadways on the General Plan, Transportation Master Plan that would extend and connect 100 West Street from 700 South Street to Fishburn Drive and extend and connect Lakeview Drive from 200 West Street to Main Street with the development and redevelopment of properties; and

WHEREAS, the extension and connection of said streets with development and redevelopment would address and improve access, traffic circulation, and street connectivity; and

WHEREAS, following necessary public notice and public hearing, the Brigham City Planning Commission reviewed the petition and recommended to the Brigham City Council disapproval of the amendment to the Brigham City General Plan, Transportation Master Plan with a 4-2 vote; and

WHEREAS, the Planning Commission expressed support for master planned roads, street connectivity, and planning for the future, but struggled with the potential impact on the existing property owners; and

WHEREAS, the City Council reviewed the petition and recommendation by the Planning Commission, held an additional public hearing, and determined that the said amendment to the Brigham City General Plan, Transportation Master Plan is in the best interest of the community's long-range plan, accessibility, circulation, connectivity, and economic development.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF BRIGHAM CITY, STATE OF UTAH, AS FOLLOWS:

Section I:

The Brigham City General Plan, Transportation Master Plan is amended as provided in Exhibit "A", attached hereto and made a part by reference.

Section II. Effective Date.

This ordinance shall take effect upon posting and publication in a manner as required by law.

PASSED AND APPROVED this ____ Day of _____, 2026.

Mayor Dennis J. Bott

[SEAL]

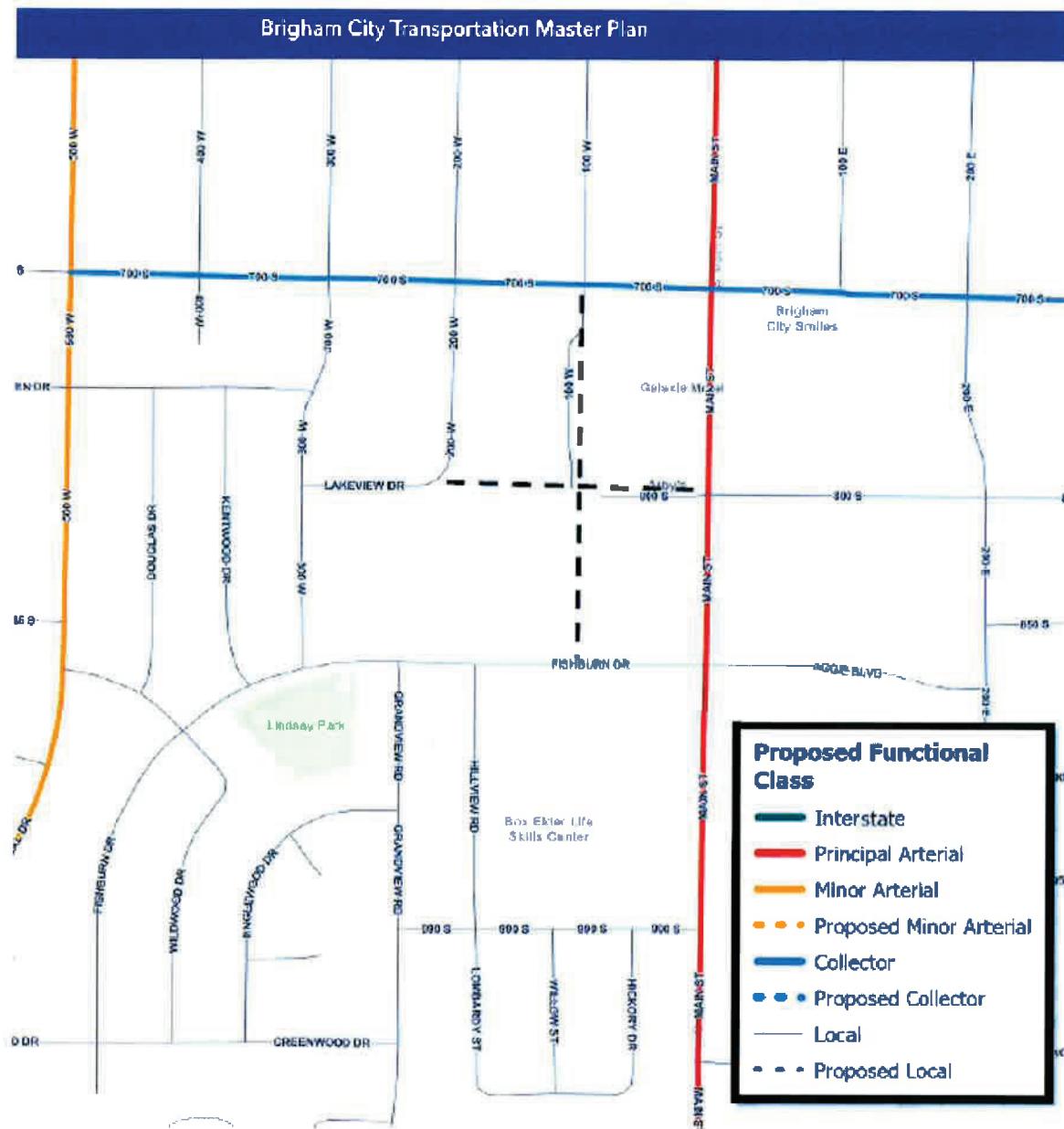
ATTEST:

Kristina Rasmussen

City Recorder

EXHIBIT "A"

Brigham City General Plan – Transportation Master Plan (Enlarged Section)



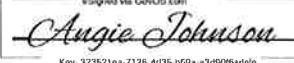
Proposed Public Roadways

Extend and Connect:

- (1) 100 West Street from 700 South to Fishburn Drive
- (2) Lakeview Drive from 200 West to Main Street

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Angie Johnson
2. DEPARTMENT OR DIVISION: Human Resources
3. DATE INITIATED: January 07, 2026
4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):
Fire Departmental Policy 205 - Revision to Bereavement Leave
5. ESTIMATED TIME NEEDED: 10 Minutes
6. PROPOSED DATE FOR COUNCIL ACTION: January 15, 2026
7. EXPLANATION OF DEADLINE, IF APPLICABLE:
8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
January 07, 2026	Angie Johnson	 eSigned via GovOS.com Key: 323521ea 712b 4d3b b69e a3d906ade0	_____
_____	_____	_____	_____

9. MAYOR'S SIGNATURE:


eSigned via GovOS.com
Key: 6051a6dc e6b3-440c-bdcb-27081b4e112c



CITY ATTORNEY LEGAL DOCUMENT REVIEW

Document Name: Fire Departmental Policy 205 - Revision to Bereavement Leave

Name of Person Requesting Legal Review: Angie Johnsen

Date Sent: 1/7/2026 Review Date Deadline: 1/7/2026

Reviewed by Attorney: Nicole Cottle Date: 1/7/26

Reviewed and acceptable as submitted

See suggested changes:

Returned to: Angie Johnson Date: 1/7/26

Accepted as Received

Submitted to Mayor's Office By: Angie Johnson Date: 1/7/26

Reviewed by Mayor's Office: Derek Oyler Date: 1/7/26
Derek Oyler, City Administrator

205.1 PURPOSE AND SCOPE

To establish guidelines for discretionary leave which clarifies special circumstances not provided for in City Policy.

205.1.1 DEFINITIONS

"Below Minimum Staffing": See Policy "Staffing Guidelines"

Discretionary Leave: For the purposes of this policy, discretionary leave shall mean an employee's use of vacation, personal or holiday leave time.

Medical Leave: Time off for extended medical leave which follows city policy shall not be considered discretionary leave for the purpose of this policy. (See City Policy)

Administrative Leave: Administrative leave shall not be considered discretionary leave.

Bereavement Leave: See City Policy

Short Term Emergency Leave: Leave granted for emergency situations not longer than two (2) hours in duration.

Military Leave: See City Policy

Parental Leave: See City Policy

205.2 POLICY

All types of leave are subject to approval by the employees supervisor per city policy.

Leave will not be granted which places staffing into "Below Minimums" status except for:

- Short-term emergency leave not longer than two (2) hours in duration (examples: water heater break; furnace repair; other similar situations) as approved by the supervisor.

Employees shall notify the on-duty Captain no later than 0700 hours the day the leave is needed. (Employees are encouraged to make this notification as early as possible to allow time for filling the vacancy).

Leave shall be approved prior to use or employees shall be considered absent without leave (AWOL) and shall be subject to disciplinary actions.

During predictable high call volume holidays or events, no regularly scheduled employee shall be allowed the use of leave except for illness, bereavement, military leave or special circumstances as approved by the Chief or their designee. These holidays and events are:

- July 4th- Independence Day (the observed holiday).
- Peach Days (Friday and Saturday)

Holiday hours will be accrued according to City Policy and:

- The use of holiday hours will follow City Policy.
- Employees may not go into the negative for holiday hours.

Full-time probationary employees will be granted up to 60 hours of leave for emergencies; illness etc. during the probationary period per City Policy.

205.2.1 USE OF DISCRETIONARY LEAVE

The use of discretionary leave shall be as outlined in the subsections below.

205.2.2 PERSONAL LEAVE (UNSCHEDULED LEAVE)

Personal leave is defined by Brigham City as leave that is for "insurance against loss of income when an employee needs to be absent from work because of illness or injury, to care for a dependent, or for any other emergency or personal reason." (see City Policy)

The use of personal leave for scheduled time off shall follow the procedures for Holiday and Annual Leave.

The use of personal leave (unscheduled leave) shall follow the City Policy and the procedures below:

1. The employee shall notify the Captain as soon as possible regarding the need for using leave. Attempts should be made to notify the Captain the night before the shift begins so that time is given to fill the vacancy. In all cases, notification should be made prior to 0700 the day of the employees shift.
2. The Captain/OIC will assess the staffing situation for the shift coming on duty. If a vacancy is created and places the staffing levels at " Minimums" or "Below Minimums", then the Captain/OIC shall follow the "Filling of Vacancies" procedures.
3. Only after having provided the required notice may the employee be off on leave (see City Policy). Leave without notice is considered "Absent without Leave" and the employee is subject to disciplinary action up to and including termination.

205.2.3 Holiday and Annual Leave (Vacation)

- Only one employee assigned to operations per day shall be allowed to use discretionary leave and at all times "minimum staffing" shall be maintained.

- Exception: More than one full-time employee may be off if coverage is found to fill the additional opening by the employee utilizing trade or arrangements with part-time employees, and such arrangement is pre-authorized by their supervisor.
- Captains shall not allow time off beyond one per shift when it knowingly places the department into an overtime situation.
 - Exceptions to the above criteria may be made for personnel emergencies on a case-by-case basis, with consent from the Administrative Battalion Chief or as allowed under the exception above.

When more than one employee requests the same time period off, seniority will be the determining factor of who is allowed off.

205.2.5 Part Time Employee Leave of Absence

See Policy "Part-Time Employee Requirements".

205.3 Procedure

Employees requesting leave shall utilize the department's scheduling system for applying for leave time.

205.4 Reference

Reserved

205.1 PURPOSE AND SCOPE

To establish guidelines for discretionary leave which clarifies special circumstances not provided for in City Policy.

205.1.1 DEFINITIONS

"Below Minimum Staffing": See Policy "Staffing Guidelines"

Discretionary Leave: For the purposes of this policy, discretionary leave shall mean an employee's use of vacation, personal or holiday leave time.

Medical Leave: Time off for extended medical leave which follows city policy shall not be considered discretionary leave for the purpose of this policy. (See City Policy)

Administrative Leave: Administrative leave shall not be considered discretionary leave.

Bereavement Leave: ~~Bereavement leave shall not be considered discretionary leave. See City Policy~~

Short Term Emergency Leave: Leave granted for emergency situations not longer than two (2) hours in duration.

Military Leave: ~~Military leave shall follow city policy. (See City Policy) See City Policy~~

Parental Leave: See City Policy

205.2 POLICY

All types of leave are subject to approval by the employees supervisor per city policy.

Leave will not be granted which places staffing into "Below Minimums" status except for:

- Short-term emergency leave not longer than two (2) hours in duration (examples: water heater break; furnace repair; other similar situations) as approved by the supervisor.

Employees shall notify the on-duty Captain no later than 0700 hours the day the leave is needed. (Employees are encouraged to make this notification as early as possible to allow time for filling the vacancy).

Leave shall be approved prior to use or employees shall be considered absent without leave (AWOL) and shall be subject to disciplinary actions.

During predictable high call volume holidays or events, no regularly scheduled employee shall be allowed the use of leave except for illness, bereavement, military leave or special circumstances as approved by the Chief or their designee. These holidays and events are:

- July 4th- Independence Day (the observed holiday).
- Peach Days (Friday and Saturday)

Holiday hours will be accrued according to City Policy and:

- The use of holiday hours will follow City Policy.
- Employees may not go into the negative for holiday hours.

Full-time probationary employees will be granted up to 60 hours of leave for emergencies; illness etc. during the probationary period per City Policy.

205.2.1 USE OF DISCRETIONARY LEAVE

The use of discretionary leave shall be as outlined in the subsections below.

205.2.2 PERSONAL LEAVE (UNSCHEDULED LEAVE)

Personal leave is defined by Brigham City as leave that is for "insurance against loss of income when an employee needs to be absent from work because of illness or injury, to care for a dependent, or for any other emergency or personal reason." (see City Policy)

The use of personal leave for scheduled time off shall follow the procedures for Holiday and Annual Leave.

The use of personal leave (unscheduled leave) shall follow the City Policy and the procedures below:

1. The employee shall notify the Captain as soon as possible regarding the need for using leave. Attempts should be made to notify the Captain the night before the shift begins so that time is given to fill the vacancy. In all cases, notification should be made prior to 0700 the day of the employees shift.
2. The Captain/OIC will assess the staffing situation for the shift coming on duty. If a vacancy is created and places the staffing levels at " Minimums" or "Below Minimums", then the Captain/OIC shall follow the "Filling of Vacancies" procedures.
3. Only after having provided the required notice may the employee be off on leave (see City Policy). Leave without notice is considered "Absent without Leave" and the employee is subject to disciplinary action up to and including termination.

205.2.3 Holiday and Annual Leave (Vacation)

- Only one employee assigned to operations per day shall be allowed to use discretionary leave and at all times "minimum staffing" shall be maintained.

- Exception: More than one full-time employee may be off if coverage is found to fill the additional opening by the employee utilizing trade or arrangements with part-time employees, and such arrangement is pre-authorized by their supervisor.
- Captains shall not allow time off beyond one per shift when it knowingly places the department into an overtime situation.
 - Exceptions to the above criteria may be made for personnel emergencies on a case-by-case basis, with consent from the Administrative Battalion Chief or as allowed under the exception above.

When more than one employee requests the same time period off, seniority will be the determining factor of who is allowed off.

205.2.4 Bereavement Leave

~~For personnel assigned to the 48/96 work schedule:~~

- ~~Personnel will be granted 48 hours of bereavement leave in compliance with city policy.~~

~~For personnel working an 80 hour pay period:~~

- ~~Personnel's use of bereavement leave will follow City Policy.~~

205.2.5 Part Time Employee Leave of Absence

See Policy "Part-Time Employee Requirements".

205.3 Procedure

Employees requesting leave shall utilize the department's scheduling system for applying for leave time.

205.4 Reference

Reserved