

Annual Strategic Retreat of the
Brian Head Town Council
Brian Head Public Safety Building
565 South Vasels Road, Brian Head, UT 84719
www.Zoom.us ([Click Here](#))
Via Zoom Meeting ID: 843 0142 9371
JANUARY 27 & 28, 2026 @ 9:00 AM

FY 2027 STRATEGIC PLANNING RETREAT
AGENDA

Tuesday, January 27, 2026

- A. Welcome & Call to Order** 9am
- B. Strategic Planning Process & Background Information** 9am – 10:30am
 - a. **Special Presentation from Cedar City Hospital.** Jamison Robinett, President
 - b. **Review of Strategic Planning Process.** Bret Howser, Town Manager
 - c. **Financial Position update.** Shane Williamson, Admin Services Director
 - d. **Tourism Bureau and Chamber of Commerce Updates.** Maria Twitchell, Tourism Executive Director and Tricia Harris, Chamber of Commerce Executive Director
 - e. **Trails Committee Update.** Trace Whitelaw, Committee Chair & Kim Oldryd, Vice Chair
 - f. **Aspen Meadows Update.** Flint Decker, President
- C. Organizational Vision/Culture Discussion** 10:30 – noon
 - a. **Introduction - Mayor Calloway**
 - b. **Open Discussion with Town Council**
- D. Break for Lunch**
- E. Update of Strategic Initiatives & Policies** 1pm to 4pm
 - a. **Code Enforcement Policy Review.** Amanda Hunter, Code Enforcement Officer
 - b. **Beautification Projects & Policy Review.** Bret Howser, Town Manager
 - c. **SAA Projects & Policy Review.** Bret Howser, Town Manager
 - d. **Strategic Approach to Events – Brian Head Days.** Nancy Leigh, Town Clerk
 - e. **Road Utility Fee & Gravel Road Maintenance Strategy.** Bret Howser, Town Manager

Wednesday, January 28, 2026

- A. Focused Discussion of FY 2026 Strategic Items** 9am -11am
 - a. **Public Safety Staffing/Funding Update.** Dan Benson, Public Safety
 - b. **Public Works Standards & Procedures.** Bret Howser, Town Manager
 - c. **Horizon Model Capital Planning Update.** Shane Williamson, Admin Services Director
 - d. **Strategic Planning Tour – Fall 2026.** Ciera Claridge, Deputy Clerk/Treasurer
- B. Open Discussion of FY 2027 Strategic Plan** 11am-noon
- C. Adjournment** noon

DATE POSTED: January 22, 2026

Available to Board Members as per Resolution No. 347 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 Council may participate by means of a telephonic or telecommunications conference. 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 in three public and conspicuous places within the Town Limits of Brian Head; to wit, Town Hall, Post Office and The Mall and have posted such copies on the Utah Meeting Notice 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



STAFF REPORT TO THE TOWN COUNCIL

ITEM: STRATEGIC PLAN PROCESS OVERVIEW

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: January 27, 2026
TYPE OF ITEM: Informational

SUMMARY:

Staff and Council will review the Town's strategic planning process and prepare to update the strategic plan for FY 2027.

BACKGROUND:

In 2014 the Town Council began developing a strategic process with the intent of linking all Council decisions and staff spending and efforts to broad policy direction. This strategic process consists of the following elements:

- "Community Vision" - Established through a public input process in 2013, the Vision identifies in the broadest terms what Brian Head is and what we hope it will become (see Attachment A)
- "Town Goals & Policies" - Set by the Town Council in 2013, this set of 10 goals exists to identify areas that Brian Head Town (the municipal government organization) should be focused on in order to bring the Community Vision about. The Town Goals have been reviewed each year since and occasionally modified. In 2019, the Town General Plan (previously a land-use specific document) was updated to create a set of policies to govern action in each aspect of Town operations.
- "Strategies & Action Steps" - Each year the Town Council and staff, with input from the community, collaborate to set general strategies in pursuit of the Town Goals as well as action steps that can be carried out in the subsequent year to effectuate those strategies. These strategies and action steps are documented in the annual Strategic Plan, which serves as the primary operations guide for Town staff. (See Attachment B for the most recent adopted Strategic Plan)
- "Resource Allocation" - Using the adopted strategies and action steps from the annual Strategic Plan, the annual financial plan (or budget) is prepared each year which allocates all resources (dollars and man hours) to the adopted strategies. (see brianheadtown.utah.gov for the latest Budget Document)

Since 2014, Council has held its Strategic Planning Retreat in January of each year to discuss new strategies and action steps for

BRIAN HEAD TOWN STRATEGIC PLANNING ELEMENTS



the subsequent year's strategic plan. Staff then updates the strategic plan based on discussion from the retreat, and Council adopts the plan in March in preparation for the upcoming budget process.

Staff uses the strategic plan document as a guiding work plan for the fiscal year. Department heads meet monthly to review progress on action steps. Purchase orders are checked against the strategic budgets to ensure that purchases are in line with the previously adopted spending plan. The Strategic Plan does not "sit on a shelf." Rather it has become the heart of our organizational culture and serves as a rudder for day-to-day decisions.

CORE VALUES –

- **Brian Head Experience:** Brian Head Town aims to promote a family friendly and memorable mountain resort town experience
- **Collaboration:** Brian Head Town always strives to work alongside local businesses and neighboring jurisdictions to deliver the appropriate resort town amenities
- **Quality of Life:** Brian Head Town residents are here for the outstanding quality of life expected in a resort mountain town, and we aim to live up to that expectation
- **Excellence in Public Services:** The public services provided by Brian Head Town will be befitting of a resort mountain town
- **Fiscal Responsibility:** Brian Head Town will provide services and infrastructure needs in the most efficient way possible to minimize tax burden



The Core Values should serve as a touchstone that we regularly return to as critical discussions take shape during this retreat.

ANALYSIS:

The objectives of the Strategic Planning Retreat are as follows:

1. Review the Community Vision and Town Goals & Policies and revise as necessary
2. Evaluate areas of broad policy that require particular attention in the upcoming annual Strategic Plan
3. Suggest and discuss any significant new or revised strategies and action steps that may be considered in the next strategic plan
4. Give the Council a significant space of time annually for high-level policy discussion and leadership development

Reviewing Community Vision & Town Goals

COMMUNITY VISION

The Community Vision should generally remain static, with only minor changes expected every 5-7 years. Changes would only be expected if there's been a major shift in the direction of the Town as it pertains to the local economy, the environment, or the culture. In January 2023, Council briefly discussed the potential for updating the 2013 Community Vision, and ultimately the consensus was that it may not be worth the time.

TOWN GOALS & POLICIES

Town goals are generally created for the medium to long-term. They highlight specific aspects of the vision that need work. Some may only take a couple of years to get up and going, while others may be longer term. These should be looked at each year in the strategic planning process and revised as necessary. It should not be surprising if adjustments are made to these goals every 2-3 years. The Town Goals have been adjusted several times since they were first created. The most recent change was in 2023 when the wording "and balanced with finite resources" was added to the Environment goals. The current Town Goals are as follows:

ECONOMY

- Enhance the Brian Head Experience
- Attract more visitors especially in Summer & Fall
- Support local events
- Maintain a business and development climate that is attractive to resort-complementary commercial establishments

CULTURE

- Foster a stronger sense of community and well-informed public discourse
- Engage the community with information & activities that build unity
- Increase livability of Town by making area more pedestrian and bike friendly
- Mitigate impacts of resort economy on town culture

ENVIRONMENT

- Maintain emphasis on and protect the natural environment
- Guide growth of the built environment to be consistent with the General Plan and balanced with finite resources
- Expand and improve the trails system
- Develop a more polished image and first impression of the Town

In light of the discussions in this retreat the Council may consider any potential adjustments or modifications to the Town Goals and Policies contained in the General Plan. While there is not a specific item on the agenda to update these, if any necessary revisions are identified the General Plan should be brought back for consideration in a future Town Council meeting.

Broad Policy Discussion

Topics of broad policy which will be addressed in this retreat include:

- Beautification
- Special Events
- Code Enforcement
- Road Maintenance and Fees
- Special Assessment Areas
- Public Works Standards & Procedures
- Public Safety Staffing/Funding

New or revised strategies and action steps

During the course of broad policy discussion at this retreat, it is anticipated that ideas may emerge for new or revised strategies and action steps. Staff will take note of these for inclusion in the draft the Strategic Plan that will be presented to the Council in March. Additionally, staff will endeavor to develop other strategic approaches to address the issues raised during policy discussion at the retreat and present these in the draft Strategic Plan as well.

There will also be time allotted for “Open Discussion of the FY 2027 Strategic Plan” during which Council members may present their ideas for strategies and action steps which may not have been directly applicable to items specifically on the agenda. Staff requests that this discussion be limited to policy items that require Council discussion and input, and that minor or uncontroversial items be brought directly to staff prior to our preparation of the draft plan (just to save time).

High-level policy discussion and leadership development

At the outset of this retreat, Mayor Calloway will lead a discussion with the Town Council and Staff regarding organizational vision and culture.

ATTACHMENTS:

A – Community Vision

B – FY 2026 Strategic Plan

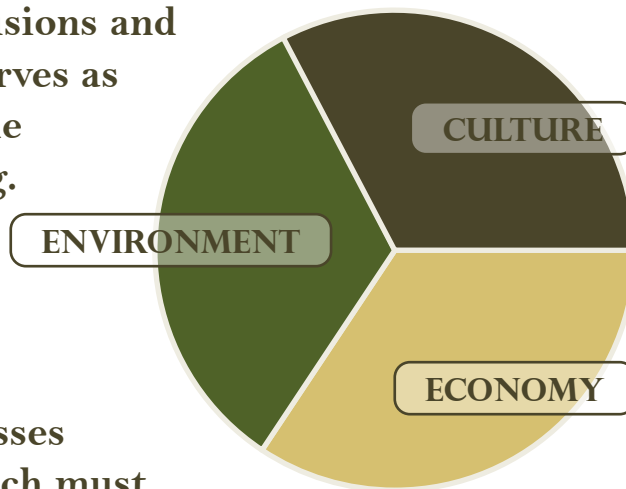
C – FY 2026 Action Step Updates (link to be sent separately)



COMMUNITY VISION

***BRIAN HEAD IS A RUSTIC MOUNTAIN
VILLAGE WITH DIVERSE RECREATION AND
COMPLEMENTARY COMMERCIAL
OPPORTUNITIES WHERE PEOPLE AND
NATURE CO-EXIST***

The Community Vision described here was developed by residents, business owners and second homeowners in Brian Head to be the loadstar that guides policy decisions and government. It serves as Town does and the strategic planning. Council or staff back to this Vision.



action of local the end goal for all the starting point for Everything the Town does should be tied

The Vision addresses “Community” which must to have a thriving town, which are shown below. These community facets are summarized in the Vision Statement above, but a richer description of each is contained in this document.

three key areas of be in balance in order



BRIAN HEAD CULTURE

*SAFE, FRIENDLY MOUNTAIN VILLAGE THAT OFFERS A
DIVERSE OUTDOOR RECREATIONAL EXPERIENCE WITH
MANY OPPORTUNITIES FOR GROWTH*

Description of Current Culture

- Small Community
- Safe
- Friendly
- Simple
- Warm
- Mountain Village
- Hard Workers
- Intimate
- Welcoming
- Eco-centered
- Supportive
- Lack clear identification
- Work well together

Description of Ideal Culture

- Growing/Opportunities
- Greater sense of community
- Regular community events/activities
- Attractive to families
- Tight unit
- Friendly/ Neighborly
- Concerned
- Diverse
- Active
- Festive
- Working Even Better Together
- Volunteers
- Inviting for guests



BRIAN HEAD ENVIRONMENT



***WELL-PLANNED RUSTIC COMMUNITY AND
COMPLEMENTARY COMMERCIAL CLUSTERS WHERE PEOPLE
AND NATURE COEXIST.***

Description of Current Natural Environment

- Untouched/Unspoiled
- Amazing
- Unique
- Beautiful/Picturesque
- Contrasts
- Spectacular/Awe-inspiring/Breathtaking
- Wild/Wildlife
- Tranquil/Quiet
- Varied
- Close to Nature
- Rugged/Adventurous
- Unparalleled Night Sky
- Mountains/Elevation
- Industrial Areas Too Visible
- Open spaces
- Hidden Gem
- Proximity to National Parks
- Fire Vulnerability

Description of Ideal Natural Environment

- Identifiable Trails
- Clean
- Recreation
- Maintain all positive aspects of current natural environment
- Preserved/restored indigenous flora

Description of Current Built Environment

- Forest/Alpine type look
- Dated
- Quaint
- Eclectics
- Transitional
- Mountain cabin
- Multi family complex
- Great infrastructure
- Need commercial growth
- Inconsistent design features
- Sparse/Scattered small town ski resort
- Old & New, Big & Small
- Spacious

Description of Ideal Built Environment

- Pedestrian friendly town center
- One that improves the untouched feeling/blends in better
- No scars on mountain or unfinished projects
- Master planned, controlled growth
- Varied – Single family, retail, high density
- Residential on the outskirts
- Trails thru town/walkable community
- Designated trails for use type
- Spacious but warm



BRIAN HEAD ECONOMY

***A YEAR-ROUND RECREATION ORIENTED COMMUNITY THAT
IS ECONOMICALLY ATTRACTIVE TO BUSINESSES AND A
GREAT EXPERIENCE FOR VISITORS***

Description of Current Economy

- Challenged/lacking/struggling/slow
- Blank slate/opportunity
- Growing improving
- Recreation oriented/tourism
- Tentative/hesitant
- Seasonality
- No formal plan to attract responsible growth
- Affordable

Description of Ideal Economy

- Year round sustainability
- Vibrant / thriving / healthy
- Expanding/growing
- Non-combative/ supporting
- Diverse & Unique
- Business friendly/low taxes
- Summer recreation
- International
- 250,000 skier days
- Aggressive/healthy competition
- Self sufficient
- New opportunities
- Practice “Local First”

HOW WAS THIS COMMUNITY VISION ESTABLISHED?

In August of 2013, the Town Council directed town staff to re-establish a Community Vision which would drive a new effort in strategic planning. A focus group of individuals representing various facets of the community was assembled to look at Brian Head through the lenses of Culture, Economy, and Environment, and from their discussion on brainstorming on those topics derive a single unifying statement defining a vision of what Brian Head is and hopes to become. The Vision was then submitted to the public and Council for approval in a series of public hearings in September and October 2013.

Special Thanks to the Members of the Community Vision Focus Group:

Linda Ames, John Grissinger, Robbie Hartlmaier, Dan Hudson, John Lorts & Reece Wilson

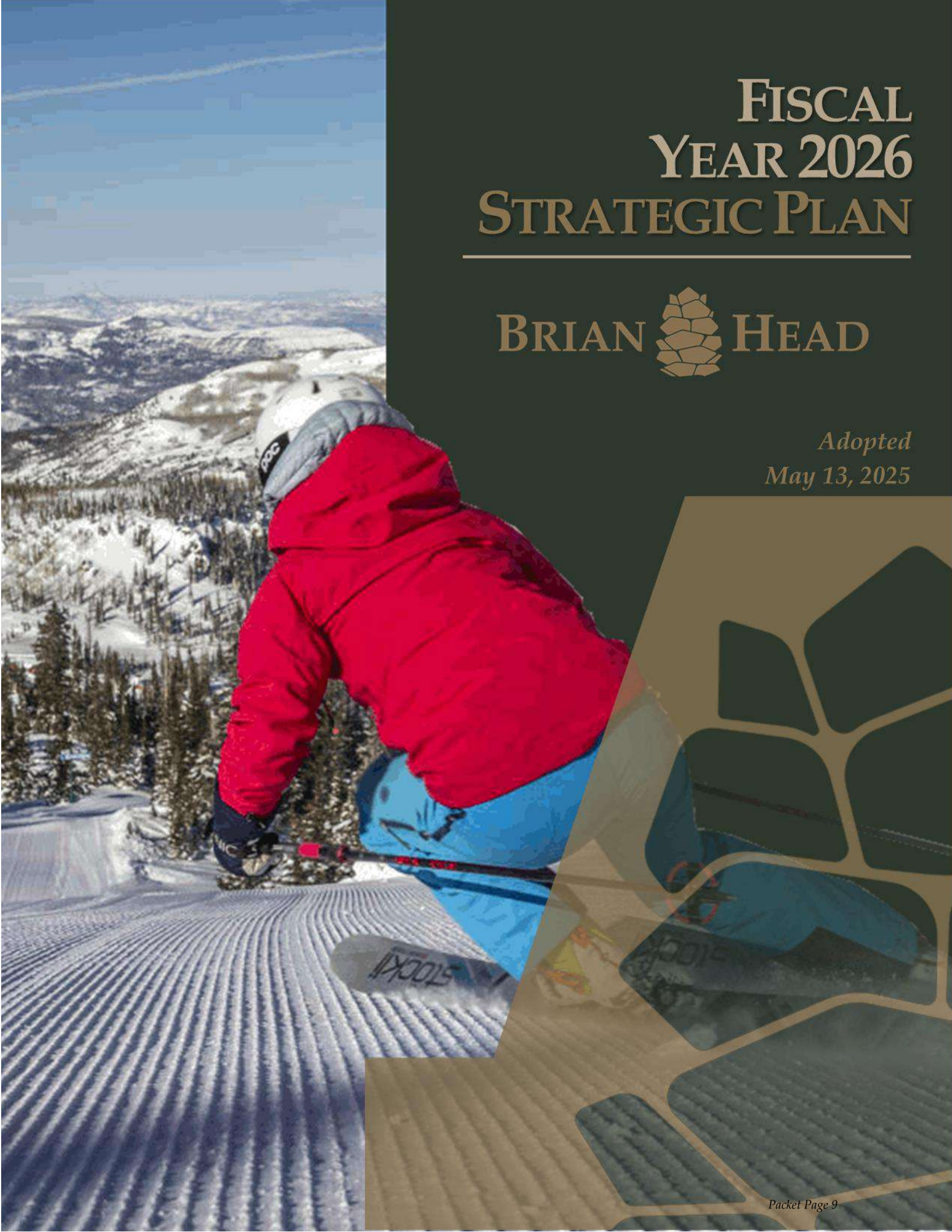
Additional Thanks to Town Support Staff:

Dan Benson, Bret Howser, Nancy Leigh & Tom Stratton

FISCAL YEAR 2026 STRATEGIC PLAN

BRIAN  HEAD

*Adopted
May 13, 2025*



CONTENTS

PURPOSE STATEMENT

Brian Head Town exists to serve the interests of its residents, homeowners, businesses and guests. As a local government entity, the Town Council and staff strive to accomplish those things which Town stakeholders expect of their local government in the most efficient manner possible. To accomplish this, the Town engages in a detailed and thorough strategic planning process which is described in these pages.

This document focuses on the strategies which will be administered by the staff of Brian Head Town in order to pursue the goals of the Town Council and effectuate the vision set forth by the community. Many of these strategies may be ongoing or long-term in nature, but each strategy will be pursued to one degree or another during the course of Fiscal Year 2026 (July 1, 2025 thru June 30, 2026).

Certain action steps which will be carried out in pursuit of these strategies are also detailed herein. These action steps, along with typical day-to-day duties, make up the work plan for staff for the fiscal year. This document stems from the Community Vision and serves as the basis for the fiscal year budget.

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STRATEGIC PLANNING PROCESS

Brian Head Town engages in strategic planning in order to ensure that the community's expectations of its local government are being met. Through strategic planning, all resources (meaning every tax dollar spent and each man hour worked) are tied back to a clear community vision through goals, strategies, and action steps.

The elements of strategic planning shown here are intended to establish what it is the residents and guests of Brian Head expect from their local government by 1) defining a vision, 2) fleshing out that vision in a set of outcome-oriented goals, 3) developing strategies to effectuate those goals, 4) identifying the action steps staff will take in pursuit of the strategies, and 5) allocating resources to these actions. In this manner, we will better ensure that finite resources are being most effectively applied toward achieving what the community ultimately expects of its local government.

COMMUNITY VISION

In August of 2013, the Town Council directed town staff to re-establish a community vision which would drive a new effort in strategic planning. A focus group of individuals representing various facets of the community was assembled to look at Brian Head through the lenses of culture, economy, and environment, and from their discussion and brainstorming on those topics derive a single

unifying statement defining a vision of what Brian Head is and hopes to become. The Brian Head Town Community Vision was then submitted to the public and Council for approval in a series of public hearings in September and October 2013.

STRATEGIC PROCESS

COMMUNITY

VISION



TOWN

GOALS



STRATEGIES



ACTION

STEPS



RESOURCE ALLOCATION

The Council adopted the Brian Head Town

Community Vision which is summarized in the statement at the bottom of this page. Further information about this vision, including more detailed descriptions of the current and ideal culture, environment, and economy of the Town are included in the Brian Head Town Community Vision document available online at www.brianheadtown.utah.gov or by contacting Town Hall at 435-677-2029.

TOWN GOALS

Following adoption of the community vision, the Town Council developed a set of Town goals which flow from the vision. These goals highlight aspects of the vision which require special attention from the staff. Council will review these goals annually to monitor the progress made on each goal and may modify these goals in the short term. The goals are detailed more particularly in the following section of this document.

***BRIAN HEAD IS A RUSTIC MOUNTAIN VILLAGE WITH
DIVERSE RECREATION AND COMPLEMENTARY
COMMERCIAL OPPORTUNITIES WHERE PEOPLE AND
NATURE CO-EXIST***



STRATEGIC PLANNING PROCESS

STRATEGIES & ACTION STEPS

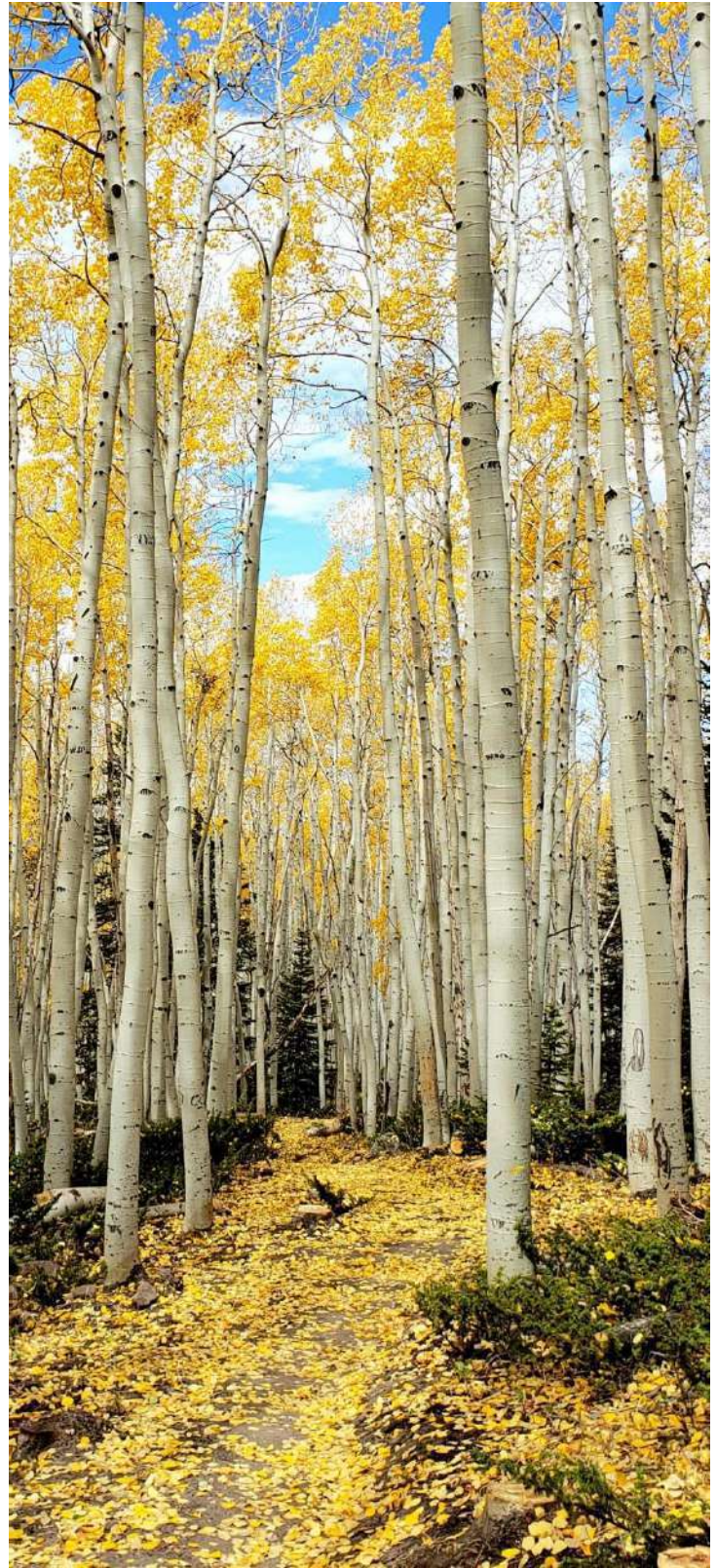
This FY 2026 Strategic Plan document deals with the strategies and action steps portion of the strategic planning process. These elements were developed by Town staff and have been crafted particularly to bring about the Town goals and community vision.

Each year, the Council and staff reviews strategies or services currently provided by Brian Head Town and we ask ourselves what aspect of the community vision or Town goals this activity serves. If a given strategy is geared toward achieving one the goals or the vision, it remains in the strategic plan, and in many cases is enhanced with new action steps. If a strategy is not determined to be effectively achieving the vision or goals, it is modified or discarded. Where Town goals are being addressed by few current services or programs, strategies may be added along with associated action steps.

The remainder of this document describes these strategies and action steps for the upcoming fiscal year.

RESOURCE ALLOCATION

With the vision, goals, strategies and action steps all identified, what remains is to allocate time and resources to these elements. This is done each year through the budget process. The details of resource allocation are contained in the Town's budget document, which has been formatted to align budget data with these elements of strategic planning. The draft FY 2026 Budget Document will be completed in April 2025 and can be found online at www.brianheadtown.utah.gov or by contacting Town Hall at 435-677-2029.



TOWN GOALS

Each January the Town Council meets in a Strategic Planning Retreat to set broad guiding strategic policy for the year. During this retreat, the Council reviews the Town's progress toward the existing Town Goals and considers any potential modifications of the Town Goals.

The following goals were derived from the Community Vision and have been set by the Town Council to guide policy and action for Brian Head Town during Fiscal Year 2026.

Economy

- 1) Enhance the Brian Head Experience
- 2) Attract more visitors especially in Summer & Fall
- 3) Support local events
- 4) Maintain a business and development climate that is attractive to resort-complementary commercial establishments



Culture

- 1) Foster a stronger sense of community and well-informed public discourse
- 2) Engage the community with information & activities that build unity
- 3) Increase livability of Town by making area more pedestrian and bike friendly
- 4) Mitigate impacts of resort economy on town culture

Environment

- 1) Maintain emphasis on and protect the natural environment
- 2) Guide growth of the built environment to be consistent with the General Plan and balanced with finite resources
- 3) Expand and improve the trails system
- 4) Develop a more polished image and first impression of the Town



STRATEGIES

ADMINISTRATION DEPARTMENT

The Administration department carries out a variety of day-to-day duties which are critical to the strategic approach of the Town. For the sake of brevity, these are not all listed under a strategy in this plan, but man hours of money spent on them will be included in the Budget Document under the corresponding strategy. The action steps listed below are explicitly spelled out in the plan because they are new, involve significant cost, represent policy or administrative direction, or require a certain degree of follow-up and accountability.

Public Information & Communication

Strategy: Hold regular open meetings and solicit public engagement (PI01)

Goals Impacted: Culture #1

Action Step	Lead Staff	By When
Hold Council Meeting each 2 nd /4 th Tuesday	N. Leigh	Ongoing
Hold Planning Commission each 1 st /3 rd Tuesday	G. Sant	Ongoing
Partner with Resort to gather Town-centric input on Resort's surveys	N. Leigh	09/2025
New and improved email/contact list	N. Leigh	09/2025
Annual Community Input Forum	N. Leigh	12/2025
Conduct annual open meeting training	C. Claridge	04/2026

Strategy: Communicate significant information to the public in proactive manner (PI02)

Goals Impacted: Culture #1 and #2

Action Step	Lead Staff	By When
Maintain Town Facebook page	C. Claridge	Ongoing
Quarterly Mayor's message	B. Feller	Quarterly
Monthly news/information poster (posted and emailed)	B. Feller	Monthly
Community input/engagement activity at Fireman Breakfast	B. Howser	07/2025
Complete backlogged Planning Commission minutes	N. Leigh	06/2027

Strategy: Keep Town Hall open and staffed with knowledgeable and personable personnel (PI03)

Goals Impacted: Culture #1; Economy #1

Action Step	Lead Staff	By When
Have front desk and phone coverage 9-5:00 all weekdays	S. Williamson	Ongoing
Staff generally available to answer public inquiries 8-5:00 weekdays	S. Williamson	Ongoing
Business/events licensing and fuel pump cross training refresher	N. Leigh	09/2025
Investigate Interactive Voice Response to automate call routing	S. Williamson	09/2025
Design, purchase, and install office placards in Town Hall	S. Williamson	09/2025
Utility billing/bulk water cross training refresher	A. Hunter	12/2025
Building permit cross training refresher	G. Sant	03/2026



STRATEGIES

Strategy: Maintain clear and accessible records for the public (PI04)

Goals Impacted: Culture #1

Action Step	Lead Staff	By When
Update Brian Head history with newspaper clippings and news from Google alerts	D. Calloway	Ongoing
Renew records officer certification	N. Leigh	03/2026
Complete electronic archiving of physical bldg/planning records	G. Sant	06/2026
Complete electronic archiving of physical admin/public works records	N. Leigh	06/2026
Conduct RFP for codification software (budget pending)	N. Leigh	06/2026

Strategy: Plan and carry out community events geared toward building Town unity (PI05)

Goals Impacted: Culture #1 & #2; Economy #1; Environment #1

Action Step	Lead Staff	By When
Brian Head Arbor Day event	A. Hunter	07/2025
Fall Town cleanup (give it another try, see if it grows)	D. Calloway	09/2025
Fall community hike and barbeque	B. Feller	09/2025
Spring Town cleanup	D. Calloway	05/2026
Town fuel mitigation event	A. Burton	06/2026
Volunteer trail cleanup/maintenance	B. Johnson	06/2026

Strategy: Celebrate Brian Head Town's 50 years (PI06)

Goals Impacted: Culture #1 & #2

Action Step	Lead Staff	By When
Design and price out Frontier Homestead Brian Head display	N. Leigh	09/2025
Scrapbook restoration/compilation	D. Calloway	12/2025
50 th Celebration Event (summer portion)	N. Leigh	07/2025



STRATEGIES

Community Development

Strategy: Maintain land management policies that reflect the Community Vision and General Plan (CD01)

Goals Impacted: Environment #1 & #2; Economy #4

Action Step	Lead Staff	By When
Attend Utah Land Use Institute Conference	G. Sant	10/2025
Make LMC adjustments required by 2025 LUDMA changes (if any)	G. Sant	12/2025
Attend American Planning Association Conference	G. Sant	05/2026
Train Planning Commission 4-hrs per year	G. Sant	06/2026

Strategy: Provide clear, timely, customer-friendly planning/building reviews (CD02)

Goals Impacted: Environment #1 & #2; Economy #4

Action Step	Lead Staff	By When
Complete design review on all permits within 14 days	G. Sant	Ongoing
Implement land use online permits (include Special Assessment)	G. Sant	10/2025
Building season kickoff contractor/realtor information seminar	G. Sant	04/2026

Strategy: Conduct timely, equitable and professional building inspections (CD03)

Goals Impacted: Environment #2; Economy #4

Action Step	Lead Staff	By When
Complete all requested inspections within two business days	G. Sant	Ongoing
Update permit log on paper	G. Sant	Monthly
Provide Council with monthly permit/inspection report	G. Sant	Monthly
Submit state building fees/report	S. Williamson	Quarterly

Strategy: Ensure adherence to policies through consistent code enforcement (CD04)

Goals Impacted: Environment #1 & #2

Action Step	Lead Staff	By When
Code enforcement shifts on Saturdays (min 3/month in summer, busy weekends in winter)	A. Hunter	Ongoing
Deliver code enforcement report to Council end of summer/winter	A. Hunter	Biannually
Annual code enforcement refresher with Public Safety staff	A. Hunter	04/2026



STRATEGIES

Strategy: Implement workforce housing plan (CD05)

Goals Impacted: Economy #4

Action Step	Lead Staff	By When
Acquire 20 acre parcel from Forest Service	B. Howser	12/2025
Develop standard affordable housing development agreement including deed restriction requirements	B. Howser	12/2025

Economic Development

Strategy: Support special events and initiatives which draw visitors to the community (ED01)

Goals Impacted: Economy #2 & #3

Action Step	Lead Staff	By When
Advertise all events week prior on social media	C. Claridge	Ongoing
Coordinate public services through event permitting	N. Leigh	Ongoing
Offer banner pole use for events with fee for Town to hang it	N. Leigh	Ongoing
Propose fees for event services with discounts for newer events	N. Leigh	07/2025
4th of July fireworks (or drone show)	D. Benson	07/2025
Joint pilot program for summer lift operations with Tourism Bureau and Brian Head Resort	B. Howser	10/2025
New Year's fireworks	D. Benson	12/2025

Strategy: General area marketing (ED02)

Goals Impacted: Economy #2 & #4

Action Step	Lead Staff	By When
Quarterly business spotlight on social media (coordinated with Chamber of Commerce)	C. Claridge	Quarterly
Annual report to Council from Tourism Bureau/Chamber	B. Howser	01/2026
Invite businesses to participate in marketing co-op	B. Howser	03/2026
Administer marketing co-op	B. Howser	06/2026
Apply for 2026-27 marketing co-op	B. Howser	06/2026



STRATEGIES

Strategy: Build needed public infrastructure for resort commerce (ED03)

Goals Impacted: Economy #1 & #4; Environment #2

Action Step	Lead Staff	By When
Enter agreement with Iron County and assume maintenance responsibility for Brian Head Peak Rd	B. Howser	07/2025
Organize local business funding for peak observation phase II and supply in-kind services	B. Howser	09/2025
Complete peak road milling with Forest Service	B. Howser	09/2025
Funding strategy for center turn lanes	B. Howser	06/2026
Master plan community plaza to replace existing Town Hall with community center, outdoor stage, etc.	B. Howser	06/2026
Apply for grant to complete parking master plan	B. Howser	06/2026
Work with USFS on campground plan for Bear Flat (two year plan – get grant for NEPA for campground improvements and trail to CBNM)	B. Howser	06/2027

Strategy: License businesses to ensure health, safety, and welfare (ED04)

Goals Impacted: Economy #1 & #4

Action Step	Lead Staff	By When
Implement CityInspect business licensing software	N. Leigh	07/2025
Adjust our process consistent with new statute for nightly rentals (Knotwell language)	N. Leigh	07/2025

Strategy: Facilitate mobility and decrease traffic through public transit (ED05)

Goals Impacted: Economy #1 & #4; Environment #1 and #4

Action Step	Lead Staff	By When
Increase shuttle service as necessary to meet demand	B. Howser	Ongoing
Conduct request for proposal for shuttle services	N. Leigh	08/2025
Explore 5311 funding for expansion of shuttle services	B. Howser	09/2025

Strategy: Provide core goods and services which are not provided by private businesses (ED06)

Goals Impacted: Economy #1 & #4

Action Step	Lead Staff	By When
Maintain retail fuel service	N. Leigh	Ongoing
Acquire/install replacement fuel dispenser	N. Leigh	06/2026



STRATEGIES

Strategy: Encourage resort-commercial development at commercial nodes (ED07)

Goals Impacted: Economy #1 & #4; Environment #2

Action Step	Lead Staff	By When
Apply for Rural Community Opportunity grant for Village Way power line	B. Howser	09/2025
Develop lot behind Town Hall to all-weather overflow parking	J. Ficken	10/2025
Develop financial plan for Village Way parking expansion	B. Howser	06/2026
Work with developer on agreement for Navajo Node commercial development	B. Howser	06/2026

Strategy: Operate Visitor Center (ED08)

Goals Impacted: Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
Maintain visitor information on information kiosks	D. Calloway	Ongoing
Distribute brochures weekly	D. Calloway	Weekly
Annual guest services training (winter and summer)	D. Calloway	Biannual
Attend brochure swap (when financially feasible)	D. Calloway	Annual
Visitor Center welcome/information monitor	N. Leigh	12/2025

Strategy: Beautify Brian Head (ED09)

Goals Impacted: Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
Complete Design/Bid of Core Beautification Phase I(b) (Shuttle Stops/Crosswalks/Town Hall Cladding/Snowmelt)	B. Howser	07/2025
Develop a prioritized list/build schedule for dumpster enclosures	J. Ficken	07/2025
Work with Cedar Breaks Lodge on additional screening of maintenance yard (utilize beautification grant and enhanced vegetative screening req't)	B. Howser	09/2025
Statement Flag Pole at Bear Flat well	B. Howser	09/2025
Prototype of shade over park bench	N. Wallis	09/2025
Install pinecone art on entry signs	B. Howser	09/2025
Steam Engine Dr beautification (deadfall/rocks in shoulders)	N. Wallis	10/2025
Implement Core Beautification Phase I(a) (Street lights/Signs)	B. Howser	10/2025
Build first dumpster enclosure on the prioritized list	N. Wallis	10/2025
Refurbish/beautify Town entryway signs (finish up planter, etc)	B. Jonhson	09/2026



STRATEGIES

Strategy: Better Connect Town with Businesses (ED10)

Goals Impacted: Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
Visit with business owners individually to discuss issues/concerns	B. Howser	Quarterly
Notify Brian Head businesses of Chamber meetings	N. Leigh	Ongoing
Participate in the Parowan Main Street scarecrow walk	A. Hunter	09/2025
State of the City address to Cedar City Chamber of Commerce	B. Howser	02/2026
Annual Chamber of Commerce meeting in Brian Head	B. Howser	06/2026

Strategy: Preserve Dark Skies (ED11)

Goals Impacted: Economy #1 & #2; Culture #4; Environment #1, #2 & #3

Action Step	Lead Staff	By When
Remove excess street lights and replace others with night-sky friendly lights	B. Howser	10/2025
Follow-up dark sky flyer informing public what's been done and inviting single-family residences to join in	B. Howser	06/2026

Strategy: Enhance/Maintain Holiday Lighting (ED11)

Goals Impacted: Economy #1 & #2; Culture #4; Environment #1, #2 & #3

Action Step	Lead Staff	By When
Replace any defective holiday lights and purchase add'l lights	D. Calloway	10/2025
Contract to maintain large tree lights each year	A. Hunter	11/2025
Enhance visitor Christmas light experience at park/pond	D. Calloway	11/2025
Organize community holiday tree lighting day(s)	D. Calloway	11/2025
Holiday wrap wayfinding signs, skier bridge & tree by Mall entryway signs, Town Hall, and pavilion	J. Ficken	11/2025
Keep pedestrian access to Christmas lights at park open	B. Johnson	12/2025
Remove non-permanent holiday lighting and features	J. Ficken	02/2026

Strategic Planning

Strategy: Foster strategic thinking and action throughout the organization (SP01)

Goals Impacted: General

Action Step	Lead Staff	By When
Executive strategic planning reviews	S. Williamson	Monthly
Plan 2025 strategic planning tour to northern Utah	C. Claridge	07/2025
Implement consistent action step report, with or without ClearGov	S. Williamson	9/2025
Carry out 2025 strategic planning tour	C. Claridge	09/2025



STRATEGIES

Strategy: *Gather data to help shape policy and strategy (SP02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Sales tax database updates	S. Williamson	Monthly
Annual resident satisfaction survey	N. Leigh	10/2025
Finalize sales tax database and input historical data	S. Williamson	12/2025
Update visitor count annual report (Placer.ai)	B. Howser	12/2025

Strategy: *Align resources with objectives in short and long term (SP03)*

Goals Impacted: General

Action Step	Lead Staff	By When
Strategic planning retreat	S. Williamson	01/2026
Strategic plan update	S. Williamson	03/2026
Budget adoption	S. Williamson	06/2026

Strategy: *Engage with the State Legislature to guard against pre-emption of local autonomy and unfunded mandates (SP04)*

Goals Impacted: General

Action Step	Lead Staff	By When
Actively support Iron County Council of Gov'ts legislative efforts	B. Howser	Ongoing
Contact legislative representatives regarding proposed legislation that has potential ramifications for Brian Head, our Iron County neighbors, or cities/towns in general	B. Howser	Ongoing
Actively participate in weekly Legislative Policy Committee mtgs during legislative session	B. Howser	03/2026

Financial Management - GAIN EFFICIENCIES IN ORDER TO MAXIMIZE RESOURCES

Strategy: *Receive and invest funds for greatest return at very low risk (FM01)*

Goals Impacted: General

Action Step	Lead Staff	By When
Enhanced Service Fee database updates	N. Leigh	Quarterly



STRATEGIES

Strategy: Maximize grant revenue to offset tax burden on residents and local businesses (FM02)

Goals Impacted: Economy #3 and General

Action Step	Lead Staff	By When
Town staff select projects for each grant	S. Williamson	08/2025
UDOT TAP funding for Town Trail Phase IV	B. Howser	08/2025
Apply for restaurant tax grant	B. Howser	10/2025
Complete Community Dev Block Grant (if we qualify)	A. Burton	12/2025
Apply for Office of Outdoor Recreation grants (Town Trail IV)	B. Howser	03/2026
Apply for regional project for Community Funding Program	B. Howser	03/2026
Apply for Recreation Trails Program funding (OHV Trail NEPA)	B. Howser	03/2026
Apply for water/sewer DEQ Grants (meter towers)	J. Ficken	06/2026
Apply for Federal Lands Access Program funding (Cedar Breaks Connector Trail)	B. Howser	06/2027

Strategy: Minimize the risk of losing resources to injury or lawsuit (FM03)

Goals Impacted: General

Action Step	Lead Staff	By When
Safety committee meetings	S. Williamson	Monthly
Administer safety incentive competition and trainings	S. Williamson	Biannually
Annual safety inspection of public buildings	G. Sant	12/2025

Strategy: Maximize efficiency through sound purchasing practices (FM04)

Goals Impacted: General

Action Step	Lead Staff	By When
Research and price out centralized MS Office	S. Williamson	09/2025
Revamp Town purchasing policies/practices	S. Williamson	10/2025

Strategy: Prepare and share clear and accurate financial information (FM05)

Goals Impacted: Culture #1 & General

Action Step	Lead Staff	By When
Transaction transparency report	S. Williamson	Quarterly
Employee compensation transparency report	S. Williamson	Annual
Carry out annual financial audit and prepare CAFR	S. Williamson	12/2025
Prepare annual impact fee report	S. Williamson	12/2025
Prepare budget document according to GFOA guidelines	S. Williamson	04/2026
Prepare annual RDA report	S. Williamson	06/2026



STRATEGIES

Strategy: Set fee levels that cover costs but don't deter investment in the community (FM06)

Goals Impacted: Economy #3

Action Step	Lead Staff	By When
Calculate and consider street utility fee	S. Williamson	12/2025
Review building and planning fee levels	G. Sant	03/2026
Recalculate disproportionate STR license fees	S. Williamson	04/2026
Update utility fee financial model and review with Council	S. Williamson	04/2026
Update and adopt consolidated fee schedule	S. Williamson	06/2026

Personnel Management - ENGAGE STAFF IN ORDER TO MAXIMIZE QUALITY OF SERVICE

Strategy: Encourage employee physical, mental and emotional wellness (PM01)

Goals Impacted: General

Action Step	Lead Staff	By When
Hold URS personal retirement planning event	S. Williamson	10/2025
Renew PEHP health plan	S. Williamson	12/2025
Hold Healthy Utah Fair	S. Williamson	03/2026
Warrior Wednesday team workouts	S. Williamson	Quarterly
Implement book club	S. Williamson	Quarterly

Strategy: Establish a friendly and cohesive work environment (PM02)

Goals Impacted: General

Action Step	Lead Staff	By When
Quarterly pot-lucks	A. Hunter	Ongoing
Annual holiday party	A. Hunter	12/2025

Strategy: Recognize and Reward staff capable of providing "Resort Town Quality" service (PM03)

Goals Impacted: General

Action Step	Lead Staff	By When
Instant recognition bonuses	S. Williamson	Ongoing
Public recognition of 5, 10, 15, 20 year service awards	Dep't Heads	Ongoing
Award surplus bonuses (if surplus is available)	S. Williamson	09/2025
Employee Christmas cards	B. Howser	12/2025
Update compensation planning benchmarked at 85 th percentile of the market and implement	S. Williamson	03/2026



STRATEGIES

Strategy: *Help employees progress toward their ideal through comprehensive goal setting (PM04)*

Goals Impacted: General

Action Step

Annual strategic/personal development check-in with employees

Lead Staff

B. Howser

By When

Ongoing



STRATEGIES

PUBLIC SAFETY DEPARTMENT STRATEGIES

The Public Safety Department carries out a variety of day-to-day duties which are critical to the strategic approach of the Town. These include providing 24-hour coverage of the Town, increasing manpower/coverage during busy weekends/holidays, responding to hazard calls as they arise, providing traffic control during events, carrying out fire inspections as needed, and attending various trainings. For the sake of brevity, these are not all listed under a strategy in this plan, but man hours of money spent on them will be included in the Budget Document under the corresponding strategy. The action steps listed below are explicitly spelled out in the plan because they are new, involve significant cost, represent policy or administrative direction, or require a certain degree of follow-up and accountability.

General Public Safety Strategies

Strategy: Prepare for emergencies by utilizing Nat'l Incident Mgt System (ICS) and the Town's Emergency Operations Plan (EOP) (PS01)

Goals Impacted: General

Action Step	Lead Staff	By When
Complete ICS 100 for all <i>new</i> Town staff and elected officials	D. Benson	05/2026
Review and Update Brian Head EOP	D. Benson	06/2026

Strategy: Promote emotional and physical health and wellness necessary to meet the demands of a public safety officer (PS02)

Goals Impacted: General

Action Step	Lead Staff	By When
Participate in organized "Pride Hike" with all Public Safety staff	D. Guymon	10/2025
Mandatory annual mental health evaluation	A. Burton	01/2026
Annual mental health resilience training	A. Burton	06/2026
Annual pack test	D. Abbott	06/2026
Provide quarterly health and wellness events	A. Burton	06/2026

Strategy: Improve community image and visibility (PS03)

Goals Impacted: Culture #1 & #2

Action Step	Lead Staff	By When
Weekly posts on Brian Head Public Safety Facebook page	A. Burton	Weekly
Annual Public Safety open house during 4 th of July	A. Burton	07/2025
Fireman pancake breakfast	D. Benson	07/2025
Labor Day parade	D. Benson	09/2025
Interfaith "9-11" gathering	D. Benson	09/2025
Participate in the annual Red Ribbon Week at Parowan Elementary	D. Abbott	11/2025
Annual Fire Extinguisher Training for business/general public	D. Abbott	06/2026



STRATEGIES

Strategy: Respond to public safety emergencies as they arise (PS04)

Goals Impacted: General

Action Step	Lead Staff	By When
Calendarize and conduct marshal truck and equipment inspections	D. Guymon	Quarterly
Reorganize department under two sergeants (budget pending)	D. Benson	09/2025

Strategy: Proactively provide emergency medical treatment for residents and visitors (PS05)

Goals Impacted: General

Action Step	Lead Staff	By When
Plan for a designated Life Flight landing/staging zone	D. Benson	12/2025
Assist fire personnel in advancing medical training	J. Burton	Ongoing
Provide biannual community CPR, AED, first aid course	D. Abbott	Bi-Annually
Annual preventative service maintenance on 12 lead monitors	J. Burton	01/2026
Maintain our annual Quick Response Unit Certification	J. Burton	01/2026
Provide to staff EMS tablets for patient reporting and accuracy	D. Abbott	01/2026
Certify all Marshals as EMT's (New Recruits)	J. Burton	06/2026
Provide a Tactical Combat Casualty Care (TCCC) course	J. Burton	06/2026

Marshal's Office Strategies

Strategy: Provide a proactive and highly visible police presence throughout the Town during all hours of the day and night (MA01)

Goals Impacted: General

Action Step	Lead Staff	By When
Patrol every road in the community once per shift	D. Guymon	Ongoing
Perform nightly security checks on our 24-hour businesses	D. Benson	Ongoing
Display vehicles on heavy weekends	D. Benson	Ongoing
Perform physical and visual checks of business properties that are closed for operation during evening and night hours	D. Guymon	Ongoing
Conduct focused traffic enforcement shifts along SR-143	A. Dunlap	Quarterly
Apply for COPS Hiring Program (CHP) grant through USDOJ	A. Burton	Annually
Apply for "Staffing For Adequate Fire and Emergency Response" (SAFER) grant through FEMA	D. Abbott	Annually



STRATEGIES

Strategy: *Train Deputies and give tools necessary to maintain a true public safety response (MA02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Dive team trainings	J. Morgan	Quarterly
Biannual firearms qualification	J. Bettridge	Biannual
40 hours per year of EMS training per marshal	J. Burton	Annually
36 hours of fire training per year per marshal	D. Benson	Annually
40 hours of Law Enforcement training per year per marshal	D. Guymon	Annually
2 Dive team operations (dives) per year	J. Morgan	Annually
Annual Ice Rescue training refresher	D. Abbott	Annually
30 hours of crisis intervention (mental health) training	D. Guymon	Annually
Audit Evidence Room	C. Mathews	Annually
Send 1 deputy to the Utah County Firearms Instructor Course	J. Bettridge	09/2025
Acquire 8 rifle suppressors	J. Bettridge	01/2026
Acquire Long Rifle with Optic (Sniper Rifle)	J. Bettridge	01/2026

Strategy: *Provide heightened police coverage during peak times (MA03)*

Goals Impacted: Economy #2 & #3 and General

Action Step	Lead Staff	By When
Utilize electronic message board for events	A. Dunlap	Ongoing
Deploy speed trailer on Hwy 143 during holiday/event weekends	A. Dunlap	Ongoing
Deploy car counter during heightened traffic events and times	A. Dunlap	Ongoing
Strictly enforce illegal parking issues	D. Benson	Ongoing

Strategy: *Keep Brian Head a multi-recreational community through OHV education and enforcement (MA04)*

Goals Impacted: Economy #1 & #3 and General

Action Step	Lead Staff	By When
Strictly enforce OHV issues	D. Benson	Ongoing
Dedicated OHV/Snowmobile enforcement shifts on weekends	A. Dunlap	Ongoing
Use message board to educate on new OHV laws	A. Dunlap	11/2025
Monthly social media posts on OHV education	A. Burton	11/2025
Recruit part-time deputy pool to help with 24/7 enhanced coverage	D. Benson	06/2026



STRATEGIES

Fire Department Strategies

Strategy: Ensure that trained fire personnel and appropriate equipment are available to fight fire in Brian Head (FD01)

Goals Impacted: General

Action Step	Lead Staff	By When
Acquire 1 gas clip monitors	D. Benson	12/2025
Add fire focused Deputy Marshal (pending new County agreement)	D. Benson	09/2025
Repair foam system on Timberwolf	D. Abbott	01/2026
Repairs to ladder truck to bring to certification standard	D. Benson	01/2026
Generator for ladder truck	D. Abbott	01/2026
Acquire NFPA mandated tools for ladder truck	D. Abbott	01/2026
Acquire a thermal imaging binocular	D. Benson	01/2026
Paint and refurbish ladder truck (pending budget)	D. Benson	06/2026

Strategy: Retain and recruit wildland fire division personnel that can respond to fires outside of our community (FD02)

Goals Impacted: General

Action Step	Lead Staff	By When
Recruit an Engine Boss	D. Benson	Ongoing
Hire seasonal fire crew to do fuels mitigation and contract wildfire	D. Benson	07/2025

Strategy: Train all fire department personnel in the strategies and tactics used for structural and wildland fires as well as rescue operations (FD03)

Goals Impacted: General

Action Step	Lead Staff	By When
Create a training schedule for regular meetings that refresh fire department members on current tactics	D. Abbott	01/2025
Participate in a FFI/FFII course hosted by Parowan	D. Abbott	06/2026

Strategy: Keep our commercial properties safe from fire hazards (FD04)

Goals Impacted: General

Action Step	Lead Staff	By When
Process all recurring inspections every two years	N. Leigh	Ongoing
Monitor snow removal from around private hydrants and require property management/homeowners to remedy problems	D. Abbott	Ongoing
Re-evaluate 3 "Fire Pre-plans" quarterly on commercial properties and make appropriate adjustments to pre-plan	D. Abbott	Quarterly



STRATEGIES

Conduct annual fire inspections and hold accountable for
remediating hazards found

D. Benson

06/2026

Strategy: *Work to improve Brian Head Insurance Service Office (ISO) rating (FD05)*

Goals Impacted: General

Action Step	Lead Staff	By When
Maintain NFIRS/UFIRS compliance	A. Burton	Ongoing
Maintain fire apparatus and record a maintenance log	D. Abbott	Monthly
Annually inspect/flow test all hydrants and record results in GIS	D. Benson	06/2026

Strategy: *Expand fuels reduction projects in and around Brian Head (FD06)*

Goals Impacted: General

Action Step	Lead Staff	By When
Track private fuel mitigation projects	A. Burton	Ongoing
Town chipping project	A. Burton	09/2025
Educate public on proper fuels mitigation/chipping pile prep	A. Burton	09/2025
Archery Range fuel reduction project (Phase II)	D. Benson	10/2025
Pursue becoming a recognized "Fire Wise Community"	D. Benson	01/2026
Assist with community burn projects	D. Benson	06/2026
Burn slash piles on Manzanita Trail	D. Benson	06/2026
Re-establish our Wildland Community Preparedness Committee to communicate with raw landowners regarding fire mitigation	D. Benson	06/2026

Strategy: *Work with Special Assessment Areas to improve fire protection through
expanded infrastructure (FD07)*

Goals Impacted: General

Action Step	Lead Staff	By When
Guide potential sponsors through petition process	B. Howser	As Needed
Provide notice, hold hearings, create resolutions and ordinances to establish SAA's	B. Howser	As Needed
Secure financing/bonds for approved SAA projects	S. Williamson	As Needed
Complete Snowshoe & Toboggan Water Project	J. Ficken	10/2025



STRATEGIES

PUBLIC WORKS DEPARTMENT STRATEGIES

The Public Works Department carries out a variety of day-to-day duties which are critical to the strategic approach of the Town. These include certain maintenance functions, snow removal, and training. For the sake of brevity, these are not all listed under a strategy in this plan, but man hours of money spent on them will be included in the Budget Document under the corresponding strategy. The action steps listed below are explicitly spelled out in the plan because they are new, involve significant cost, represent policy or administrative direction, or require a certain degree of follow-up and accountability.

Streets Strategies

Strategy: Maintain and improve gravel roads (ST01)

Goals Impacted: General

Action Step	Lead Staff	By When
Complete widening of Snowshoe & Toboggan, Rue Jolley	R. Rose	07/2025
Mag Chloride (2) treatment on Aspen, Mountain View, Forest, Fox Run, Falcon, OHV Trail, Hidden Lake, Upper Hunter, Snowflake	R. Rose	07/2025
Road blading on all dirt roads	R. Rose	07/2025
Earth Bind on Upper Hunter Ridge (trial basis)	R. Rose	09/2025
Install road base with Earth Bind (pending water truck) on Trail, Scenic Dr	R. Rose	09/2025
Redraft and re-prioritize the Gravel Road Schedule	J. Ficken	12/2025
Install road base with Earth Bind (pending water truck) on north Forest and east Mountain View	R. Rose	09/2026

Strategy: Maintain paved roads (ST02)

Goals Impacted: General

Action Step	Lead Staff	By When
Sweep paved streets before and after major weekends and as needed	N. Wallis	Ongoing
Culvert bypass on Steam Engine above Shady Dell	R. Rose	09/2025
Beautify Corner of Steam Engine and Alpine Court	N. Wallis	09/2026
Improve Drainage on Steam Engine starting from Alpine Court and ending at open ditch	N. Wallis	09/2026
Oversee Cross Gutter Construction on Circle Drive	J. Ficken	09/2026



Strategy: Implement Streets Master Plan (ST03)

Goals Impacted: General

Action Step	Lead Staff	By When
Crack Seal remainder of Ridge View and Hunter Ridge	R. Rose	06/2025
Asphalt repair and chip seal Ridge View and Hunter Ridge	PW Director	08/2025
Aspen Dr and Circle Dr pavement apron (pending available streets capital funds)	J. Ficken	09/2025
Design 2026 Streets Project/Hold Fall Walk Thru	J. Ficken	10/2025
Bid Out 2026 Project	J. Ficken	02/2026

Strategy: Train staff to provide highest quality maintenance in safest manner possible (ST04)

Goals Impacted: General

Action Step	Lead Staff	By When
Attend PWX Conference (every other year)	J. Ficken	Ongoing
Attend Snow Conference	Team Leads	11/2025
Attend UDOT Annual Conference	J. Ficken	11/2025

Strategy: Snow Removal (ST05)

Goals Impacted: Economy #3 & General

Action Step	Lead Staff	By When
Maintenance and repair of blowers (in-house)	Team Leads	Ongoing
Clear each road within 4 hours and after 4" of accumulation	Team Leads	Ongoing
Fill out storm plan before each storm and share with Public Safety	Team Leads	Ongoing
Prepare snow removal equipment for season	N. Wallis	Ongoing
Update snow removal policy for expedited road widening and expanded snow storage capacity	J. Ficken	10/2025
Materials acquisition (salt/cinders)	A. Hunter	10/2025
Repair and purchase tire chains	N. Wallis	10/2025
Identify a snow dump site/Snow hauling plan	J. Ficken	10/2025
Revise Snow Removal policy for trail and Village Way/Parking and temporary one-way designation	J. Ficken	10/2025

Strategy: Street Lights & Signs (ST06)

Goals Impacted: Economy #1 & #3, Environment #4

Action Step	Lead Staff	By When
Identify and replace/repair damaged signs	N. Wallis	07/2025



STRATEGIES

Strategy: Improve multi-modal transportation options (ST07)

Goals Impacted: Economy #1; Culture #1 & #3, Environment #2, #3 & #4

Action Step	Lead Staff	By When
Maintain/replace solar lighting along Town Trail	B. Johnson	07/2025
Install more benches, trash cans and pet waste bags on Town Trail	B. Johnson	08/2025
Seal coat Phase 3/Pond Trail (maybe whole trail – pending budget)	J. Ficken	09/2025
Enhanced signage directing pedestrians to Town Trail	B. Johnson	09/2025
Install new snowmobile trail signage	J. Ficken	09/2025
Design/install new Town Trail directional signage	B. Howser	09/2025
Engineering Town Trail Phase 4 (down Hunter Ridge and to Thunder Mountain)	J. Ficken	10/2025
Re-Paint crosswalks on paved trail	B. Johnson	06/2026

Parks & Recreation Strategies

Strategy: Maintain recreation infrastructure at high quality (PK01)

Goals Impacted: Culture #2, Economy #1 & #3

Action Step	Lead Staff	By When
Clean and maintain park and Chair 1 restrooms	Seasonal Crew	Ongoing
Post summer/winter safety signs at park	B. Johnson	Ongoing
Attend Trails Conference	J. Ficken	Ongoing
Re-establish tread on Green Acre Meadows section of OHV Trail	J. Ficken	07/2025
Navajo Loop Heavy Maintenance (Outdoor Recreation Crew)	B. Howser	07/2025
Repaint basketball/pickleball court lines	B. Johnson	07/2025
Inspect/repair playground equipment	B. Johnson	07/2025
Inspect/repair picnic pads/tables/BBQ racks	B. Johnson	07/2025
Inspect/repair irrigation around pond	B. Johnson	07/2025
Re-sod areas of pond grass pods as needed	B. Johnson	07/2025
Remove thistle from Manzanita Trail	B. Johnson	07/2025
Mag Chloride on OHV Trail (twice)	PW Director	09/2025
Town Trail tread/drainage maintenance between Hunter Ridge and Spruce (PW crew labor)	B. Johnson	09/2025
Crack seal/seal coat basketball/pickleball courts	B. Johnson	09/2025
Overseed and fertilizer around pond	B. Johnson	10/2025
Annual maintenance/repairs on OHV Trail	B. Johnson	05/2026
Clear all trails of down/debris (volunteer labor)	B. Johnson	06/2026



STRATEGIES

Strategy: Expand/Enhance Open Space & Recreation Opportunities (PK02)

Goals Impacted: Environment #4; Economy #1 & #2

Action Step	Lead Staff	By When
Replace dock ramp and widen dock	J. Ficken	07/2025
Price out pickleball courts, explore potential grants	B. Howser	07/2025
Contract to plant additional trees at pond (tree committee)	B. Johnson	07/2025
Design dog park	J. Ficken	08/2025
Master plan “Archery Range” with dog park, pump track sledding hill, and memorial park	B. Howser	09/2025
Add signage on Town Trail Phase III re: Meadow Preserve	B. Howser	09/2025
Complete new pavilions at pond	N. Wallis	10/2025
Construct pavilion improvement project	N. Wallis	10/2025
Begin construction of dog park	J. Ficken	10/2025
Put a conservation easement on the Meadow	B. Howser	12/2025
Install water fountains adjacent to park restrooms	J. Ficken	12/2025
Design pond algae control plan	J. Ficken	12/2025
Implement pond algae control plan	J. Ficken	07/2026
Complete dog park construction	J. Ficken	09/2026
Level sunken cement pads (2) improve drainage	N. Wallis	10/2026

Strategy: Enhance trails system consistent with Trails Master Plan (PK03)

Goals Impacted: Environment #3; Economy #1 & #3

Action Step	Lead Staff	By When
Rebuild Aspen Meadows Loop bridge	B. Howser	07/2025
License Navajo Loop Trail with Brian Head Resort	B. Howser	07/2025
Bring OHV Trail signage back in line with signage plan	B. Johnson	07/2025
Complete Aspen Meadows Loop West Rim	B. Howser	07/2025
Install directional signage on Aspen Meadows Loop Manzanita Trail, and Navajo Loop	B. Johnson	07/2025
Complete Manzanita scenic overlook and trailhead	B. Johnson	08/2025
Planning/approval for Cedar Breaks Connector Trail including cross-country ski area use (pending grant)	B. Howser	06/2026
Design interpretive signage for Manzanita Trail	B. Howser	06/2026



STRATEGIES

Asset Management Strategies

Strategy: Administer Depreciable Asset Replacement Program (AM01)

Goals Impacted: General

Action Step	Lead Staff	By When
Replace computers/electronics according to schedule	B. Howser	Ongoing
Purchase hydraulic hose repair station	J. Ficken	07/2025
Replace two Deputy Marshal vehicle	D. Benson	10/2025
Replace code enforcement truck	B. Howser	10/2025
Replace Skid Loader	J. Ficken	10/2025
Kodiak blower replacement	J. Ficken	11/2025
Revisit grader replacement plan	J. Ficken	12/2025
Order grader replacement (pending results of reworked plan)	J. Ficken	12/2025
Replace Marshal and Fire PPE per schedule	D. Benson	12/2025
Replace fuel dispenser & credit card system	N. Leigh	12/2025
Replace pressure washer	J. Ficken	06/2026
Replace one sander	J. Ficken	06/2026
Replace 12' Truck Plow	J. Ficken	06/2026
Purchase used water truck for road maintenance	J. Ficken	06/2026
Replace Ranger side-by-side	J. Ficken	06/2026
Look for used forklift	J. Ficken	06/2026
Look for grant for extrication equipment	D. Benson	06/2026

Strategy: Maintain Public Facilities (AM02)

Goals Impacted: Culture #1, Environment #4

Action Step	Lead Staff	By When
Fix problems from quarterly inspections	J. Ficken	Ongoing
Look for Public Works storage property in Parowan valley	J. Ficken	Ongoing
Crack seal parking lots	J. Ficken	09/2025
Replace Town Hall furnaces	B. Howser	10/2025
Town Hall carpet and paint	B. Feller	10/2025
Re-Design Public Safety Building parking lot	D. Benson	10/2025
Acquire Public Works Facility land from Forest Service	B. Howser	12/2025
Design Public Works Facility expansion	J. Ficken	12/2025
Attend tax sale to look for land for Town facilities	B. Howser	05/2026
Site Development planning for New PW Building	J. Ficken	06/2026
Clean carpets and chairs annually at Town Hall & Public Safety	D. Calloway	06/2026
Public Safety Building maintenance (paint, lighting, roof repair)	D. Benson	06/2026
Replace folding/banquet tables at Fire Station	D. Benson	06/2026
Develop financing plan for Public Works Facility expansion	J. Ficken	06/2026



STRATEGIES

Strategy: Refine GIS Program (AM03)

Goals Impacted: General

Action Step	Lead Staff	By When
Ongoing training for GIS	J. Ficken	Ongoing
Ongoing training for Public Works staff on GIS data collection	J. Ficken	09/2025

Water System – PROVIDE SAFE, AFFORDABLE WATER VIA A RELIABLE STORAGE AND DISTRIBUTION SYSTEM

Strategy: Meet State DEQ water quality standards (WA01)

Goals Impacted: General

Action Step	Lead Staff	By When
Division of Drinking Water trainings (as available)	A. Hunter	Ongoing
Monthly/Annual testing per DEQ schedule	C. Leigh	Monthly
Attend Ground Water Conference	PW Director	12/2025
Acquire two new/used snowmobiles for winter water testing	J. Ficken	12/2025
Rural Water training	A. Hunter	03/2026

Strategy: Ensure sufficient water supply (WA02)

Goals Impacted: General

Action Step	Lead Staff	By When
Inclinometer Readings Fall/Spring	J. Ficken	Annually
Hold policy discussion regarding appropriate charge for water rights from “pool”	S. Williamson	07/2025
Fill Snow Making Pond	J. Ficken	08/2025
Oversee Completion of Snowmaking Well	J. Ficken	09/2025
Make lease payments to Parowan Reservoir Co	J. Ficken	04/2026



STRATEGIES

Strategy: Maintain & Improve Water Storage & Distribution System (WA03)

Goals Impacted: General

Action Step	Lead Staff	By When
Repair system leaks/breaks/etc	C. Leigh	Ongoing
Continue to Audit/Maintain existing water meters and replace defective meters	A. Hunter	Ongoing
Dive and clean next tank on list	T. Gurr	09/2025
Replace generator control panel at Bear Flat Well	J. Ficken	10/2025
Oversee/Inspection of Water Infrastructure Projects	J. Ficken	10/2025
Create a PRV and valve maintenance schedule	C. Leigh	12/2025
Identify all properties that need shut off valves at property lines	N. Wallis	08/2026
Install shut off on property line at Sawmill condos	N. Wallis	08/2026
Re-locate Dry Canyon Meter for better operation	C. Leigh	10/2026
Install hydrants or flush points for no dead-end lines	N. Wallis	09/2027

Sewer System Strategies - SAFELY AND AFFORDABLY DISPOSE OF SANITARY SEWER INTO AN APPROVED TREATMENT FACILITY

Strategy: Maintain & Improve Wastewater Collection System to DEQ Standards (SE01)

Goals Impacted: General

Action Step	Lead Staff	By When
Repair system leak	T. Gurr	Ongoing
Send Out Information on Infiltration to Condos/Residents for improvement Leaks of possible illegal sump pump connections to the sewer	A. Hunter	Ongoing
Test Bear Flat Well Semi Annually for Nitrate Monitoring Program	J. Ficken	Ongoing
Camera/Clean 20% of system	J. Ficken	09/2025
Locate and mark manholes in dirt (GPS)	C. Leigh	09/2025
Oversee Construction of Snowshoe & Toboggan project	J. Ficken	09/2025
Locate and GPS sewer manholes in canyon from forebay to canyon sewer meter for flow capacity study	J. Ficken	09/2025
Identify manhole infiltration during spring runoff	N. Wallis	05/2025
Make inventory of manholes needing steps	N. Wallis	05/2025



STRATEGIES

Strategy: *Treat wastewater consistent with DEQ standards (SE02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Meet quarterly with Parowan to review flows and costs	B. Howser	Quarterly
Participate with Parowan in sewer treatment expansion project preliminary engineering	B. Howser	12/2025

Solid Waste Strategies

Strategy: *Collect solid waste regularly consistent with State regulations (SW01)*

Goals Impacted: Environment #1 & #4, and Economy #3

Action Step	Lead Staff	By When
Trash collection Mon, Wed, Fri, Sat, Sun (Summer)	Team Leads	Ongoing
Trash collection Mon, Wed, Fri, Sat, Sun (Winter)	Team Leads	Ongoing
Enhanced collection service during peak times	Team Leads	Ongoing
Purchase new lids/containers as necessary	A. Hunter	Ongoing
Maintain approaches to dumpster locations	Team Leads	Ongoing
Implement community cleanup dumpster twice year	A. Hunter	09/2025
Construct asphalt pads under dumpsters at targeted locations	J. Ficken	10/2025



ITEM: FINANCIAL POSITION

AUTHOR: Shane Williamson
DEPARTMENT: Administration
DATE: January 27, 2026
TYPE OF ITEM: Informational

SUMMARY:

An informational item providing a review of the Town's current financial position and an updated outlook based on the most recent revenue and expenditure data.

BACKGROUND:

Brian Head Town operates as a full-service community and is committed to providing effective and efficient governmental and utility services to residents, businesses, and visitors. In accordance with State Code, the Town adopts a balanced budget annually to guide operations.

As economic conditions, service demands, and operational realities evolve, it is appropriate to periodically review both current and forecasted financial positions to ensure revenues and expenditures within the General Fund remain aligned with the Town's operational needs and long-term objectives.

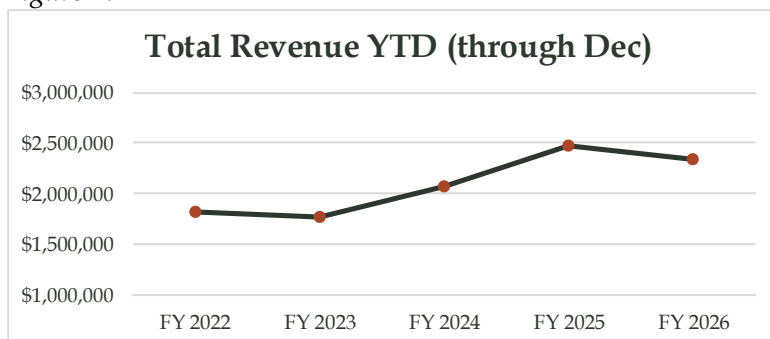
ANALYSIS:

Revenue

Economic conditions remain dynamic, and while uncertainty is always present, recent financial trends provide meaningful insight into the Town's evolving revenue base. Figures 1 and 2 illustrate actual and projected revenue performance beginning in fiscal year (FY) 2022 and extending through the most current fiscal year presented. Figure 1 reflects year-to-date (YTD) revenues through December, while Figure 2 presents annual revenue totals, with the most recent fiscal year shown as estimated through year-end.

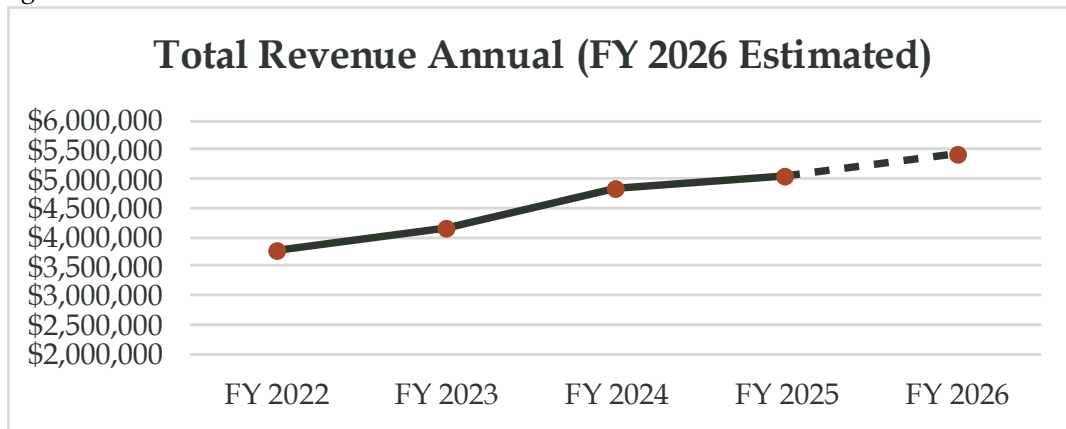
As illustrated, revenues have demonstrated sustained strength following earlier post-pandemic growth, with more recent years reflecting stabilization at a higher baseline. This trend suggests the Town has transitioned from a period of rapid growth into a more normalized but elevated revenue environment.

Figure 1.



(Note: detailed tables can be found in Attachment A)

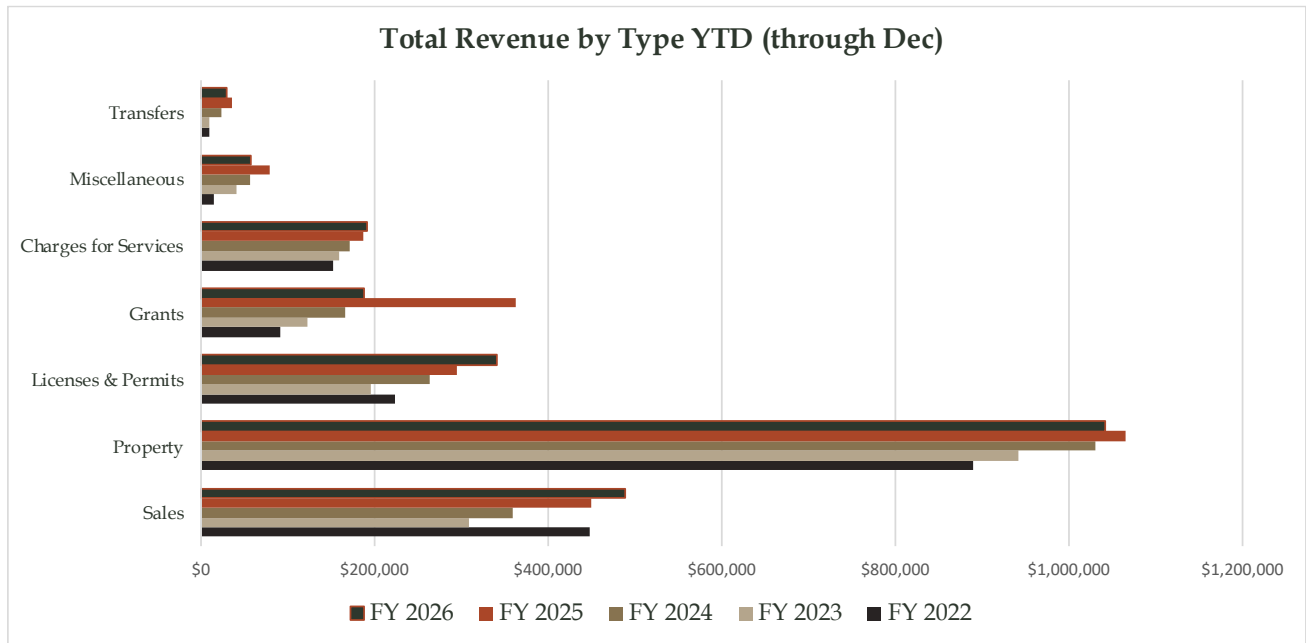
Figure 2.



(Note: detailed tables can be found in Attachment A)

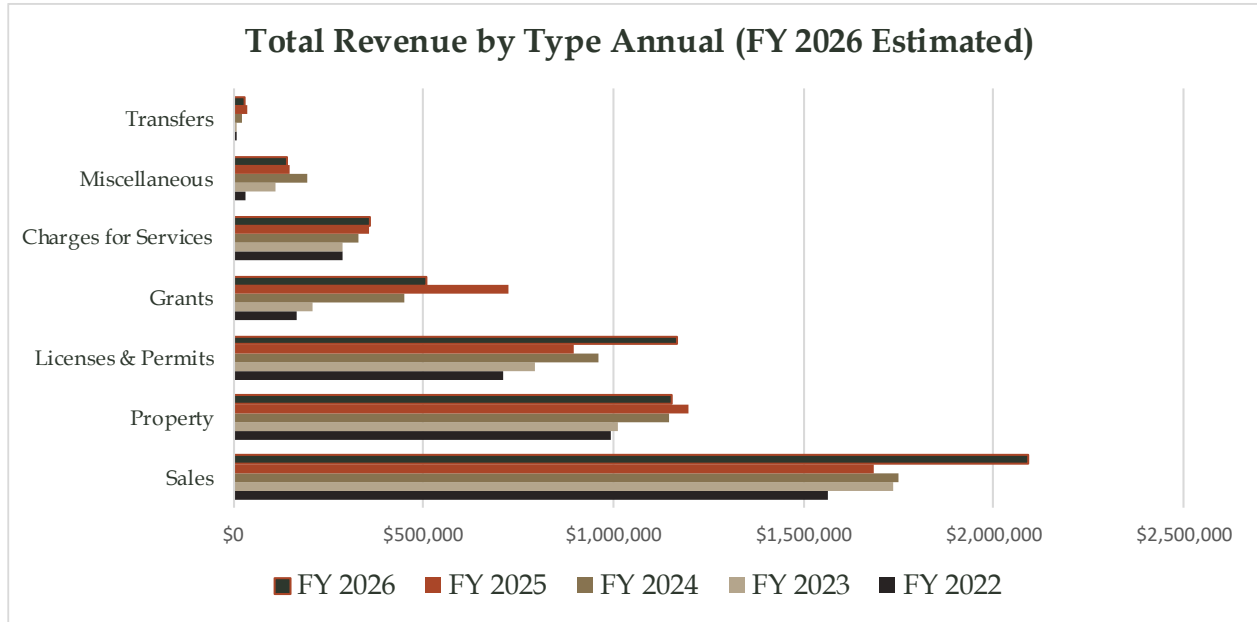
Figures 3 and 4 further break down revenues by category for the same fiscal year range, shown on both a YTD through December basis and an annual basis with the most current year estimated. These figures help illustrate not only overall growth but also the composition of revenue sources contributing to the General Fund.

Figure 3.



(Note: detailed tables can be found in Attachment A)

Figure 4.



(Note: detailed tables can be found in Attachment A)

Overall, revenue performance continues to remain strong and predictable, providing a stable foundation for ongoing operations and strategic planning.

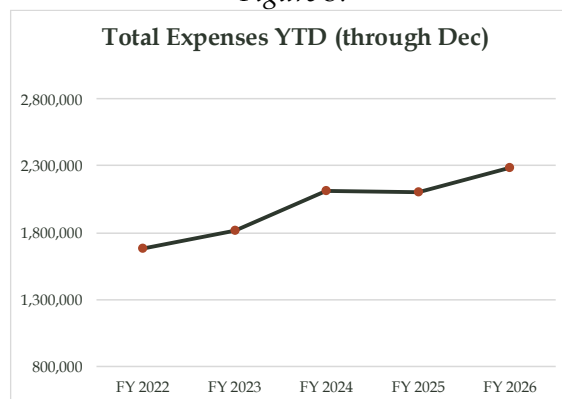
Expenses

A review of expenditures provides additional context regarding operational consistency and service delivery. Figures 5 and 6 present YTD through December expenditures and annual expenditures, respectively, across the same fiscal year range.

The annual expenditure data reflects periods of notable growth, which align with increased service demand, expanded operational scope, and staffing adjustments necessary to meet community needs. In particular, increases during earlier fiscal years correspond with heightened activity levels and strategic investments supported by concurrent revenue growth.

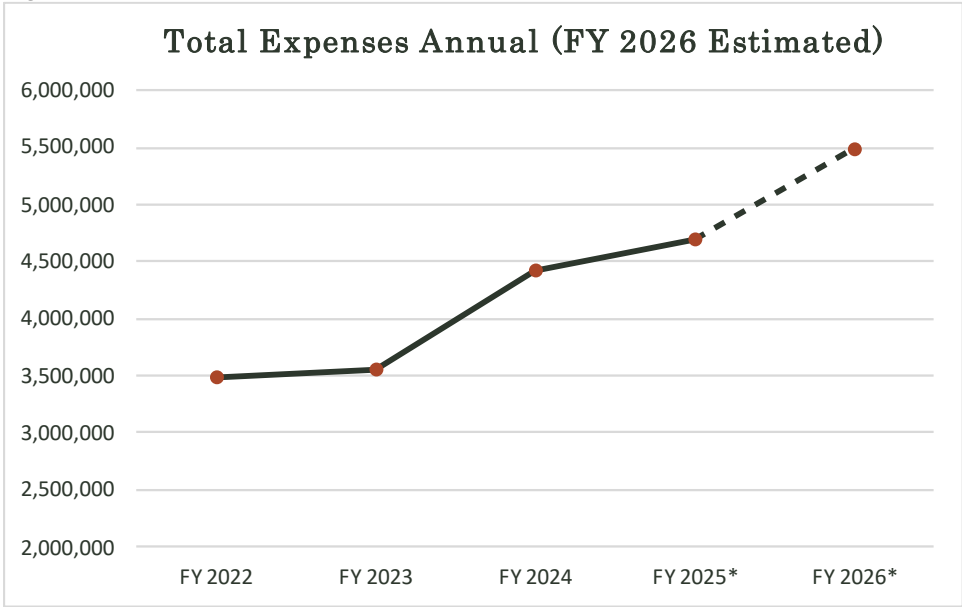
Staffing changes, including the addition of full-time positions, are reflected within these trends and continue to be an important driver of expenditure levels as the Town works to maintain service standards and operational resilience.

Figure 5.



(Note: detailed tables can be found in Attachment A)

Figure 6.

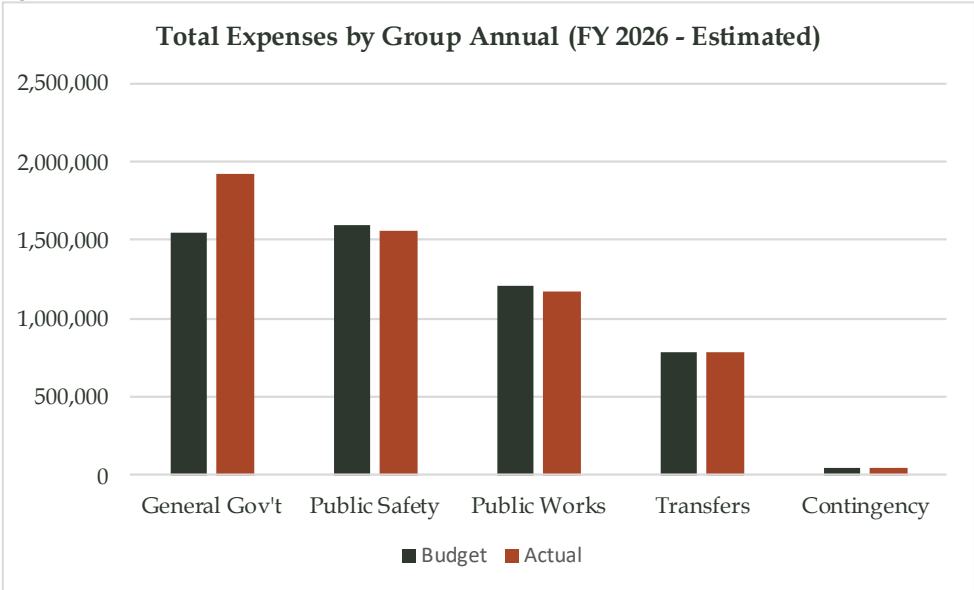


(Note: detailed tables can be found in Attachment A)

Figure 7 provides a snapshot of the current fiscal year, comparing the adopted General Fund budget by major functional group to projected year-end expenditures. This comparison helps illustrate how actual and forecasted costs align with budgeted expectations and Strategic Plan objectives.

Overall, expenditures remain well aligned with adopted budgets. Some variability is anticipated in areas such as Public Safety and General Government, primarily due to operational realities such as temporary staffing coverage, training, inspections, and timing-related overlaps early in the fiscal year. These variances are considered manageable and do not indicate structural imbalance.

Figure 7.



(Note: detailed tables can be found in Attachment A)

FINANCIAL IMPLICATIONS:

The above is for information purposes only. Staff determines no material financial implications from the analysis.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

N/A

PROPOSED MOTION:

No motion necessary, item is discussion/informational only.

ATTACHMENTS:

A – Data Tables

Attachment A

Revenue

Total Revenue YTD (through Dec)		Total Revenue Annual (FY 2026 Estimated)	
FY 2022	\$1,827,197	FY 2022	\$3,756,944
FY 2023	\$1,778,259	FY 2023	\$4,155,498
FY 2024	\$2,070,596	FY 2024	\$4,844,766
FY 2025	\$2,474,522	FY 2025	\$5,038,715
FY 2026	\$2,339,080	FY 2026	\$5,448,195

*FY 2026 is estimated

Total Revenue by Type YTD (through Dec)					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Sales	\$447,320	\$308,072	\$358,971	\$449,320	\$489,440
Property	\$889,588	\$943,178	\$1,031,451	\$1,066,446	\$1,043,186
Licenses & Permits	\$224,020	\$196,017	\$264,186	\$295,075	\$340,776
Grants	\$91,550	\$121,695	\$165,279	\$362,972	\$187,908
Charges for Services	\$151,757	\$159,778	\$170,971	\$186,141	\$191,420
Miscellaneous	\$14,295	\$40,852	\$56,238	\$79,310	\$56,850
Transfers	\$8,667	\$8,667	\$23,500	\$35,258	\$29,500

Total Revenue by Type Annual (FY 2026 Estimated)					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Sales	\$1,564,608	\$1,737,911	\$1,747,801	\$1,682,428	\$2,092,484
Property	\$990,471	\$1,011,454	\$1,144,943	\$1,199,145	\$1,152,419
Licenses & Permits	\$710,195	\$793,174	\$958,506	\$893,867	\$1,166,745
Grants	\$164,627	\$206,839	\$450,295	\$724,161	\$508,500
Charges for Services	\$284,965	\$288,313	\$326,393	\$354,510	\$358,528

Note: Transfer type does not include fund balance appropriated, i.e., `surplus spending.

Expense

Total Expenses YTD (through Dec)		Total Expenses Annual (FY 2026 Estimated)	
FY 2022	1,679,483	FY 2022	3,480,134
FY 2023	1,811,962	FY 2023	3,552,085
FY 2024	2,113,302	FY 2024	4,422,713
FY 2025	2,106,962	FY 2025*	4,693,458
FY 2026	2,285,620	FY 2026*	5,493,897

*FY 2026 annual figure is an estimate.

Total Expenses by Group Annual (FY 2025- Estimated)		
	Budget	Actual
General Gov't	1,545,538	1,927,459
Public Safety	1,594,234	1,564,077
Public Works	1,203,116	1,170,636
Transfers	787,825	787,825
Contingency	43,900	43,900
Total	\$5,174,613	\$5,493,897



STAFF REPORT TO THE TOWN COUNCIL

ITEM: CODE ENFORCEMENT POLICY REVIEW

AUTHOR: Amanda Hunter
DEPARTMENT: Code Enforcement
DATE: January 8, 2026
TYPE OF ITEM: Discussion

SUMMARY:

The Council will hold a discussion on the the Code Enforcement Policy to evaluate the Town's current enforcement practices and if they are in alignment with the vision of the Town. The current code enforcement policy framework generally supports the enforcement of the Town ordinances and community goals. This could expand from a policy discussion to code enforcement practices.

BACKGROUND:

Prior to 2020, code enforcement wasn't assigned to any specific staff member, and no formal process was established. When issues arose, staff handled it in a reactive manner. During the 2020 Covid pandemic, however, the community felt less safe and wanted more enforcement measures from the Town.

A common refrain heard from vocal residents/business owners at the time was, "Why do we have these laws if we're not going to enforce them?" For some issues (such as illegal tree removal [clear cutting lots with no plans to build]), responding to complaints was considered insufficient and just too late. At the time (prior to 2020) code enforcement was placed upon the Public Works Admin Assistant as an official duty, with the Town Manager filling in. One of the major issues was "weekend warriors" coming up and doing work without a permit on the weekends when staff wasn't looking, so in response to this, the Town started running occasional Saturday shifts.

In 2021-22, the Council engaged in a very public process around upgrades to public safety service. The public made little distinction between traditional public safety roles and more administrative code enforcement issues. In the end, a property tax increase was approved (along with a new nightly rental tax) which funded new public safety officers (sufficient to provide overnight service and double coverage during the days) as well as a new code enforcement officer position. The Town subsequently hired a code enforcement officer, which allowed staff to be more proactive with code enforcement. Since that time, staff have routinely performed proactive code enforcement patrols, including on weekends along with "sweeps" of common violation issues, such as illegal camping in single-family residential zones, not having portable restroom/dumpster on job sites, etc.

Ther current Code Enforcement Policy requires a warning to be given prior to actual fines. The vast majority of issues are resolved with the warning notice, with relatively few fines having been issued over the past few years. An Ad Hoc Committee was created in 2025 with the purpose of giving recommendations to the Council on what the citizens' concerns were about the Town's operations and policies. The final report was submitted to the Council in December 2025 and there were several items that addressed concern with how code enforcement was being

conducted. As a result of the recommendation from the Ad Hoc Committee, staff is requesting the Council's input and a review of the Code Enforcement Policy to ensure it is aligned with the Council's vision for Brian Head.

ANALYSIS:

Based on staff's understanding of the Council's direction pertaining to code enforcement, it is intended to be a proactive approach by being visible, and consistent with the ordinances as written. Council has expressed an expectation that staff actively look for violations before they escalate, as well as identify issues as they are occurring, rather than relying solely on complaints. This includes monitoring construction activity and property conditions so potential problems can be addressed early, helping preserve the character, safety, and functionality of the community.

Council's direction also emphasizes bringing properties into compliance when violations are identified, including situations where work has already begun without meeting required standards, such as missing dumpsters, addresses, or other required elements. Enforcement is not intended to be selective or discretionary beyond what is allowed in the code; rather, ordinances are to be enforced as adopted to ensure fairness and consistency across the town. This approach reinforces the credibility of the Town's regulations and supports orderly development.

At the same time, staff understands that Council values education as a primary enforcement tool. The preferred approach is to inform property owners and contractors of requirements, provide clear guidance on how to comply, and issue warnings when appropriate before moving to fines or penalties. This balanced approach allows the Town to remain firm and proactive in enforcement while maintaining a cooperative, problem-solving relationship with residents, visitors, and builders in the Brian Head community.

Below is a summary of our current policy:

- Enforcement is applied equitably, with flexibility to match the level of enforcement to the specific circumstances of each violation.
- Emphasizes fair, equitable enforcement focused on compliance rather than punishment.
- Establishes clear procedures for complaints, investigations, citations, hearings, and appeals.
- Provides a structured administrative hearing and appeal process, with required documentation, written decisions, and defined timelines
- Applies to code enforcement fairly and consistently, focusing on achieving compliance rather than being unnecessarily punitive.

Brian Head Town Code Enforcement conducts town-wide sweeps to identify code violations such as missing dumpsters at construction sites, vehicles parked on roadways or within right-of-way during winter months, illegal signage, unauthorized camping, etc. During these sweeps, the entire town is inspected, and warnings are issued to all properties or individuals found to be out of compliance. The majority of people we contact during these sweeps are unaware that they're breaking a town code and are grateful for the warning and education. Often people ask for additional time to come into compliance, and we work with them the best we can.

The vast majority of code enforcement issues are resolved at the contact/education level or after an official warning. In 2025, for example 143 warnings were issued and only 19 citations (15 being short-term rentals operating without a license).

Staff have also researched code enforcement policies of other communities similar to Brian Head:

Alta, UT: Code Enforcement processes are still in the process of being created and have not been put into effect. Parking is handled with the police department and with a 3rd party to help with overnight parking. Building currently is handled by the Town Manager. They are looking at options to outsource Code Enforcement.

Springdale, UT: Has an administrative code enforcement which utilizes a complaint-driven process and pursues direct enforcement of the Code only upon receiving a written complaint of alleged violations. Building is enforced with the building inspector and parking is enforced by a parking enforcement operator.

Mountain Village, CO: Code Enforcement is assigned to a Community Service Officer. This is a non-sworn officer that is within the police department and has the authority to issue citations, booting cars and applying the Town Code, they do not handle any building department violations. Building department violations are handled by the Building Inspector.

STAFF RECOMMENDATION:

In reviewing the current Code Enforcement Policy, it would be staff's recommendation to consider the following amendments:

1. A purpose statement identified such as it would be the intent of the Town to first notify, educate and then if no resolution occurs, then a citation can be issued.
2. The appeal process should identify a specific number of days to submit an appeal when the citation is issued. Staff recommend ten (10) days for written notification of appeal. This is the same process for a land use appeal as well.
3. Review the administrative hearing process for the policy (who is on the Administrative Hearing Board – Dept. Heads, etc.)
4. Revise the existing code enforcement warning notice to create a less alarming tone.

ATTACHMENTS:

A – Brian Head Code Enforcement Policy

B – Current Code Enforcement Warning and Citation notices



BRIAN HEAD TOWN

ADMINISTRATIVE CODE ENFORCEMENT POLICY

PURPOSE & INTENT

It is the intent of Brian Head to promote the health, safety and welfare of the residents and guests who visit and live in Brian Head Town. Part of this responsibility includes protecting the town from blighting and deteriorating conditions that have a negative impact on area property values and guests' experiences. Towards this end, Municipal Code requirements were adopted and enforced.

CODE ENFORCEMENT PURPOSE AND GOALS

The purpose of code enforcement is to protect the public's health, safety and general welfare through limitations of violations of the Brian Head Town Code.

It is the town's intent to enforce the code equitably and to apply the level of enforcement that best fits the specific types and circumstances of the code violation(s) with the end goal of achieving compliance with the code. Every code violation is different and the method of dealing with it should reflect what is necessary in order to resolve it rather than to be unnecessarily punitive. Property owners should always have the option of using the least expensive option in order to come into compliance with the code.

All actions of inspectors/staff must be fully and clearly documented, and all cases must be followed through to completion in a timely manner, using the most suitable means available.

SPECIFIC GOALS FOR IMPROVING SERVICE TO CITIZENS

Code Enforcement will:

- Partner with other town departments, government agencies and citizens to identify code violations.
- Improve communications with citizens.

- Code Enforcement will be advertised on the town's web page and other media resources in an effort to open communications with the public that code enforcement is available to listen and hopefully resolve code issues of the town's citizens.

OPERATIONS AND BASIC PROCEDURES

If a complaint or issue is unrelated to code enforcement, every effort will be made to forward the concern to the appropriate town department or agency. Code enforcement action may be initiated by any of the following methods:

Citizen Complaint

- By telephone
- Email
- Citizen filling out a complaint with town staff
- In the field.

Referral from another town department

- Businesses
- Agencies
- Neighborhood groups

When a complaint is received, it will be investigated by staff to determine if there is a violation of the Town Code, and if found valid, the enforcement process will begin:

1. Staff will determine the "responsible party" associated with the violation.
2. The "responsible party" will be notified that a violation exists. This notification may be either by direct contact, telephone, email or citation letter or a combination of one or more of these methods.
3. Brian Head Town staff may issue citations identifying a range of potential fines and/or mandatory court appearances.
4. If violation(s) are not abated within reasonable timelines, the case may be referred to the Administrative Hearing Officer or Iron County Judicial system.

Invalid or Frivolous Complaints

Occasionally, complaints will be received, and an inspection will reveal that a code violation has not occurred. In such cases, the inspection should be documented by providing a description of what was seen and identifying the complaint as invalid.

Encouraging Voluntary Compliance

There are situations where it is likely that a violation can be remedied with a verbal notice, but such notice will be documented and be considered the first notification of violation. If a violation is not quickly remedied, a citation letter will be sent.

ADMINISTRATIVE HEARING

If the “responsible party” decides to dispute a citation issued by the Town, they must submit a written request for an Administrative Hearing to the Town Clerk.

PROCEDURES FOR THE ADMINISTRATIVE HEARING

1. The staff will present identifying facts of the code violation(s).
2. The “responsible party” may present their case.
3. Administration will render a decision in writing and provide a copy to staff and the “responsible party”.
4. Failure to abate the violation(s) or to follow the administrative order will result in imposition of penalties and/or civil/criminal procedures.

APPEALS

Any person aggrieved by a final decision of an Administrative Hearing may make an appeal to the Appeal Authority. All appeals shall be made according to the following procedures:

1. The appeal shall be made within ten (10) days of the action or decision being appealed by filing written notice of appeal with the Town Clerk.
2. The notice of appeal shall specify all grounds for the appeal and circumstances related thereto. Such notice shall set forth in detail the action and grounds upon which the applicant or other interested parties deem themselves aggrieved. A notice failing to specify grounds for appeal may be summarily dismissed by the Appeal Authority without prejudice.
3. All documents and exhibits constituting the record upon which the action appealed was made shall be presented to the Town Clerk with the notice of appeal.
4. The Appeal Authority or Town Clerk shall set the date for the appeal hearing to be held within a reasonable time from the day the appeal is received. Written notice of

the date set for hearing the appeal shall be mailed to the applicant at least ten (10) days before the appeal hearing date.

5. The filing of an appeal shall stay all proceedings and actions in furtherance of the matter appealed, pending decision of the Appeal Authority. The stay shall exist unless the appeal authority finds, after the notice of appeal has been filed, that the stay would cause imminent peril to life or property. In such case, proceedings shall not be stayed, other than by an appropriate order issued by a court having jurisdiction.

Action Taken:

After hearing the appeal, the Appeal Authority may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from, and may make such order, requirement, decision, or determination as ought to be made, and to that end shall have all the powers of the officer or body from which the appeal is made. The Appeal Authority shall issue its decision in writing.

Judicial Review of Decision:

Time Limitation: Any person aggrieved by any decision by the Appeal Authority may file an action for relief therefrom in any court of competent jurisdiction within thirty (30) days after the filing of the decision of the Appeal Authority with the Town Clerk.

If a violation within a separate section of Town Code already identifies a specific appeal process, then that particular code's process will take precedent.

All fees will be identified in the Brian Head Town Consolidated Fee Schedule.

Dated: March 25, 2019

Bret Howser, Town Manager

ATTEST:

Nancy Leigh, Town Clerk



NOTICE OF VIOLATION WARNING

Location of Violation:

Dear Property / Business Owner:

The purpose of this Notice is to make you aware of a violation(s) on your property, what you need to do to bring the property into compliance with the Town ordinances and the consequences if you fail to comply. Please read it carefully.

This is not a citation, however by ignoring or failing to respond to this Notice, further action may be initiated.

After inspection, the following violation(s) of the Brian Head Town Code were observed on your property: **Operating without a license.**

Section Violated	Violation Description	What You Must Do
3-2A-1	“Unless exempted by state or federal law, or by this title, it shall be unlawful for any person to engage in business within the town, whether on a temporary or permanent basis, without first procuring the license required by this article. (Ord. 08-017, 8-26-2008)	Renew Short Term Rental

FAILURE TO COMPLY

Failure to comply by **June 18, 2023** will result in the assessment of a fine of \$100 per day per violation. The fine will continue to accrue until a Code Enforcement Officer inspects the property and finds it in compliance.

In addition to the assessment of fines, if you fail to correct the violation(s) on your property by the indicated deadline, the Town may pursue other legal remedies, which include, but are not limited to: civil penalties (fines), abatement of the violation(s) and associated costs, criminal prosecution, revocation of permits, withholding of future municipal permits, administrative fees, recording of a Notice of Violation with the County Recorder and a lien on your property.

COMPLIANCE INSPECTION

Please be advised that only one notice of violation is required for any 12-month period, and that civil penalties begin immediately upon any subsequent violations of the notice. You may request a hearing on the renewed violations by following the same procedure as provided for the original notice.

Please call (435) 677-2029 if you have any questions or concerns.

Brian Head Town
Code Enforcement



NOTICE OF VIOLATION CITATION

Location of Violation
Dear Property Owner

A violation(s) warning was issued to you on September 12, 2022, that stated that you were in Violation of Town Land Management Code 4-3-4C Attractive Nuisance that meet our Town Land Management Code. Failure to comply has now resulted in immediate penalties. As per the Town's Consolidated Fee Schedule, you are now subject to a \$100 fine. You will be subject to an additional \$50 per day beginning October 6, 2022, if a permit is not issued by the Town per Town Land Management Code. After inspection, the following violation(s) of the Brian Head Town Code were observed on your property: **4-3-4C Attractive Nuisance**

Section Violated	Violation Description
4-3-4C	It shall be unlawful to use, create, maintain or otherwise be the author of an attractive nuisance within the town. An "attractive nuisance" is any vacant lot or open area within which any of the following conditions occur and to which the public and particularly children have access: A. Ponding of water; B. Open pits, shafts, caves or dilapidated non-occupied buildings; C. Trash, debris or machinery; D. Large piles of loose sand, soil or rocks suitable for tunnelling or digging by children. (1984 Code § 3-3-4)

FAILURE TO COMPLY

The fine will continue to accrue until a Code Enforcement Officer inspects the property and finds it in compliance.

In addition to the assessment of fines, if you fail to correct the violation(s) on your property, the Town may pursue other legal remedies, which include, but are not limited to: civil penalties (fines), abatement of the violation(s) and associated costs, criminal prosecution, revocation of permits, withholding of future municipal permits, administrative fees, recording of a Notice of Violation with the County Recorder and a lien on your property.

COMPLIANCE INSPECTION

Please take note that no additional notice will be sent to you. It is **YOUR RESPONSIBILITY** to remedy the violation(s). If you fail to do so, you will be assessed daily fines and may be subject to further legal action, including abatement of the property at your expense.

If you decide to appeal the violation issued by the Town, you must submit a written request for an Administrative Board Hearing to the Town Clerk.

PROCEDURES FOR THE ADMINISTRATIVE HEARING

- The staff will present identifying facts of the code violation(s).
- The “responsible party” may present their case.
- Administration will render a decision in writing and provide a copy to staff and the “responsible party”.
- Failure to abate the violation(s) or to follow the Administrative order will result in imposition of penalties and/or civil/criminal procedures.

PROCEDURES FOR AN APPEAL

Any person aggrieved by a final decision of an Administrative Hearing may make an appeal to the Appeal Authority. All appeals shall be made according to the following procedures:

1. The appeals shall be made within ten (10) days of the action or decision being appealed by filing written notice of appeal with the Town Clerk;
2. The notice of appeal shall specify all grounds for the appeal and circumstances related thereto. Such notice shall set forth in detail the action and grounds upon which the applicant or other interested parties deem themselves aggrieved. A notice failing to specify grounds for appeal may be summarily dismissed by the Appeal Authority without prejudice;
3. All documents and exhibits constituting the record upon which the action appealed was made shall be presented to the Town Clerk with the notice of appeal;
4. The Appeal Authority or Town Clerk shall set the date for the appeal hearing to be held within a reasonable time from the day the appeal is received. Written notice of the date set for hearing the appeal shall be mailed to the applicant at least ten (10) days before the appeal hearing date;
5. The filing of an appeal shall stay all proceedings and actions in furtherance of the matter appealed, pending decision of the Appeal Authority. The stay shall exist unless the appeal authority finds, after the notice of appeal has been filed, that the stay would cause imminent peril to life or property. In such case, proceedings shall not be stayed, other than by an appropriate order issued by a court having jurisdiction

Action Taken:

After hearing the appeal, the Appeal Authority may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and may make such order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the officer or body from which the appeal is made. The Appeal Authority shall issue its decision in writing.

Judicial Review of Decision:

Time Limitation: Any person aggrieved by any decision by the Appeal Authority may file an action for relief therefrom in any court of competent jurisdiction within thirty (30) days after the filing of the decision of the Appeal Authority with the Town Clerk.

If a violation within a separate section of Town Code already identifies a specific appeal process, then that particular code’s process will take precedent.

All fees will be identified in the Brian Head Town Consolidated Fee Schedule.

FAILURE TO FILE A TIMELY WRITTEN REQUEST FOR A HEARING WAIVES YOUR RIGHT TO A HEARING

SECOND OR SUBSEQUENT VIOLATIONS

Please take note that no additional notice will be sent to you. It is YOUR RESPONSIBILITY to remedy the violation(s) and contact our office to schedule an inspection before the indicated deadline. If you fail to do so, you will be assessed daily fines and may be subject to further legal action, including abatement of the property at your expense. Compliance inspections may be requested by calling (435) 677-2029.



STAFF REPORT TO THE TOWN COUNCIL

ITEM: BRIAN HEAD BEAUTIFICATION UPDATE

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: January 27, 2026
TYPE OF ITEM: Discussion

SUMMARY:

The Town Council will receive an update on Town Beautification efforts/projects and will hold a policy discussion around future beautification efforts.

BACKGROUND:

Over several years leading up to 2023, the Town Council discussed several projects which were intended to improve the first impression of Brian Head and polish the character of the Town's core. Some of these projects were funded and carried out as part of the Town's annual budget process or with surplus operating funds. Other projects were either too expensive to fund with operating funds or simply hadn't been detailed out enough to consider for funding.

In 2023, Council reviewed and refined a list of several projects which were intended to improve the first impression of Brian Head and polish the character of the Town's core. These projects are known collectively as the "Core Beautification Projects." The Council placed these projects on the ballot in November 2023 for a proposed General Obligation (GO) bond vote. Voters approved a proposed bond of up to \$3.5 million "for the purpose of financing all or a portion of the costs of the acquisition of land and the construction of improvements for safety and beautification projects, including, but not limited to, crosswalks, transit stops, street and trail improvements and lighting, utility improvements, and related matters." The maximum term (length) of the bonds was 25 years. It was represented to voters by the Town that the annual property tax levy for the bonds would not exceed the amount that was being paid by taxpayers at the time for the Series 2005(B) GO Bonds, which were subsequently retired in 2024.

Following the bond election, staff spent 2024 in project planning stage. An ad-hoc committee called the "Beautification Committee" (thanks to Kim Oldroyd, Shelly Martin, Martin Tidwell, and Alice Dennison for their valuable time and participation on this committee) was convened to help scope out the individual projects and give aesthetic design direction. They met several times, researched various design options, and gave direction. Staff has been using the committee's input and research to work with engineers and contractors to begin designing the projects.

General Obligation bonds were issued in 2025 in the amount of \$1,800,000 to fund the Core Beautification projects. Since that time, staff has been working to design, bid and implement these projects. What follows is an update of progress on the projects and financial position.

ANALYSIS:

Street Lights

This project is completed. It consisted of removal of unnecessary street lights per the Town's street light master plan, and purchase/installation of decorative street lights in the Town Core. Twenty-

two 19' street lights were purchased of which 14 were installed and 8 are being kept as spares. Another nine 25.5' banner poles were purchased with three sets of them (six poles) installed at intersections where crosswalks are planned and three poles kept as spares.



Street Name Placards

This project is also completed. The Town contracted with Yesco to design and construct 22 street name placards. 19 have been installed and 3 are being stored awaiting future installation.



Shuttle Stops & Crosswalks

Shuttle stops and crosswalks have been designed and are awaiting UDOT approval prior to bidding out. These are scheduled for construction in summer 2026 at the following locations:

- Apple Annie's
- Town Hall

- Village Way
- Giant Steps



This stone is planned to be used for the shuttle stops, Town hall, and digital marquee



Town Hall Cladding

Town Hall exterior remodel (cladding and heated walkway/steps) has been designed and is awaiting bidding. Our goal is to bid along with the shuttle stops for construction in summer 2026.



Town Hall Digital Marquee

Council has approved a design for a digital marquee in front of Town hall (replacing the existing map sign). Staff has contracted with Yesco for sign fabrication and installation. We are planning to do the demo work of the existing sign in-house, and some underground electrical work (we already have a bid for) and cement work (need to get bids for) will have to be done. Staff already paid Yesco for a portion of the project just to lock in the price on the screens and protect against tariffs. This project should be completed along with the exterior remodel of Town Hall.



Orientation will be perpendicular to road, sign is double sided

Trail Lighting

This project is essentially completed. The Town purchased 500 solar post top lights in 2025. Approximately half of those have been installed along the Town Trail. Additional lights will be installed in summer 2026, with some remaining as spares.

Other Projects of Interest

- Ceremonial Park: Council has discussed for some years two projects: 1) a “Statement” flag pole somewhere in Town, and 2) a space suitable for “memorial” type services. In 2025, staff combined the two concepts into a “Ceremonial Park” located adjacent to the Bear Flat Well House. The latest concept design is below, which Council has already reviewed and given input on. However, staff is working with the design engineer to ascertain cost estimates, hopefully in time to share during the retreat.



- **Art Projects:** Following the installation of Brian the Bear, the Council's direction was to keep the ad-hoc Art Committee active and working on a new idea for public art, but there was some concern about public perception of spending a large sum of money on another art project. After getting designs made for a "Pinecone Lantern" to install on the Town welcome sign, Council directed staff to jettison the project. The Public Art committee met once or twice early in 2025, and some discussion was held around the idea of proceeding with a smaller project, for which they wanted to solicit public input. However those efforts stalled as staff time became limited and prioritized elsewhere. The Mayor has floated an idea to the local businesses of doing a public-private art project that would feature individually/uniquely painted sculptures of some type of animal (elk, bear, etc. – I seem to recollect that the majority favored bears) that would be located in front of participating businesses. This idea seems to enjoy support, but staff has not had the capacity as of yet to pursue it.
- **Dog Park (on "Archery Range" property):** As of yet, staff has no design or cost estimates for this project despite the fact it has had an action step to pursue in at least the past two strategic plans. It is a matter of time and prioritization. The project was passed off to Jon Ficken (PW Director) last summer, but his departure has put the project on the back burner again. Staff suggests that we either put the project out to bid for an engineer to design. Once we have plans and cost estimates, the project should move forward.
- **Info Kiosks:** The Town has installed six information kiosks around town (Georg's, Brian Head Sports, Giant Steps Lodge, Navajo Lodge, Apple Annie's, and Bristlecone Park). Each Kiosk has a map of the Town, a glass box for posting event posters and such, and a panel describing some aspect of Brian Head's history. This project is largely complete except for installing the information panels on the kiosk at Bristlecone Park.
- **Dumpster Enclosure Program:** Staff has now designed, fabricated and installed two dumpster enclosures, one on Forest Dr and the other at Crooked River condos. Early feedback on the impact of operations due to these dumpsters has been positive, although we have yet to operate them in a heavy snow year. Continuing to fabricate these in-house will not likely be the best use of staff time, particularly now that our most skilled welders are no longer on the crew. We suggest creating a set of plans from what we have built and bidding out the work, possibly at a pace of one or two enclosures per year until all of the dumpsters in the commercial core are enclosed.
- **Park Pavilion Improvements – Gas Fire Pits:** This concept was raised in the January 2024 strategic retreat, and very little progress has been made to bring it to fruition. Our former PW Director was trying to get Enbridge to run the gas line from the curb to the Pavilion, but we don't believe this was completed. Council should direct whether this project is still a priority.



FINANCIAL IMPLICATIONS:

Core Beautification Projects Financial Position

Funds:	Budget	Actual
Series 2025 GO Bonds	\$1,800,000	\$1,800,000
UDOT Grant	\$350,000	\$350,000
Total	\$2,150,000	\$2,150,000

Projects	Budget	Actual	Remainder
Street Lighting	\$550,000	\$611,077	-\$61,077
Street Signs	\$60,000	\$75,920	-\$15,920
Trail Lights	\$30,000	\$14,851	\$15,149
Shuttle Stop/Crosswalks	\$600,250	\$100,250	\$500,000
Town Hall Cladding	\$200,000	\$5,438	\$194,563
Digital Marquee	\$100,000	\$54,200	\$45,800
Contingency/Other Projects	\$582,250	\$0	\$582,250
Bond Issuance Cost	\$27,500	\$27,500	\$0
Total	\$2,150,000	\$889,235	\$1,260,765

The above chart shows what has been spend on “Core Beautification” projects relative to the budget. Overage on the Street Lighting project are largely due to unanticipated costs to Rocky Mountain power for work done in addition to work contracted with Cache Valley Electric for installation. Contingency funds will be required to cover this. Overage in street signs are covered by underspending on trial lighting. The remaining projects have had some design funds spent, but without construction bids it is unknown at this point whether we are due to come in under budget. It is anticipated, though, that much of the \$589,250 that was slated for “Other Projects” will remain available for projects that Council has yet to designate.

The remaining \$1.7 million of bond authorization could be issued at a future date, at which time the 2025 series issuance of \$1.8 million could be “called” (ie: paid off early) and reissued along with it at more favorable terms, keeping the cost to the taxpayer below the level they were paying in 2023 (as promised). The Council has not yet identified a project (or projects) for which this additional \$1.7 million would be used, however some possibilities that have been discussed include undergrounding utilities in the commercial core and widening portions of Hwy 143 to install center turn lanes.

Funding for Other Projects of Note:

- Ceremonial Park: \$20,000 was budgeted in the RDA for a statement flag pole. Another \$15,000 was budgeted for a community plaza master plan, and those funds could easily be shifted to this. However, cost estimates for the design shown in this report are more likely to be in the hundreds of thousands. If the Council prioritizes this project highly, staff recommends that remaining funds from the Core Beautification bonds (which there is likely to be hundreds of thousands left) be used jointly with RDA funds to complete this project.

- Art Projects: There are no funds currently budgeted for public art. The sculpture project contemplated by Mayor Calloway is intended to be a joint venture with private businesses, perhaps with the businesses purchasing the sculptures and the Town paying to have them painted, or vice versa. Cost is unknown at this point. This could be another project funded with both beautification bond money as well as RDA funds.
- Dog Park: \$25,000 is budget in the RDA for this project. In retrospect, it is a difficult argument to make that a dog park on the Archery Range qualifies for RDA funds. Once a project is scoped and costs are estimated, Council should consider using General Fund surplus funds.
- Dumpster Enclosure Program: \$10,000 is budgeted in Solid Waste Fund. Staff recommends continuing that allocation annually for a period of time. It may need to be increased depending on bids to contract out the work.
- Park Pavilion Improvements: \$50,000 is budgeted in the RDA for this project. That is probably insufficient, although we don't have cost estimates. Council should revisit prioritization of this project and potentially use beautification bond funds and RDA funds to carry out.

BOARD/COMMISSION RECOMMENDATION:

A Beautification ad-hoc committee was in place during the early planning phases of these projects to advise on aesthetics. The designs that have been implemented or are being bid out are consistent with that committee's recommendations

STAFF RECOMMENDATION:

Staff recommends that Council hold a discussion to set policy direction for future beautification strategies and projects.

PROPOSED MOTION:

No motion necessary, item is discussion/informational only

ATTACHMENTS:

N/A



STAFF REPORT TO THE TOWN COUNCIL

ITEM: SAA PROJECTS & POLICY REVIEW

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: January 27, 2026
TYPE OF ITEM: Discussion

SUMMARY:

The Council will receive an update regarding outstanding Special Assessment Areas (SAAs) and the Town's SAA Policy, and may give direction to staff regarding consideration of SAAs.

BACKGROUND:

In 2009, the Town annexed a few neighborhoods (chiefly Cedar Breaks Mountain Estates [CBME] and Ski Haven Chalets [SHC]) which were subdivided and developed in Iron County preceding decades. That annex area did not have water and sewer utilities. It is unclear to current staff what the Town's plan was to complete those utilities once those neighborhoods were annexed into Town, but it might be assumed that the intent was to complete them via Special Assessment Areas (SAAs). However, following the 2017 Brian Head Fire, it became clear that not having water infrastructure in the annex area represented a significant risk to the rest of the Town. In 2020, the Town completed a water line project on Mountain View Drive in Cedar Breaks Mountain Estates with the intent of putting water within reach of the neighborhoods and spurring SAAs to extend water lines through the rest of the neighborhood.

In 2021, the Southwest Utah Department of Health began enforcing a policy in the annex area requiring that those wishing to develop their property using a septic tank be on the Town's water system. This led to an influx of SAA petitions from property owners in these annexed areas who now needed to be on the Town's water system. The Town received and approved three such petitions leading into 2022, subsequently bonding for and installing waterlines (and in one case water and sewer) in Forest Drive (to Fox Run), Fox Run, Falcon Court, Hidden Lake, Trail Road, Scenic Drive and Lupine Court.

In 2023-24, the Town worked with the neighborhood in the Snowshoe Drive, Snowman Drive, and Toboggan Road area, installing a spine water line in Ski Haven Chalets similar to the line the Town installed on Mountain View drive in CBME. This line was funded with a mix of grant money, Town funds, and SAA funds. The project was originally bid out in 2023 and bids came in nearly twice the anticipated cost, resulting in the Town rejecting all bids and going back to the drawing board on financing. After securing additional financing, the project was bid out again in 2024. This time bids came in within available finances, but the complexity of the financial structure led to delays and the project wasn't constructed until 2025.

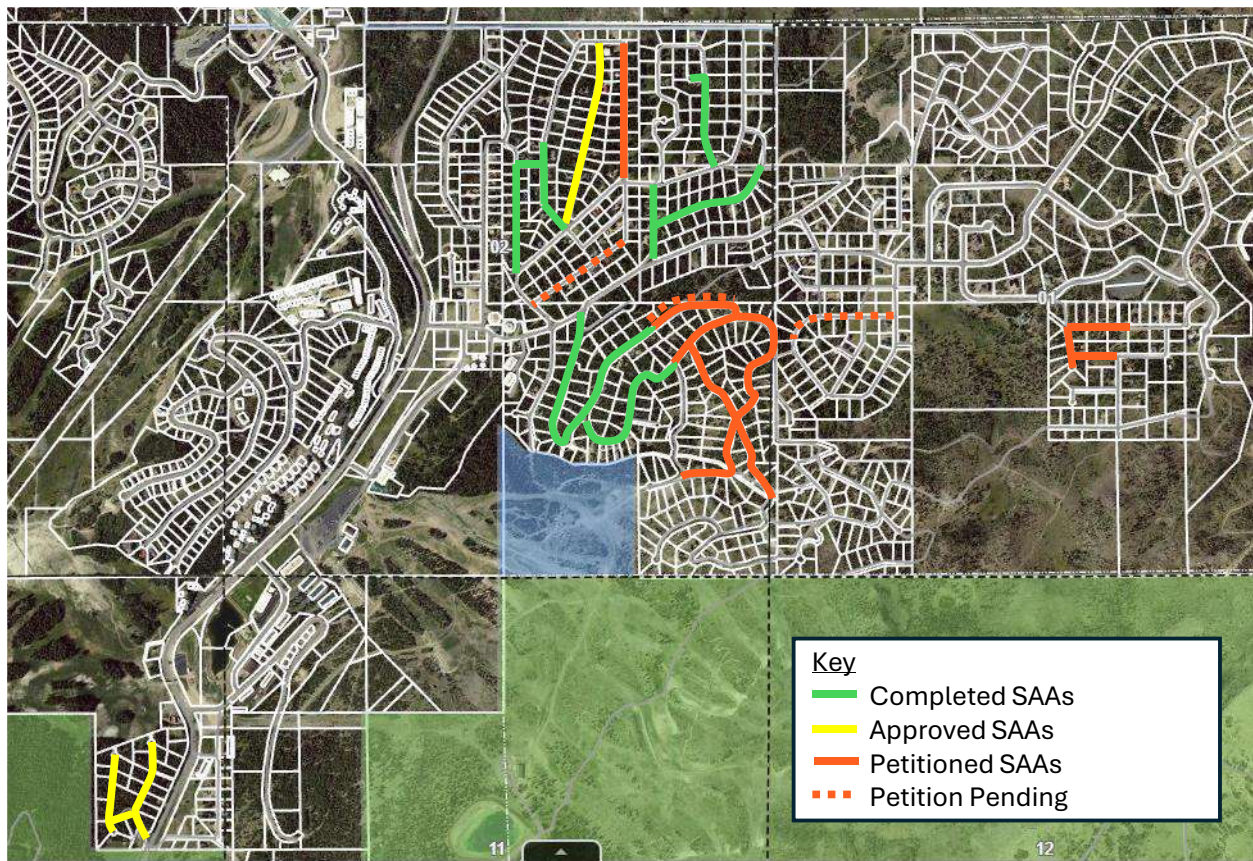
In 2024, several more petitions were received, including Elk Drive and 275 East in CBME, Spring Circle in SHC, Ranger Court in Cedar Breaks Mountain Homesites, and Driftwood & Paintbrush in Brian Head Unit 3. The Council moved forward with two of these in 2025, Elk Drive and BH Unit 3, which are slated for construction in 2026. The others failed to progress due to failure to meet valuation ratios based on cost estimates at the time.

With an influx of SAA petitions in recent years, the Council again reviewed the SAA policy in October 2024 and May 2025, and made a handful of amendments, including a requirement of 60% minimum threshold on petitions, a clear tie between the minimum valuation ratios and the fire protection zone, and clarification on how the valuation ratio is calculated.

In December 2025, the Town received bids for Elk Drive and BH Unit 3. These bids came in well below cost estimates. It's possible that the construction market has shifted resulting in more bidders and competitive bids, and it's also possible that the Town's shift in bidding practices (bidding materials and installation separately and bidding in the fall the year before construction) may have influenced the outcome. Either way, it begs the question if the SAAs that were rejected based on the (apparently) overestimated costs in 2024 should be reconsidered in light of the most recent bids.

Additionally, staff has had strong preliminary inquiries (no petitions yet, but organizers interested in running petitions) on Deer Trail, Park-U-Pine Walk, and Snowman Drive (which is a smaller portion of the previously petitioned Spring Drive SAA).

It's a lot to keep up with, I know. Here's a map that might be moderately useful:



ANALYSIS:

The existing Town SAA Policy states: “At no time will the Town carry more than \$5 million in outstanding SAA debt.” This policy is intended to limit the Town’s exposure in the event there is a major economic downturn resulting in large numbers of property owners within SAAs not paying their assessments over a period of years. The table below shows the Town’s current outstanding SAA debt and capacity for additional SAA debt (per policy).

Council Threshold	\$5,000,000
<u>Outstanding Debt</u>	
CBME	\$1,009,000
Snowshoe & Toboggan	\$582,000
<u>Unissued Approved Debt</u>	
Elk Drive	\$537,000
BH Unit 3	\$876,000
Balance	\$1,996,000

The following table shows cost estimates (prior to Elk/BH3 bids and post Elk/BH3 bids) and valuation ratios for each of the petitioned SAAs that were denied in 2024-25, as well as anticipated SAA petitions for Park-u-Pine and Snowman Dr. These cost estimates were made using the average per unit prices of the top 4 bids received for the Elk Drive and BH Unit 3 SAAs

Petition	Rec'd	Last Step Taken	Valuation	Prior Cost Estimate*/Ratio	Current Cost Estimate*/Ratio
Ranger Court	Jul 2022 (57%)	Protest Period Completed	\$2,248,000	\$907,255 2.5	\$796,407 2.8
Spring Drive	Jul 2024 (62%)	Petition Accepted	???	\$2,254,000	\$2,181,741
275 East	Aug 2024 (52%)	Protest Period Completed	\$2,195,000	\$843,336 2.6	\$698,008 3.1
Park-U-Pine	N/A	N/A	\$1,570,000	\$896,325 1.8	\$664,782 2.4
Snowman Dr	N/A	N/A	\$770,000	N/A	\$359,418 2.1

* Cost estimates include bonding cost and debt service reserve

** Engineer needs to run water model to see if proposed dead-end line is feasible

The valuation ratios based on updated cost estimates still do not meet the ratios required either by state code or by the Town’s policy. This may be due to the fact that the estimates are based on the average of the top 4 recent bids, rather than the most competitive recent bid only. Also, the cost estimates presented here include an additional 11% for a debt service reserve fund. This is because you must borrow additional funds to cover the reserve fund which is equal to one annual bond payment. While this is not a project cost, it does increase the amount of debt and our SAA bond attorney recommends that this be included in the ratio calculation, at least for purposes of meeting the State’s required 3:1 ratio. The cost estimates also include a very healthy 20% contingency.

If Council wishes to be more aggressive in pursuing SAAs staff could ask the engineer to re-work the cost estimates based on the most aggressive bids from December 2025, reduce the contingency to 10-15% and evaluation the Town’s valuation ratio requirement without the debt service reserve amount.

FINANCIAL IMPLICATIONS:

Any time the Town participates in a SAA we are assuming financial risk. The SAA policy is intended to mitigate that risk by requiring higher valuation ratios (the higher the valuation ratio, the more likely it is that selling collateralized/confiscated property at auction will still cover the assessment) and having a cap on total SAA debt the Town is willing to carry at any given time. SAA Policy notwithstanding, the Council always has the option of adjusting the policy to further restrict or loosen restrictions on SAAs based on their current gauge of risk or other policy factors.

Some will point to the financial upside that SAAs facilitate growth which leads to more property tax. Studies have shown that generally in Utah property taxes on a single-family residence do not cover the cost of services that municipalities must provide. In Brian Head, this also appears to hold true. In the FY 2026 budget property taxes cover just 20% of general operating expenses. That number was 31% in FY 2016. Take the BH Unit 3 SAA for example: That is 2000 ft of road that the Town will have to plow and maintain, at an estimated cost of \$18,400 per year. There are 22 properties in the SAA, and the average property tax the Town would receive per cabin built would be about \$1500, which means that it would be many years before the property taxes would even cover the road maintenance.

Staff asserts that assuming financial risk to build SAAs is not a financial investment for the Town, but rather a pure policy decision. The benefit to the Town is that of ensuring that all property owners eventually have the ability to enjoy the use of their property. A secondary benefit is that of additional fire protection by installing these water lines (if BH Unit 3 is less likely to catch on fire, then the rest of Town is less likely to catch on fire). These benefits must be weighed against the financial risk placed upon the rest of the property owners in Town.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends that Council hold a policy conversation regarding SAAs and the Town's current outstanding risk assumed. Council should direct staff regarding the degree to which we should continue pursuing SAAs and whether we should reach back out to previous SAA petitioners to revive their process in light of recent cost estimate updates. The Council should also advise on whether they will accept the previous petitions and continue the processes from where they stood or whether we should seek new petitions.

PROPOSED MOTION:

No motion necessary, item is discussion/informational only

ATTACHMENTS:

A - SAA Policy

B - Updated SAA Cost Estimates

SPECIAL ASSESSMENT & PUBLIC IMPROVEMENT DISTRICT POLICY

Date Approved: August 9, 2022 (Amended May 13, 2025)

Brian Head Town (the “Town”) will consider the use of Special Assessment Areas (SAA) and/or Public Improvement Districts (PID) as provided for by Utah Code Annotated §11-42 where consistent with the dictates of this policy. Notwithstanding the ensuing policy, the Town Council retains the privilege of denying or approving any SAA or PID for which the Town receives a petition, as allowed under State Statute, where the Council finds that approval would result in undue risk or damage to the Town as a whole.

General Benefit of Proposed Development

The Town recognizes that in assisting individual property owners (or a group of individual property owners) with infrastructure development through public financing, all property owners in the Town are asked to share in a small fraction of the risk that would otherwise be incumbent upon that individual (or group of individuals). Therefore, the Town will only consider public financing (such as SAA or PID bonds) for development projects that entail broad public benefit. Examples of such include, but are not limited to, roadways which improve traffic circulation, water lines which provide needed firefighting capacity to areas which pose a wildfire risk to the Town, and sewer lines in areas which will protect health and sanitation for the community’s watersheds.

Petitions for SAAs or PIDs shall stipulate the proposed general community benefit entailed in the proposed development project which justifies the public assumption of risk. Exhibit A provides a map of fire protection priority areas as designated by the Town Marshal to assist the Town Council in determining the general public benefit of any proposed water lines. Proposed line extensions within these priority areas in excess of 1,000 linear feet, or which create looping/redundancy within the water delivery system, should be given consideration.

Petition Requirements

Property owners can petition the Town for the installation or reconstruction of public way improvements through a SAA or PID. Those signing the petition must be the owners of the properties adjacent to the requested public way improvements, not residents that are renting or leasing the property. Once the sponsor has acquired the required signatures of the property owners who are in favor of a SAA, the petition is to be submitted to the Town Clerk for verification of signatures and legal property owners. Apparent support of the project, as indicated by those signing the petition, must be at least 60% of the total properties/lots of the proposed public way improvements for the Town Council to accept a petition and consider the creation of a Special Assessment Area.

Timeline for SAA Creation

The following gives a rough outline of a typical SAA creation and project implementation timeline:

- 1) Petition is submitted to Town

- a) Signed by owners representing 60% of parcels
- b) Includes map, description of improvements, and list of parcel numbers
- 2) Staff review meeting
 - a) Communicate any issues with petition to applicant
 - b) Allow applicant to correct anything before going to Council
- 3) Council receives petition in open meeting, accepts or rejects by motion
- 4) Council considers resolution - Notice of Intent to Create SAA
 - a) Determination whether to proceed with SAA based on general public benefit
 - b) Resolution sets date for public hearing
 - c) Advertise public hearing for four weeks
- 5) Public hearing held in open meeting, 60 day contest period begins
 - a) Contest period can be bypassed if 100% of property owners sign a waiver and consent form
 - b) If 40% or more of property owners protest the creation of the SAA during contest period, it fails
- 6) Staff obtains preliminary project cost estimate and property appraisals
- 7) Council may create SAA by resolution
- 8) Council creates Board of Equalization by resolution
 - a) Sets BOE hearing dates (35 day notice)
 - b) Use preliminary estimates plus large contingency or the maximum assessment
- 9) Town begins process of issuing bonds
- 10) Town proceeds with engineering and bidding for project
- 11) Town awards project bid and sets SAA assessment by ordinance
 - a) Property owners have 25 days to prepay their assessments
- 12) Bonds are issued, project may proceed

The entire process to put an SAA into place is expected to take 6-8 months. As such, petitions must be received by the Town by June 30 of year 1 in order to proceed with the improvements in year 2. PID timelines have yet to be defined by the Town.

Assessments

Assessments will typically be distributed among property owners in a manner commensurate with the benefit received by each property. In the case of water or sewer line extension, for example, it is assumed that the benefit received by each lot is equal, regardless of size or valuation of the lot, so a flat assessment would be applied to each lot. Assessments will be included on the Iron County property tax bill and collected along with general property taxes. The Town requires that assessments be retired when a property is sold.

Financing Considerations

State Statute requires a 3:1 coverage ratio of property value to assessment for SAAs. The Town may consider a 3:1 coverage ratio for proposed SAAs with a fire protection priority A, a 4:1 coverage ratio for proposed SAAs with a fire protection priority B, and a 5:1 coverage ratio for proposed SAAs with a fire protection priority C. The Town-required coverage ratio will be calculated by dividing the total land valuation (land only, no structures) assuming completion of the proposed utility improvements by the Town Engineer's stamped cost estimates for the proposed project plus the cost of issuance (excluding any debt service reserve funding). Council may also consider other factors in granting or denying a petition such as disparity of property values, prepayments by property owners of assessments, and additional benefits or

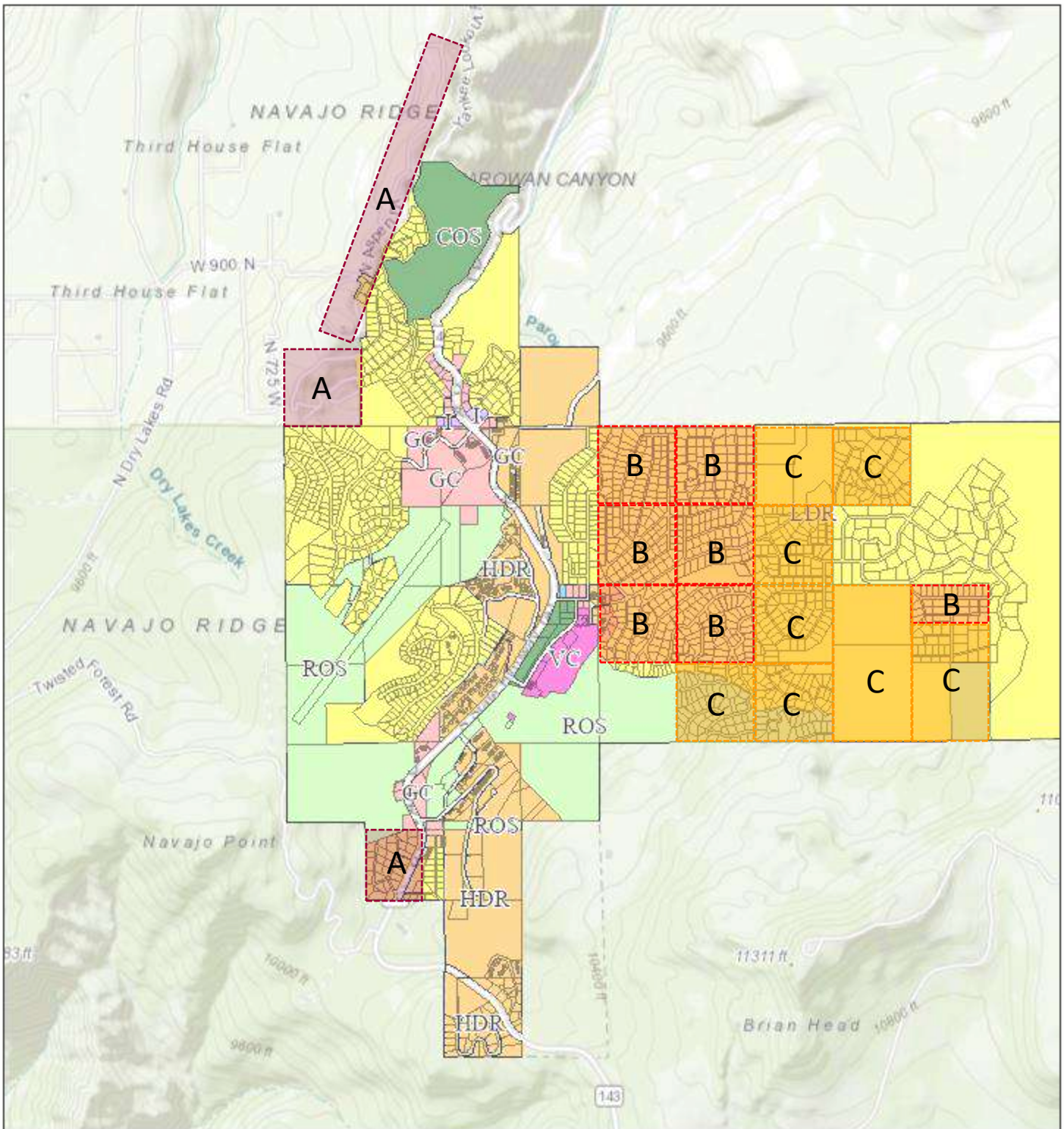
risks to the town.

SAA bonds will not exceed a ten-year term or 7.5% true interest cost. Bonds will be structured with an annual call provision to allow property owners to retire the entire outstanding assessment at any time. Each bond issuance will have a 10% debt service reserve funded by the proceeds of the bonds. The Town will only consider backstopping SAA or PID bonds with sales tax revenue or other Town guarantee under extraordinary circumstances where significant public interest is involved.

At no time will the Town carry more than \$5 million in outstanding SAA debt.

Exhibit A – Map of Priority Areas

Fire Protection Priority Areas



July 29, 2022

Priority Levels

- A Critical for Fire Protection
- B Potentially Substantial for Fire Protection
- C Some Benefit for Fire Protection



Bureau of Land Management, Utah AGRC, Esri, HERE, Garmin, GeoTechnologies, Inc., USGS, MET/NASA, EPA, USDA

These prioritizations assume the completion of all 2022 SAA water lines and the Toboggan water line in 2023

275 East SAA
Brian Head, Utah
Preliminary Engineer's Opinion of Probable Construction Costs
January 13, 2026

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNITS	UNIT PRICE Dollars & Cents	ITEM PRICE Dollars & Cents
1	Mobilization @ 10%	1	L.S.	\$40,898.00	\$40,898
2	Tie-in to Existing Water	2	Each	\$8,500.00	\$17,000
3	Furnish and Install 8" Ductile Iron Culinary Water Pipe	1,830	L.F.	\$115.00	\$210,450
5	Furnish and Install 8" MJ Ductile Iron Bend with Restraining Glands	1	Each	\$1,800.00	\$1,800
6	Furnish and Install Fire Hydrant Assembly	7	Each	\$11,800.00	\$82,600
9	Furnish and Install Air/Vacuum Valve Assembly	1	Each	\$13,000.00	\$13,000
10	Pressure Test and Disinfect Culinary Waterline	1	Each	\$8,000.00	\$8,000
11	4" Roadbase (26 feet Wide)	47,580	S.F.	\$1.60	\$76,128
SUBTOTAL					\$449,876
20% CONTINGENCY					\$89,975
12% ENGINEERING & CONSTRUCTION MANAGEMENT					\$53,985
TOTAL					\$593,836

Ranger Court SAA
Brian Head, Utah
Preliminary Engineer's Opinion of Probable Construction Costs
January 13, 2026

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNITS	UNIT PRICE Dollars & Cents	ITEM PRICE Dollars & Cents
1	Mobilization @ 10%	1	L.S.	\$47,003.00	\$47,003
2	Tie-in to Existing Water	3	Each	\$8,500.00	\$25,500
3	Furnish and Install 8" Ductile Iron Culinary Water Pipe	2,050	L.F.	\$115.00	\$235,750
4	Furnish and Install 8" x 8" Flange Ductile Iron Tee	1	Each	\$2,500.00	\$2,500
5	Furnish and Install 8" MJ Ductile Iron Bend with Restraining Glands	2	Each	\$1,800.00	\$3,600
6	Furnish and Install Fire Hydrant Assembly	7	Each	\$11,800.00	\$82,600
7	Furnish and Install 8" MJ Cap with Restraining Glands	0	Each	\$1,000.00	\$0
8	Furnish and Install 8" Flange x MJ Gate Valve	3	Each	\$4,600.00	\$13,800
9	Furnish and Install Air/Vacuum Valve Assembly	1	Each	\$13,000.00	\$13,000
10	Pressure Test and Disinfect Culinary Waterline	1	Each	\$8,000.00	\$8,000
11	4" Roadbase (26 feet Wide)	53,300	S.F.	\$1.60	\$85,280
SUBTOTAL					\$517,033
20% CONTINGENCY					\$103,407
12% ENGINEERING & CONSTRUCTION MANAGEMENT					\$62,044
TOTAL					\$682,484

Spring Circle SAA

Brian Head, Utah

Preliminary Engineer's Opinion of Probable Construction Costs

January 13, 2026

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNITS	UNIT PRICE Dollars & Cents	ITEM PRICE Dollars & Cents
1	Mobilization @ 10%	1	L.S.	\$132,957.00	\$132,957
2	Tie-in to Existing Water	4	Each	\$8,500.00	\$34,000
3	Furnish and Install 8" Ductile Iron Culinary Water Pipe	4,850	L.F.	\$115.00	\$557,750
4	Furnish and Install 8" x 8" Flange Ductile Iron Tee	2	Each	\$2,478.00	\$4,956
4	Furnish and Install 8" x 8" Flange Ductile Iron Cross	1	Each	\$2,000.00	\$2,000
5	Furnish and Install 8" MJ Ductile Iron Bend with Restraining Glands	20	Each	\$1,800.00	\$36,000
6	Furnish and Install Fire Hydrant Assembly	17	Each	\$11,800.00	\$200,600
7	Furnish and Install 8" MJ Cap with Restraining Glands	1	Each	\$1,000.00	\$1,000
8	Furnish and Install 8" Flange x MJ Gate Valve	10	Each	\$4,600.00	\$501
9	Furnish and Install 3/4" Water Service Connection	40	Each	\$3,600.00	\$144,000
10	Furnish and Install Air/Vacuum Valve Assembly	3	Each	\$14,000.00	\$42,000
11	Furnish and Install Pressure Reducing Station	1	Each	\$95,000.00	\$95,000
12	Pressure Test and Disinfect Culinary Waterline	1	L.S.	\$10,000.00	\$10,000
13	4" Roadbase (26 feet Wide)	126,100	S.F.	\$1.60	\$201,760
SUBTOTAL					\$1,462,524
20% CONTINGENCY					\$292,505
12% ENGINEERING & CONSTRUCTION MANAGEMENT					\$175,503
TOTAL					\$1,930,532

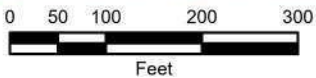
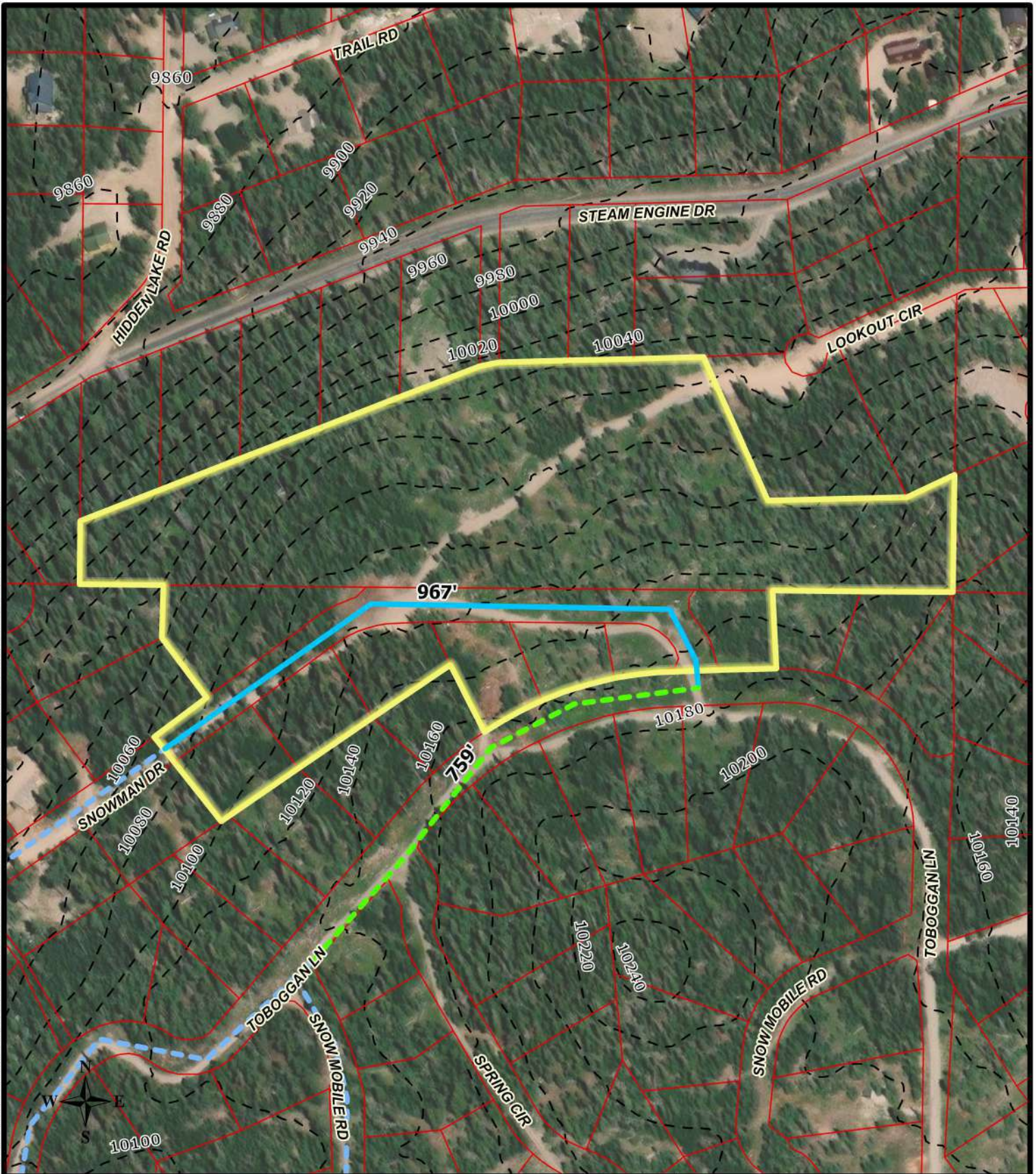
Park-U-Pine SAA
Brian Head, Utah
Preliminary Engineer's Opinion of Probable Construction Costs
January 13, 2026

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNITS	UNIT PRICE Dollars & Cents	ITEM PRICE Dollars & Cents
1	Mobilization @ 10%	1	L.S.	\$38,837.00	\$38,837
2	10" D.I. Waterline	1,070	L.F.	\$155.00	\$165,850
3	10" Tee	2	Each	\$3,400.00	\$6,800
4	10" Gate Valves	6	Each	\$5,700.00	\$34,200
5	10" D.I. Bend	3	Each	\$2,000.00	\$6,000
6	Fire Hydrant Assembly	4	Each	\$12,000.00	\$48,000
7	Water Service	14	Each	\$4,500.00	\$63,000
8	Tie-ins to Existing Piping	2	Each	\$10,000.00	\$20,000
9	4" Roadbase (26 feet Wide)	27,820	S.F.	\$1.60	\$44,512
SUBTOTAL					\$427,199
20% CONTINGENCY					\$85,440
12% ENGINEERING & CONSTRUCTION MANAGEMENT					\$51,264
TOTAL					\$563,903

Snowman SAA
Brian Head, Utah
Preliminary Engineer's Opinion of Probable Construction Costs
January 13, 2026

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNITS	UNIT PRICE Dollars & Cents	ITEM PRICE Dollars & Cents
1	Mobilization @ 10%	1	L.S.	\$40,560.00	\$40,560
2	Tie-in to Existing Water	2	Each	\$8,500.00	\$17,000
3	Furnish and Install 8" Ductile Iron Culinary Water Pipe	967	L.F.	\$115.00	\$111,205
4	Furnish and Install 8" Ductile Iron Culinary Water Pipe	759	L.F.	\$115.00	\$87,285
5	Furnish and Install 8" x 8" Flange Ductile Iron Tee	1	Each	\$2,478.00	\$2,478
6	Furnish and Install 8" MJ Ductile Iron Bend with Restraining Glands	5	Each	\$1,800.00	\$9,000
7	Furnish and Install Fire Hydrant Assembly	6	Each	\$11,800.00	\$70,800
8	Furnish and Install 8" MJ Cap with Restraining Glands	1	Each	\$1,000.00	\$1,000
9	Furnish and Install 8" Flange x MJ Gate Valve	3	Each	\$4,600.00	\$13,800
10	Furnish and Install 3/4" Water Service Connection	8	Each	\$3,600.00	\$28,800
11	Furnish and Install Air/Vacuum Valve Assembly	1	Each	\$14,000.00	\$14,000
12	Pressure Test and Disinfect Culinary Waterline	1	L.S.	\$10,000.00	\$10,000
13	4" Roadbase (26 feet Wide)	25,142	S.F.	\$1.60	\$40,227
SUBTOTAL					\$446,155
20% CONTINGENCY					\$89,231
12% ENGINEERING & CONSTRUCTION MANAGEMENT					\$53,539
TOTAL					\$588,925

P:\501-01-2026-01 Brian Head Town General\Drawings\GIS\501-01-2026-01 ArcGIS Pro\501-01-2026-01 ArcGIS Pro.aprx, Snowman SAA Exhibit, 1/15/2026 9:32 AM rbeazer



Legend

- Snowman SAA
- Snowman SAA Waterline
- Snowman SAA Waterline Loop
- Toboggan Waterline

Snowman SAA Brian Head, Utah

Spatial Reference: UT83-SF

Drawn By: RKB

Scale: 1" = 200 feet

Date: January 2026



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AUTHOR: Nancy Leigh, Town Clerk
DEPARTMENT: Administration
DATE: January 27, 28, 2026
TYPE OF ITEM: Discussion

SUMMARY:

The Council will hold a policy discussion to consider the Town's role in special events. Specifically, the Council is asked to consider whether the Town should primarily support special event organized by external groups or whether the Town should host and operate some special events directly, and what that role entails in terms of staff, costs, liability and community impact. The discussion is intended to provide policy direction to staff for future event planning, budgeting, and partnerships.

Council will also discuss whether to establish a signature Town annual festival/event that we'll call "Brian Head Days" for this report and what that could entail.

BACKGROUND:

Historically, the Town has been involved in special events in varying capacities, sometimes acting in a support role and, in other instances, taking on the more direct role of hosting the events.

Several years ago, the Council made a policy decision that the Town would transition into the event support role. One example of the transition was the Snowmobile Poker Run that the Town hosted for over ten years, and was then handed off to the Volunteer Firefighters, who held the event one year. The Town continues to provide fireworks displays on the 4th of July and New Years Eve, as this is considered a support role for events.

The Town also hosts community-focused events such as the Town Cleanup Day and Community Fall Hike, and our newest event, the Holiday Lighting Ceremony. These events are community oriented and focused on residents and locals.

Special events play an important role in Brian Head's community life, tourism economy, and brand as a destination resort. Events can increase visitation, support local businesses, and enhance resident quality of life, but the question is whether to take the role of supporting events vs. hosting certain events and what those events are.

The supporting role of the Town is reflected in the number of annual events that have taken place over the years that are hosted by external groups such as Brian Head Resort who have taken the lead in annual events, along with Brian Head Mall who has hosted the annual Arts Festival for many years. These have become a staple for visitors who know these events will take place annually and we see higher visitor numbers during

these events. Some example of long running events hosted by external groups are Oktoberfest, Arts & Crafts Festival, Festival of Flavors, Summer Concert Series, Spring Carnival/Easter Celebration.

In the late 90s and early 2000's the Town used the Brian Head Chamber of Commerce to host the events, and many events were a success, but with the Chamber being disbanded, the events were left to either the Town to host or external groups such as the Resort and The Mall. We saw a decrease in the number of events when this transition took place, but it has steadily grown over the past years.

Brian Head's 50th Anniversary Celebration

In 2025 Brian Head hosted its 50th Anniversary Celebration. This was done with staff and volunteers. It originated with the History Committee and grew from there. The Town hosted two separate events; March and July with a total of 30 individual events that took place over either a four-day (March) or three-day (July) period. The response was positive from the community, and we saw a lot of community engagement during these events.

March 50th Anniversary Event Experience:

1. Planned: 4 days (March 12, 15, 2025) with 16 individual events.
2. Planned one main event: Ski Joring with strong attendance from the community and visitors alike.
3. Executed: two days of events with pre-event snowfall deficit and 2 days of weather-related cancellations due to white-out conditions.
4. Challenge: seasonal weather unpredictability affected the event delivery and participate engagement.
5. Feedback: Positive community response to the events that were specifically community oriented.

July 2025 50th Anniversary Experience:

1. Planned and executed: 3 days (July 24-26) with 14 individual events.
2. Main feature: Car show with strong attendance and community participation.
3. Result: more stable summer weather allowed for full-execution of planned events.
4. Challenge: The lack of available staff forced some to volunteer their time and put additional burden on other staff.
5. Staff's time estimated: 10 employees assisting with the events, there was an estimate of around 200+ hours of staff time. Please note that this is an estimate.
6. Number of volunteers: estimated 10 volunteers assisting with some of the events.

After each event (March & July) an after-action meeting was held with the partners and staff to review what worked well and what could be improved. This is a tool that should be used for all events to evaluate and improve future town events.

ANALYSIS:

If the Council decides to host a multi-day event, the council needs to consider the following items:

Proposed Event Concept

Purpose: To establish a multi-day annual event that highlights the Town's cultural heritage, outdoor recreation, community spirit, and economic vitality.

What should be the goals of the event:

- Increase tourism visitation during targeted shoulder seasons.
- Support local businesses and accommodations.
- Build community identity and pride.
- Strengthen partnerships with regional stakeholders.

Community Context and Historical Significance

Town and Resort Heritage

Brian Head has a unique history tied to both settlement and recreational development:

- The Town was officially incorporated on **March 12, 1975**, and has since evolved into a small resort community attracting visitors regionally.
- The surrounding mountain area and Brian Head Resort (opened 1964–1965) are signature features of the community, known for high-elevation outdoor recreation.
- Prior to incorporation, the area had historic roots including early grazing, lumber/sawmill operations, a landmark hotel and restaurant (Minnie's Mansion), and evolving settlement patterns, contributing to a unique local identity.

A flagship annual event provides a formal opportunity to celebrate this history and foster enduring traditions that link residents and visitors year-round.

Suggested Timing:

Options include:

- **Late June / Early July** – capitalize on summer tourism and favorable weather.
- **Late Winter / Early Spring** – tie into ski season transitions.
- **Fall Celebration Weekend** – celebrate scenic beauty and harvest season.

Options for Names for the Event

To broaden appeal and brand potential, here are a few potential names and the rationale behind

Name Options	Rationale
Brian Head Days	Classic, straightforward, promotes Town identity
Brian Head Mountain Festival	Highlights outdoor and mountain lifestyle
Brian Head Heritage & Adventure Days	Emphasize history and active pursuits
Brian Head Summerfest / Winterrfest	Seasonal branding with flexibility
Brian Head Roots and Peaks Festival	Suggest local heritage and outdoor adventure
Bear Flats Mountain Festival	Uses the historic “Bear Flats” name
Peak to Pines Mountain Days	Incorporates the Brian Head Peak and environment
Above the Rim Mountain Fest	References the elevation

Council can also choose a primary name and a seasonal subtitle (e.g., Brian Head Days: *Summer Celebration*).

Potential Community Partners

Establishing collaborative relationships will be key to a successful event:

Brian Head Resort

1. Role: Co-sponsor and venue partner: utilize ski lifts for scenic activities; resort properties for events and après activities, and marketing partner.
2. Marketing support: joint promotion through resort channels, season passes, and visitor communications.
3. Alignment: Both the Town and Resort benefit from increased visitation and extended stays.

Brian Head Mall

1. Role: Co-sponsor and venue partner, utilize the properties for events and activities, and marketing partner.
2. Marketing support; promote events through visitor communications.
3. Alignment: Both will benefit from the increased visitor numbers and extended stays.

Parowan/Brian Head Chamber of Commerce

1. Role: Marketing avenues, bringing local businesses in for support roles such as volunteers and/or donations.
2. Visitor recruitment: drive attendance from local businesses.

3. Volunteer Services: from local community, businesses and other potential resources.

Iron County Tourism Bureau (Visit Cedar City/ Brian Head)

1. Role: Marketing amplification: Reach regional media, travel bloggers, and tourism channels.
2. Visitor recruitment: Drive attendance from surrounding communities and regional tourists.
3. Sponsorship coordination: Facilitate connections with regional sponsors and tourism related businesses
4. Event listing services: Ensure festival appears on regional event calendars, websites, and guidebooks.
5. Grant opportunities: Potential access to Transient Room Tax (TRT) funding and grant funding specifically for events.

Brian Head Local Businesses and Residents

- Vendor booths, participation in parades/competitions, food and beverage opportunities.
- Volunteer opportunities.
- Inclusion of resident-led cultural components (e.g., history forums, local art exhibits).

Potential Event Components

To enhance appeal and attract broad participation, the event might include:

- Outdoor competitions (5K or 10K run, mountain biking, trail hikes).
- History exhibitions and community storytelling.
- Family-friendly activities (parades, children's zones, artisan markets).
- Culinary showcases highlighting local businesses.
- Music and cultural performances.
- Fishing events
- Fireworks/drone shows
- Ranger tours of surrounding national monuments/ area.
- Lumberjack competition/show

Economic and Social Benefits

Annual festivals can produce measurable benefits:

1. Increased lodging, dining, and retail activity.
2. Promotion of Brian Head as a year-round destination.
3. Enhanced quality of life for residents through cultural and recreational offerings.
4. Strengthened partnerships across regional tourism stakeholders.

FINANCIAL IMPLICATIONS:

Preliminary Funding Strategy

Grant Opportunities

While specific statewide event grants vary, towns often pursue multiple avenues:

1. **Local Tourism Grants (e.g., TRT-based programs):** Iron County or regional tourism entities may offer event development funding if an event can demonstrate increased overnight stays and economic impact – similar to counties like Kane County that support emerging events with Transient Room Tax grants (up to ~\$5,000).
2. **Private and Corporate Sponsorships:** Partnering with outdoor brands, hospitality businesses, and community foundations can offset some of the costs.
3. **Town Budget Considerations:**
 - Seed funding for first 1–3 years may be required as festivals establish traction.
 - Staffing considerations: Can this be done with existing staff and community volunteers? Staff capacity and prioritization.
 - Insurance and risk management requirements.
 - Budget categories should include marketing, materials, staffing, programming and contingency funds.

STAFF RECOMMENDATION:

If Council determines that a signature annual event will take place for 2026, the Council will need to give staff direction to move forward since there is a limited amount of time to host a multi-day event in 2026. Some items that will need to be addressed are as follows:

1. Council authorization to proceed with planning and establish an Event Steering Committee.
2. Designation of event date and name.
3. Engagement with key partners (Brian Head Resort, Iron County Tourism Bureau).
4. Begin grant research and applications for 2026/2027 funding cycles.
5. Budget allocation for preliminary planning in the next fiscal year.
6. Community outreach and feedback sessions to refine programming.

PROPOSED MOTION:

This is a discussion item only.



ITEM: TRANSPORTATION UTILITY FEE & GRAVEL ROAD PLAN

AUTHOR: Shane Williamson & Bret Howser
DEPARTMENT: Administration
DATE: January 27, 2026
TYPE OF ITEM: Discussion

SUMMARY:

The Town Council will review a draft Gravel Road Improvement Schedule and an updated Transportation Utility Fee (TUF) calculation provided by Crews & Associates. The Council will discuss desired levels of service for gravel road maintenance and also discuss potential implementation of a TUF to fund gaps in funding in pavement management and gravel road maintenance.

BACKGROUND:

During the January 2024 Strategic Planning Retreat, the Town Council discussed long-term strategies to sustain the Pavement Management Plan, which was first adopted in October 2016. At that time, staff presented updated cost projections showing that, while the plan remained effective, rising costs had created an estimated \$195,000 annual funding gap to fully implement the plan through FY2036.

Following that discussion, the Council directed staff to:

- Allocate \$195,000 from the FY2023 General Fund surplus to support the plan beginning in FY2025;
- Maintain the existing \$250,000 annual transfer from the General Fund to the Pavement Management Program; and
- Pursue a Transportation Utility Fee (TUF) Study to determine the feasibility of implementing a utility-style funding mechanism to close the remaining funding gap.

Staff worked with Crews & Associates to complete the TUF analysis, which models funding scenarios, revenue potential, and fee structures designed to sustain the Pavement Management Plan through 2036. This fee analysis was presented to Council in October 2025. Following review of the analysis, Council directed staff to update the analysis with the following:

- Add the following tiers:
 - Short-term rentals (STRs)
 - Businesses located directly on SR-143
 - Residential that don't require paved road to access (like Circle Dr, Spruce/Fir/Aspen)
 - Unbuilt lots/raw land
- Complete gravel road analysis and determine gap in gravel road funding to include in the fee analysis

In November and December, staff completed an analysis of the gravel roads and updated (or rather recreated) the gravel road improvement schedule. That plan and the associated projected

costs are included in this report. Crews & Associates used the results on that gravel road analysis to update the TUF study and created the additional tiers.

ANALYSIS:

TUF UPDATE

Crews & Associates' updated study outlines the Town's funding need, evaluates alternative revenue mechanisms, and models Transportation Utility Fee (TUF) options based on residential and commercial use equivalents (ERUs).

Key findings include:

- The Pavement Management Plan balance is projected to dip below zero in FY2035 without additional revenue.
- A funding gap of approximately \$160,000 annually remains to sustain the pavement management plan through FY2036.
- An additional funding gap of \$123,000 (based on staff-recommended level of service) exists to implement the proposed Gravel Road Improvement Schedule
- The study evaluated two primary long-term funding mechanisms:
 - **Transportation Utility Fee (TUF):** Monthly utility-style charge based on Equivalent Residential Units (ERUs).
 - **Property Tax Adjustment:** Truth-in-Taxation-based revenue increase (less equitable and less predictable).

TUF Scenarios Evaluated:

Scenario	Monthly Fee	Annual Revenue	Notes
Legal Maximum	\$30.00 / ERU	≈ \$534,000	Maximum allowed by pending/drafted law
Staff Recommended	\$16.00 / ERU	≈ \$284,000	47% reduction to minimize risk of legal challenge and maintain affordability

The proposed fee of \$16.75/ERU would be a monthly \$16.75 per cabin, and \$9.06 per condo. The fee would vary for businesses based on the calculated ERUs (weighted by estimated number of trips) of each business type, as shown in the table below:

User Type	Trips/Day	ERUs	Rate/Unit	Units
Tier 1 Residential				
Single Family Home	9.43	1	\$16.75	per House
STR Cabin	14.75	1.56	\$26.20	per House
STR Condo	5.9	0.63	\$10.48	per Unit
Multi-Family	5.1	0.54	\$9.06	per Unit
Tier 2 & 3 Commercial				
Resort	14.4	1.53	\$25.58	per 1000 ft2
Outfitters	21.4	2.27	\$38.01	per 1000 ft2
Offices	21.6	2.29	\$38.37	per 1000 ft2
Restaurants/Gen Stores	67	7.10	\$119.01	per 1000 ft2
OHV Rental	7.7	0.82	\$13.68	per 1000 ft2
Tier 4 Lodging				
Hotel	5.9	0.63	\$10.48	per Room
Tier 5 Raw Land				
Undeveloped Lots	0.14	0.01	\$0.25	per Lot

Council has the option to provide discounts to the various tiers as a matter of policy. The only discount that staff recommends would be a 100% discount for undeveloped lots. This is for two reasons: 1) Utility Fees on undeveloped lots are likely uncollectible (what are you going to do, shut off the water they don't have?), and 2) the revenue gained is minimal.

Council should hold a policy discussion and give direction regarding these discounts. Tier discounts may have an impact on the revenue generated, requiring the fee/ERU to be adjusted in order to achieve targeted gap funding.

TUF approach:

- Provides dedicated, predictable, and legally defensible funding for streets.
- Distributes costs based on estimated roadway use rather than property value.
- Allows for long-term financial planning within the Pavement Management Program.

Alternative (Property Tax) considerations:

- Would require a formal Truth in Taxation process and potentially voter referendum.
- Distributes costs based on property values rather than estimated roadway use.
- Would be a cleaner process that may look at residential and commercial tax/fee payers more equitably.

A property tax increase of approximately 25% would be required to generate the \$XYZ in revenue to cover the gaps in funding in pavement management and gravel road maintenance. On a primary residence with a value of \$500,000, a 25% increase would be about \$11.38 per month.

GRAVEL ROAD INVENTORY & SCHEDULE

In October 2025, as the Town Council was considering implementation of a Transportation Utility Fee (TUF), the Council requested that staff include an amount in the calculation of the TUF to cover costs of maintenance on gravel roads in addition to paved roads. With that direction staff has now created an inventory and present condition assessment on all gravel roads and, using that inventory, created a potential schedule for gravel road maintenance and improvements.

The gravel road inventory is attached. Some highlights of the inventory are:

- Approximately 18 miles of gravel roads
- Of that 18 miles, about 5.5 miles could be considered Jeep Trails
- Another 0.3 miles are platted but unbuilt

Using that inventory, staff has classified our gravel (and unbuilt) roads into three levels or grades based on the improvements needed:

- **Level 1:** Maintain -- Pothole repair, road base & Earth Bind refresh, drainage cleanout/repair (3 year rotation)
- **Level 2:** Heavy Maintenance -- Re-establish drainage, Iron Wolf or subgrade import, road base & Earth Bind, install/repair culverts
- **Level 3:** Full Road Build -- Survey centerline, widen, establish drainage, Iron Wolf or subgrade import, road base & Earth Bind, install culverts

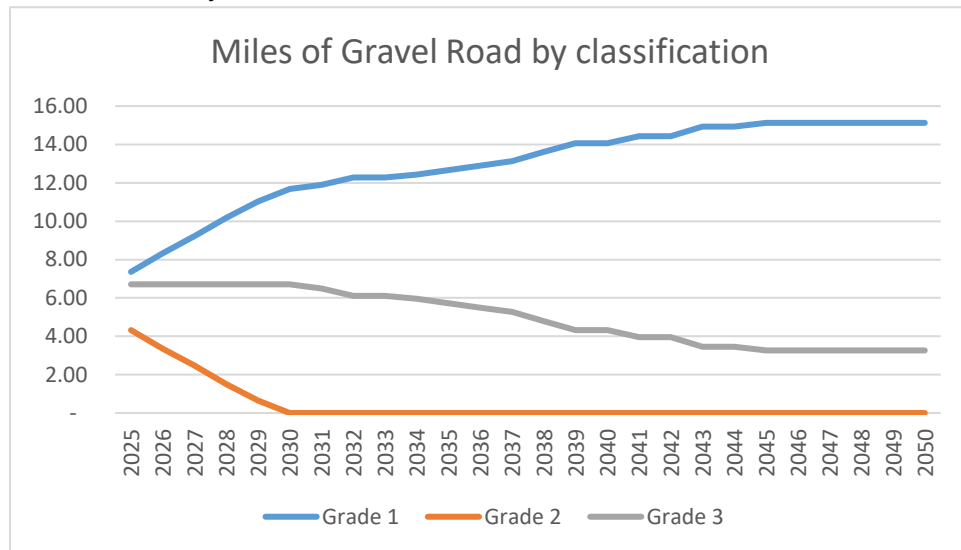
The Town currently has the following lengths of gravel (and unbuilt) road by classification:

- Level 1: 38,850 linear feet (7.35 miles)
- Level 2: 22,825 linear feet (4.32 miles)
- Level 3: 35,425 linear feet (6.71 miles)

The attached Gravel Road Maintenance & Improvement Schedule was developed using the following assumptions of level of service:

- Level 1 roads will be redressed with four inches $\frac{3}{4}$ "-minus road base surface course mixed with a binding agent (to reduce dust and increase stability/lifespan) every three years
- All Level 2 roads will be brought to Level 1 standards within the next five years and placed into the three-year rotation after that. This includes a six-inch course of subgrade where the existing subgrade is insufficient or unstable and a four-inch course of surface grade road base mixed with a binding agent.
- After bringing Level 2 roads up to standard, **selected** Level 3 roads will be built to Level 1 standards at a rate of approximately 1,000 linear feet per year, and then they will be placed on the three-year rotation as other Level 1 roads.
- Initially, about 13,000 linear feet of gravel roads will be treated at Level 1 each year. By the end of 20 years (2045) approximately 25,000 linear feet of gravel roads will be treated

at Level 1 each year.



- Selection of Level 3 roads included in this plan for future improvement was based on factors including: existing cabins on these roads, existing utilities, and access provided to other roads.
- Level 3 roads that would receive no treatment under this proposed plan include:

Subdivision	Road
Brian Head Unit 2	Rue Jolley Road (Lower)
Cedar Breaks Mountain Estates	Meadow Lane Drive
Cedar Breaks Mountain Homesites	Quill Road
Cedar Breaks Mountain Homesites	Spiney Lane
Cedar Breaks Mountain Homesites Unit B	Margie Lane
Cedar Breaks Mountain Homesites Unit B	Salt Pile Drive
Ski Haven Chalets	Cougar Court
Ski Haven Chalets	Saddle Back Road
Ski Haven Chalets	Skater Circle
Ski Haven Chalets	Sleigh Circle
Ski Haven Chalets	Snow Shoe Circle
Ski Haven Chalets	Spring Circle
Ski Haven Estates	Brook Circle
Ski Haven Estates	Grand Ski View
Ski Haven Estates	Pine Circle
Ski Haven Estates	Raven Court
Ski Haven Estates	Rocky Road
Ski Line Sites	Nordic Court
Ski View Estates	Columbine Circle
Ski View Estates	Ermine Court
Ski View Estates	Yankee Lookout
Sunset Mountain	275 North (lower Shady Dell)
Timbercrest	Forest Drive
Timbercrest	Pond Circle
(Unsubdivided)	Vasels Road (South)

Cost of Implementation of the Proposed Gravel Road Schedule

Staff developed cost estimates per linear foot for each classification of gravel road improvement. Cost estimates included cost for equipment, materials, and operators (Public Works

Technicians). No overhead (cost of administration, buildings, utilities, etc) were included. The following costs per linear foot were determined:

- Level 1 Cost per Linear Ft \$14.15
- Level 2 Cost per Linear Ft \$21.90
- Level 3 Cost per Linear Ft \$54.40

The breakdown of these costs and significant assumptions is shown here:

Lvl	Cost Item	Cost/unit	Depth	Width	Volume	Cost per		Notes
						Lin Foot		
1	Operators	\$1,703 /wk				\$5.12		10-wheel operator to stockpile, crew of 3 to install
1	10-wheeler	\$783 /wk				\$1.41		Can haul enough road base for 550 LF in a week
1	Grader	\$1,044 /wk				\$0.42		Can grade 2500LF road base in a week
1	Roller	\$754 /wk				\$0.30		Same LF/wk as grader
1	Water Truck	\$1,825 /wk				\$0.73		Same LF/wk as grader
1	Road Base	\$8.50 /ton	4"	26'	0.317	\$4.05		Parowan Rock-3/4" inch spec road base (optional delivery at \$16-18/ton)
1	Earth Bind	\$2,760 /tote				\$2.12		2 totes mixed with 3200 gal of water should cover 2600 LF @ 4"x20'
2	Operators	\$1,703				\$9.00		10-wheel operator to stockpile, crew of 3.5 to install
2	10-wheeler	\$783 /wk				\$1.95		Can haul enough subgrade & road base for 400 LF in a week
2	Grader	\$1,044 /wk				\$0.84		Can grade 1250LF subgrade/road base in a week
2	Roller	\$754 /wk				\$0.60		Same LF/wk as grader
2	Water Truck	\$1,825 /wk				\$1.46		Same LF/wk as grader
2	Culvert	\$344 /stick				\$0.34		Assume 2- 15"x20' ADS (black ribbed) for each road crossing, 1 crossing per 2000 ft
2	Subgrade	\$8.50 /ton	6"	26'	0.120	\$1.53		Parowan Rock-3" minus spec (optional delivery at \$16-18/ton) [assume needed for 1/4 of project]
2	Road Base	\$8.50 /ton	4"	26'	0.317	\$4.05		Parowan Rock-3/4" inch spec road base (optional delivery at \$16-18/ton)
2	Earth Bind	\$2,760 /tote				\$2.12		2 totes mixed with 3200 gal of water should cover 2600 LF @ 4"x20'
3	Operators	\$1,703				\$22.43		10-wheel operator to stockpile, crew of 4 to install
3	Engineering	\$5,000				\$5.00		\$5000 for 1000 ft road
3	Excavator	\$2,200 /wk				\$5.50		Assuming pace of 400 ft per week
3	10-wheeler	\$783 /wk				\$2.48		Can haul enough subgrade & road base for 315 LF in a week
3	Grader	\$1,044 /wk				\$2.61		Limited to Excavator speed
3	Roller	\$754 /wk				\$1.88		Limited to Excavator speed
3	Water Truck	\$1,825 /wk				\$4.56		Limited to Excavator speed
3	Culvert	\$344 /stick				\$0.69		Assume 2- 15"x20' ADS (black ribbed) for each road crossing, 1 crossing per 1000 ft
3	Subgrade	\$8.50 /ton	6"	26'	0.241	\$3.07		Parowan Rock-3" minus spec (optional delivery at \$16-18/ton) [assume needed for 1/2 of project]
3	Road Base	\$8.50 /ton	4"	26'	0.317	\$4.05		Parowan Rock-3/4" inch spec road base (optional delivery at \$16-18/ton)
3	Earth Bind	\$2,760 /tote				\$2.12		2 totes mixed with 3200 gal of water should cover 2600 LF @ 4"x20'

The most significant assumptions related to costs is the speed at which work can proceed. We have assumed nearly a half mile (2500 ft) of road base can be installed per week (Level 1 work) while that number is cut in half for Level 2 work as there is subgrade and drainage improvements that need to be done as well. Work for Level 3 is assumed at 400 feet per week, which is consistent with what was observed in summer 2025 on Level 3 work conducted on Toboggan and Snowmobile roads.

Applying the cost per linear foot of construction by type to the proposed gravel road schedule, and including a 3% annual inflation assumption, produces the following construction cost schedule:

Calendar			Inflation						Weeks of work for a full crew (3-4 Techs)			
Year	Level 1ft	Level 2ft	Level 3ft	Level 1\$	Level 2\$	Level 3\$	Factor	Total Cost	Lev 1	Lev 2	Lev 3	Total
2026	13250	5100	0	\$187,495	\$111,675	\$0	1.00	\$299,171	5	4	0	9
2027	14600	4725	0	\$206,599	\$103,464	\$0	1.03	\$319,365	6	4	0	10
2028	13700	5100	0	\$193,863	\$111,675	\$0	1.06	\$324,146	5	4	0	10
2029	16725	4500	0	\$236,669	\$98,537	\$0	1.09	\$366,289	7	4	0	10
2030	17000	3400	0	\$240,560	\$74,450	\$0	1.13	\$354,547	7	3	0	10
2031	14950	0	1150	\$211,552	\$0	\$62,560	1.16	\$317,771	6	0	3	9
2032	25575	0	2000	\$361,902	\$0	\$108,801	1.19	\$562,043	10	0	5	15
2033	21150	0	0	\$299,285	\$0	\$0	1.23	\$368,083	8	0	0	8
2034	14950	0	850	\$211,552	\$0	\$46,240	1.27	\$326,563	6	0	2	8
2035	26725	0	1175	\$378,175	\$0	\$63,920	1.30	\$576,834	11	0	3	14
2036	21150	0	1250	\$299,285	\$0	\$68,000	1.34	\$493,601	8	0	3	12
2037	17800	0	1200	\$251,881	\$0	\$65,280	1.38	\$439,025	7	0	3	10
2038	27900	0	2550	\$394,802	\$0	\$138,721	1.43	\$760,676	11	0	6	18
2039	21150	0	2400	\$299,285	\$0	\$130,561	1.47	\$631,243	8	0	6	14
2040	19750	0	0	\$279,474	\$0	\$0	1.51	\$422,730	8	0	0	8
2041	27900	0	1925	\$394,802	\$0	\$104,721	1.56	\$778,240	11	0	5	16
2042	24200	0	0	\$342,445	\$0	\$0	1.60	\$549,523	10	0	0	10
2043	22150	0	2700	\$313,436	\$0	\$146,881	1.65	\$760,834	9	0	7	16
2044	29825	0	0	\$422,042	\$0	\$0	1.70	\$718,498	12	0	0	12
2045	24200	0	1000	\$342,445	\$0	\$54,400	1.75	\$695,870	10	0	3	12
2046	24850	0	0	\$351,642	\$0	\$0	1.81	\$635,105	10	0	0	10
2047	29825	0	0	\$422,042	\$0	\$0	1.86	\$785,122	12	0	0	12
2048	25200	0	0	\$356,595	\$0	\$0	1.92	\$683,273	10	0	0	10
2049	24850	0	0	\$351,642	\$0	\$0	1.97	\$693,997	10	0	0	10
2050	29825	0	0	\$422,042	\$0	\$0	2.03	\$857,924	12	0	0	12

Based on this schedule, the average cost of implementation over the next 25 years would be \$549,000 (or \$370,000 in present value). This is a much higher figure than staff had anticipated when this analysis began. However, some of these costs are already budgeted:

FY 2026 Gravel Road Maintenance Budget

Roller Rental (2 weeks)	\$2,750
Mag Chloride (for Dust Control)	\$10,000
Subgrade/Road Base Material	\$16,000
Road Widening Tree & Debris Removal	\$3,000
Miscellaneous Drainage Maintenance Expenses	\$3,000
Engineering for Centerlining	\$5,000
Earth Bind for gravel roads	\$16,000
Earth bind water truck rental	\$6,000
	\$61,750

Additionally, the Town already employs public works operators and they will be paid to do something. So the personnel cost for carrying out this plan may be looked at as an opportunity cost rather than an incremental cost. In other words, you could shift personnel off of various water, parks, and other projects and focus more of their time on road maintenance and then you won't need as much additional funds to implement this gravel road program. The same logic could be used for equipment that is not being purchased/rented exclusively for gravel road work (such as the grader or 10-wheeler). **Staff wishes to emphasize that opportunity cost is a real thing, and that if operator cost is not treated as an incremental cost and there is no additional funding for operators to carry out this plan, the reduction in level of service elsewhere will be noticeable.** If a whole crew plus equipment is dedicated to gravel road maintenance for 10-12 weeks per summer, other projects won't get done or this gravel road program won't be carried out satisfactorily or (more likely) both.

If, following the logic, program costs were brought down to only incremental costs related to implementing this program, the following cost schedule would apply.

Calendar		Inflation			Total Cost
Year	Level 1\$	Level 2\$	Level 3\$	Factor	
2026	\$95,461	\$51,560	\$0	1.00	\$147,021
2027	\$105,187	\$47,769	\$0	1.03	\$157,545
2028	\$98,703	\$51,560	\$0	1.06	\$159,414
2029	\$120,497	\$45,494	\$0	1.09	\$181,383
2030	\$122,478	\$34,374	\$0	1.13	\$176,538
2031	\$107,708	\$0	\$30,909	1.16	\$160,696
2032	\$184,257	\$0	\$53,755	1.19	\$284,199
2033	\$152,377	\$0	\$0	1.23	\$187,404
2034	\$107,708	\$0	\$22,846	1.27	\$165,382
2035	\$192,542	\$0	\$31,581	1.30	\$292,430
2036	\$152,377	\$0	\$33,597	1.34	\$249,933
2037	\$128,241	\$0	\$32,253	1.38	\$222,162
2038	\$201,008	\$0	\$68,538	1.43	\$384,307
2039	\$152,377	\$0	\$64,506	1.47	\$318,500
2040	\$142,290	\$0	\$0	1.51	\$215,227
2041	\$201,008	\$0	\$51,739	1.56	\$393,772
2042	\$174,351	\$0	\$0	1.60	\$279,782
2043	\$159,581	\$0	\$72,569	1.65	\$383,710
2044	\$214,877	\$0	\$0	1.70	\$365,813
2045	\$174,351	\$0	\$26,878	1.75	\$352,855
2046	\$179,034	\$0	\$0	1.81	\$323,355
2047	\$214,877	\$0	\$0	1.86	\$399,734
2048	\$181,555	\$0	\$0	1.92	\$347,879
2049	\$179,034	\$0	\$0	1.97	\$353,339
2050	\$214,877	\$0	\$0	2.03	\$436,800

Under this scenario, the amount of funding needed for the program would be about \$150,000 in 2026 dollars, with \$61,750 already being funded from property tax/sales tax, the amount needed from the Transportation Utility Fee to cover the gap would be about \$90,000.

Additionally, Council may consider the following policy questions that could reduce the cost of implementation:

- Lengthen the cycle of Level 1 treatment on gravel roads from 3 years to 5 years.
- Do not include binding agent in the road base, or only include on selected roads
- Make due with native material and minimize hauling in subgrade
- Exclude any Level 3 roads from the program unless there is a Special Assessment Area (this matches our current policy)

Staff suggests the following scenario:

- Go to a 5-year rotation
- Include half of staff cost, and no incremental cost for the grader or 10-wheelers
- Binder on half the roads
- Reduce rate of construction on Level 3 roads to 500 feet per year after completion of Level 2 roads

This would bring the annual cost of the program to approximately \$185,000 – of which \$61,750 is already budgeted. The incremental amount to be included in the TUF Fee calculation would be \$123,000.

STAFF RECOMMENDATION:

Staff recommends that Council provide direction on desired level of service for gravel road maintenance, which would allow staff to complete the Gravel Road Improvement Schedule and bring to the Council for adoption.

The Council should also review

PROPOSED MOTION:

No motion necessary; informational/discussion item only.

ATTACHMENTS:

- A – January 2024 Staff Report: Pavement Management Plan Update
- B – Gravel Road Inventory
- C – Gravel Road Improvement Schedule



ITEM: PAVEMENT MANAGEMENT PLAN UPDATE

AUTHOR: Aldo Biasi
DEPARTMENT: Public Works
DATE: January 23, 2024
TYPE OF ITEM: Discussion

SUMMARY:

The Council will discuss the increased cost associated with the updated Streets Pavement Management Plan. The Council will direct the staff proceeding forward with the funding options provided by the staff.

BACKGROUND:

The Pavement Management Plan was adopted by the Council in October of 2016 and implemented the following year. From 2017 to 2020, the Town and Public Works did their best to fund and keep the plan on schedule. The plan did fall behind by one year due to cost increases. In that time frame there was also a property tax increase and the Council decided to put an additional \$50,000 toward the streets fund which was greatly appreciated. The Town finished the first cycle of the plan and went into the open three-year period. This period is intended to re-build back the funds for the next cycle of projects. Staff also evaluated if the order of the program needed to be changed. It is staff's opinion that the current order of the streets to be worked on is still the best to proceed forward.

ANALYSIS:

The Town is currently in the second year of the open period. Staff has been assigned the task of updating the costs associated with the plan to provide a better budget number moving forward through the next cycle of projects. After updating the cost, staff has put together a budget plan that will take the Town up to 2036. Staff recommends that Town does not wait to have the third open year and begin the plan again on the correct year it was intended to begin. The Ridgeview area is where the plan begins, and it is in the opinion of staff that this is the worst area of the Town. It should come as no surprise to the Council that costs have doubled from when the plan was developed to the current cost.

Currently the Town puts \$250,000 dollars a year toward the program. With the increase in costs that have taken place, that contribution needs to grow to \$395,000 and then continue to rise at a rate of 3.5% each year to keep up with anticipated costs. Staff has put together some options of how this may be achieved, including reducing costs.

One cost reduction option may include partnering with neighboring cities. Parowan City and Enoch City have recently purchased a chipper. They have had difficulty finding a contractor to do this task for them. Their program is still in the beginning phases and staff will meet and talk with them and see if this something we can and want to join in on to help save on the additional costs. Certainly, Public Works does not lack projects in the summertime, but we are committed to keeping the Pavement Management Program moving forward. Staff is also going to research

if there are any other products out there that can work for the Town and could be added into the program.

The following blocks show the proposed project schedule: (note – SS means “Surface Seal”, Minor means minor reconstruction [generally a 1” pavement overlay with chip seal and replacing areas of failing pavement/subgrade])

2024			2025		
Ridgeview I	SS	\$182,078.00	Ridgeview II	SS	\$135,169.58
			Hunter Ridge I	SS	\$151,900.84
<i>Total Estimated Cost</i>		<i>\$196,644.24</i>	<i>Total Estimated Cost</i>		<i>\$310,036.05</i>
2026			2027		
Steam Engine I, II, III	SS	\$393,853.97	Vasels	SS	\$206,919.96
			Pinehurst	SS	\$130,696.02
			Eagles Roost	SS	\$133,530.00
			Circle Drive	SS	\$12,940.20
<i>Total Estimated Cost</i>		<i>\$425,362.29</i>	<i>Total Estimated Cost</i>		<i>\$522,813.07</i>
2028			2029		
Village Way	SS	\$144,435.20	Trails @ Navajo	SS	\$130,387.92
Red Fox Cir	Minor	\$78,020.54	Shooting Star	SS	\$106,994.16
Kodiak	Minor	\$365,851.20	Yarrow	SS	\$21,599.76
Autumn	Minor	\$253,047.08	Williow	SS	\$34,516.56
Blue Jay	Minor	\$0.00	Alpine, Sierra	SS	\$24,326.64
<i>Total Estimated Cost</i>		<i>\$908,662.34</i>	<i>Total Estimated Cost</i>		<i>\$343,251.04</i>
2030			2031		
Zion View	SS	\$182,078.00	Open Year		
Bristlecone	SS	\$117,149.76			
<i>Total Estimated Cost</i>		<i>\$323,165.98</i>	<i>Total Estimated Cost</i>		<i>\$0.00</i>

2032		
Ridgeview I	SS	\$337,038.00
Total Estimated Cost		
		\$364,001.04

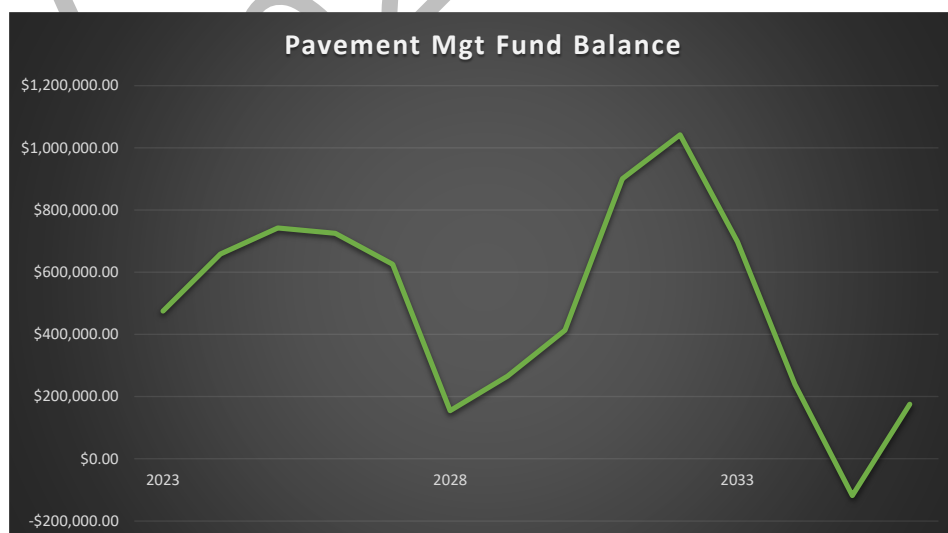
2033		
Ridgeview II	Minor	\$522,034.24
Hunter Ridge I	SS	\$281,353.28
Total Estimated Cost		
		\$867,658.52

2034		
Steam Engine I	SS	\$175,018.48
Steam Engine II	Minor	\$751,383.36
Total Estimated Cost		
		\$1,000,513.99

2035		
Steam Engine III	Minor	\$437,970.52
Vasels	SS	\$412,966.84
Total Estimated Cost		
		\$919,012.35

2036		
Village Way	SS	\$266,866.60
Total Estimated Cost		
		\$288,215.93

With those cost projections, and assuming a \$395,000 contribution in FY 2025, increasing 3.5% each year, the following chart shows projected ending balances in the Pavement Mgt Program each year. There's a dip below zero in 2035, but it quickly rebounds in 2036.



FINANCIAL IMPLICATIONS:

Some cities have begun to implement a “Transportation Utility Fee” (or TUF) to cover their pavement management costs. The Utah League of Cities & Towns has identified 13 municipalities which have implemented such a utility fee, and many more which are interested in doing so once they see how it works with those cities that have it.

Pleasant Grove City implemented the fee in 2018, and almost immediately faced a legal challenge backed by the Libertas Institute (a Libertarian activist group). The challenge weaved its way through the courts with the main question being, is this a fee or a tax? Cities in Utah are allowed to levy reasonable fees for service, but they are limited to levying only the taxes which are explicitly allowed by the State. Therefore, if it was a fee for service, then it was legal. If it was a tax, then they illegally implemented a tax. Just this past year the Utah Supreme Court ruled that it is a fee, although they didn’t weigh in on whether the fee was appropriately calculated (that was remanded to a lower court). The case has since been dropped by Libertas.

So will that open the floodgates for cities which have been waiting to implement a TUF? Not quite yet. The Utah League of Cities & Towns has let cities know that there is almost a certainty that the State Legislature will now take up this issue. It is not believe that the Legislature will remove cities’ ability to levy the fee, but there may be legislation dictating how such a fee is to be calculated.

Staff has investigated how these fees are calculated. We reviewed Pleasant Grove’s fee study, which is based on Provo’s model. Their fee analysis looks at “trip counts” by type of development (single family residential, multi-family residential, and businesses). Then they took the amount needed for the Pavement Mgt Program above and beyond their Class C Road funds and other revenues designated for road maintenance, and spread that out among the different types of development weighted by trip data. Ultimately, they settled on only 3 distinct types:

- Residential \$8.45/mo
- Tier 1 Business \$41.27/mo
- Tier 2 Business \$236.05/mo

Staff believes that if we conducted a similar analysis it would generate a fee of about \$6/mo per residence (very difficult to predict what it would be for businesses). But \$6/mo for 1400 residential units would generate approximately \$100,000 annually, closing the funding gap for our pavement management plan.

STAFF RECOMMENDATION:

Staff recommends the following:

- Set aside \$195,000 from the FY 2023 General Fund surplus and add it to the \$250,000 annual transfer in FY 2025
- Then pursue a Transportation Utility Fee study over the next year and cover as much of the \$195,000 gap ongoing.
- Staff will also continue to pursue efficiencies to try to bring costs down in the overall program

Brian Head Gravel Road Inventory

Sector	Development	Road	Type	Length	Utilities		Gravel Road Analysis				Notes
					Water	Sewer	Stability	Subgrade	Surface	Drainage	
North	Ski View Estates	Kokopelli Loop	Gravel	1300	To 416 West	To 416 West	Kinda	None	Rough	None	Needs mostly full build, subgrade/Draining/Road Base
North	Ski View Estates	Sandstone Drive	Gravel	1600	To 1st lot	To 1st lot	X	None	OK	No	Some Rutting, needs road base
North	Ski View Estates	Ski View Drive	Gravel	1150			Kinda	None	Rough	None	Needs mostly full build, subgrade/Draining/Road Base
North	Ski View Estates	Ermine Court	Jeep Trail	400							Roughed In, Full Build
North	Ski View Estates	Yankee Lookout	Jeep Trail	1900							Roughed In, Full Build
North	Ski View Estates	Columbine Circle	Jeep Trail	400							??? Didn't evaluate
North	Ski View Estates/Mountair Evergre	Aspen Drive	Gravel	2750	To Kokopelli	To Kokopelli	X	?	Ok	X	Needs new road base, a little drainage re-established
North	Mountair Evergreens	Fir Street	Gravel	1000	X	X	X	?	Bad	X	Potholes, drainage runs down the middle
North	Mountair Evergreens	Spruce Street	Gravel	1500	X	X	X	?	Ok	X	Needs new road base, a little drainage re-established
North	Mountair Evergreens	Bobcat Road	Private	600	Private	Private					
North	Mountair Evergreens	Circle Drive	Gravel	2100	X	X	X	Probably	Ok	X	Needs fresh road base, a little drainage re-established
North	Mountair Evergreens	Half Circle Drive	Gravel	750	X	X	X	Probably	Ok	X	Needs fresh road base, a little bumper than Circle
North	Mountair Evergreens	Gurr Well Road	Gravel	1400	X	X	X	Probably	Ok	X	A few roacks jutting up, needs a culvert or something to deal with drainage
West	Navajo Ridge	Adams Circle	Gravel	750	X	X	X	?	Poor	?	Whatever drainage we did didn't work, needs help
West	Navajo Ridge	Holyoak Circle	Gravel	500	X	X	X	X	Ok	No	Just needs grader/fresh road base, drainage established
West	Navajo Ridge	Corry Circle	Jeep Trail	500	X	X					Roughed In, Full Build
West	Navajo Ridge/Trails at Navajo	Hunter Ridge Drive (Upper)	Gravel	4000	X	X	X	X	Ok	X	Needs fresh road base, drainage touch up
West	Woodbridge	Pinetree Way	Gravel	950	where water is		X	None	Poor	No	Maybe a candidate for Iron Wolf
East	Brian Head Unit 1	Rue Jolley Road	Gravel	1950	X	X	X	X	Ok	X	Pretty Good, Put on Road Base Rotation
East	Brian Head Unit 1	Lee Street	Gravel	600	X	X					
East	Brian Head Unit 1	Jensen Street	Gravel	450	X		X	?	Ok	No	Needs drainage and fresh road base
East	Brian Head Unit 2	Rue Jolley Road (Lower)	Jeep Trail	350							Roughed In, Full Build
East	Brian Head Unit 2	Alpine Court	Private	600	X	X					
East	Cedar Breaks Mountain Estates	Mountain View Drive	Gravel	2300	X	X	X	Probably	Ok	X	Put on road base rotation
East	Cedar Breaks Mountain Estates	Forest Drive (Lower)	Gravel	1900	X		X	Probably	Patchy	X	Needs full road base run
East	Cedar Breaks Mountain Estates	Forest Drive (Upper)	Jeep Trail	1150	To 418 N						Roughed In, Full Build
East	Cedar Breaks Mountain Estates	Falcon Court	Gravel	2000	To 331		X	No?	Rough	X	First part might need Iron Wolf, needs drainage re-established
East	Cedar Breaks Mountain Estates	Fox Run	Gravel	250	X		X	Probably	Ok	X	Put on road base rotation
East	Cedar Breaks Mountain Estates	Elk Drive	Gravel	1850			X	Probably	Ok	X	Has a few rocks jutting up, needs drainage better established
East	Cedar Breaks Mountain Estates	475 North (West)	Gravel	425			X	?	Little Rough	Kinda	Might need an Iron Wolf
East	Cedar Breaks Mountain Estates	475 North (East)	Jeep Trail	425							Roughed In, Full Build
East	Cedar Breaks Mountain Estates	275 East	Gravel	1350			X	?	Rough	Kinda	Needs widening, maybe an Iron Wolf
East	Cedar Breaks Mountain Estates	Deer Trail (Lower)	Gravel	1100			X	Maybe	Ok	X	Put on road base rotation
East	Cedar Breaks Mountain Estates	Deer Trail (Upper)	Jeep Trail	675							Roughed In, Full Build
East	Cedar Breaks Mountain Estates	Quakie Drive	Gravel	750			Kinda	No	Rough	No	Might need Iron Wolf in spots, might be a full build
East	Cedar Breaks Mountain Estates	Hidden Lake Road	Gravel	800	X	X	X	Probably	Ok	X	Put on road base rotation
East	Cedar Breaks Mountain Estates	Trail Road (North)	Jeep Trail	500							Roughed In, Full Build
East	Cedar Breaks Mountain Estates	Trail Road (South)	Gravel	1250	X	X	X	X	Good	Yes	Drainage issues in a couple spots, needs a blade
East	Cedar Breaks Mountain Estates	Meadow Lane Drive	Unbuilt	375							In a marsh
East	Cedar Breaks Mountain Estates	Arrow Leaf Drive	Jeep Trail	1500							Roughed In, Full Build
East	Cedar Breaks Mountain Estates	Scenic Drive	Gravel	1150	To Lupine Ct		X	Probably	Meh	No	Few rocks jutting up, needs drainage/road base
East	Cedar Breaks Mountain Estates	Lupine Court	Gravel	150	X		?	?	Ok	?	Recently built, not sure if it was built well
East	Cedar Breaks Mountain Estates	450 East (Upper Mountain View)	Gravel	850			X	Probably	Ok	Kinda	Better drainag and fresh road base
East	Cedar Breaks Mountain Estates	Pine Trail	Gravel	300			X	?	Ok	No	Few potholes, needs drainage and road base
East	Cedar Breaks Mountain Estates	Copper Lane	Gravel	550			X	?	Ok	No	Few potholes, needs drainage and road base
East	Ski Haven Chalets	Ponderosa Drive	Gravel	1250	X						Needs Iron Wolf, road base
East	Ski Haven Chalets	Cougar Court	Unbuilt	150							Full Build (too steep)
East	Ski Haven Chalets	Snow Shoe Drive	Gravel	1750	X	X					Waiting for post-SAA Road Base
East	Ski Haven Chalets	Snow Shoe Circle	Unbuilt	600							Full Build

Sector	Development	Road	Type	Length	Water	Sewer	Stability	Subgrade	Surface	Drainage	Notes
East	Ski Haven Chalets	Snowman Drive	Gravel	2050	To 302	To 302					Waiting for post-SAA Road Base
East	Ski Haven Chalets	Toboggan Lane (West)	Gravel	1600	To Snowmobile	To Snowmobile					Waiting for post-SAA Road Base
East	Ski Haven Chalets	Toboggan Lane (East)	Gravel	2000							Full Build
East	Ski Haven Chalets	Toboggan Circle	Gravel	300	X	X					Waiting for post-SAA Road Base
East	Ski Haven Chalets	Snow Mobile Road (West)	Gravel	700	Up to 268	Up to 268					Waiting for post-SAA Road Base
East	Ski Haven Chalets	Snow Mobile Road (East)	Gravel	2400							Full Build
East	Ski Haven Chalets	Spring Circle	Jeep Trail	1800							Roughed In, Full Build (3800 ft total, about 2000ft is Ski Run)
East	Ski Haven Chalets	Skater Circle	Jeep Trail	350	X						Ski Run
East	Ski Haven Chalets	Sleigh Circle	Jeep Trail	900							Ski Run
East	Ski Haven Chalets	Saddle Back Road	Unbuilt	350							Full Build
East	Ski Haven Estates	Boulder Way	Jeep Trail	850							Roughed In, Full Build
East	Ski Haven Estates	Pine Circle	Unbuilt	200	X						Full Build (there's a roughed in water easement right next to it)
East	Ski Haven Estates	Brook Circle	Jeep Trail	350							Full Build (Town owns half the lots)
East	Ski Haven Estates	Raven Court	Jeep Trail	250							Roughed In, Full Build
East	Ski Haven Estates	Shale Drive	Jeep Trail	2700	578 Only						Roughed In, Full Build
East	Ski Haven Estates	Rocky Road	Jeep Trail	700							Full Build (Town owns lots, maybe ski run)
East	Ski Haven Estates	Grand Ski View	Jeep Trail	650							Completely disconnected
East	Cedar Breaks Mountain Homesite	Lookout Circle	Gravel	650	X		X	Probably	Ok	?	Few rough potholes
East	Cedar Breaks Mountain Homesite	Irish Trail	Gravel	350	X		X	Probably	Good	X	Put on Road Base Rotation
East	Cedar Breaks Mountain Homesite	Old Mill Road	Gravel	1100	536 to 584		X	?	Poor	Not Really	Poor Drainage -- Partial full build
East	Cedar Breaks Mountain Homesite	Park-U-Pine Way (675 East???)	Gravel	850	to 1st lot past 691		X	Probably	Good	X	Put on Road Base Rotation
East	Cedar Breaks Mountain Homesite	Park-U-Pine Walk	Gravel	2650			X	?	Ok	X	First Part Good, 2nd Part full build
East	Cedar Breaks Mountain Homesite	Quill Road	Jeep Trail	850							Roughed In, Full Build
East	Cedar Breaks Mountain Homesite	Spiney Lane	Jeep Trail	200							Roughed In, Full Build
East	Sunset Mountain	275 North (lower Shady Dell)	Jeep Trail	550							Roughed In, Full Build
East	Sunset Mountain	Blue Jay Way	Gravel	1050	To 242		X	Probably	Ok	X	Put on Road Base rotation
East	Sunset Mountain	Sunrise Circle	Gravel	350	X		X	Probably	Ok	Poor	Put on Road Base rotation
East	Timbercrest	Granite Court	Jeep Trail	1150	(undetermined)						Roughed In, Full Build
East	Timbercrest	Plateau Place	Jeep Trail	1400							Roughed In, Full Build
East	Timbercrest	Pond Circle	Jeep Trail	300							Roughed In, Full Build
East	Timbercrest	Antelope Drive	Jeep Trail	1000							Roughed In, Full Build
East	Timbercrest	Forest Drive	Jeep Trail	1400							Roughed In, Full Build
East	Steam Engine Meadows	Autumn Drive (Upper)	Gravel	950	X	X	X	X	Ok	X	Needs a blade, put on road base rotation
East	Steam Engine Meadows	Paddington Circle	Gravel	500	X	X	X	X	Ok	X	Needs a blade, put on road base rotation
East	Cedar Breaks Mountain Homesite	Ridge Top Drive	Gravel	1500	East Half		Kinda	?	Poor	Poor	Ok in spots, unstable in others
East	Cedar Breaks Mountain Homesite	Ranger Court	Jeep Trail	450	To 1024						Roughed In, Full Build
East	Cedar Breaks Mountain Homesite	Meadow Drive	Gravel	1200	Partial		No	No	Poor	Poor	Partially built, but basically a full build
East	Cedar Breaks Mountain Homesite	Olympic Drive	Jeep Trail	800							Roughed In, Full Build
East	Cedar Breaks Mountain Homesite	Margie Lane	Jeep Trail	600							Roughed In, Full Build
East	Cedar Breaks Mountain Homesite	Salt Pile Drive	Jeep Trail	1350	X						Roughed In, Full Build
South	???	Vasels Road (South)	Gravel	1900	X						
South	Brian Head Unit 3	Snowflake Lane	Gravel	1000	X	X	X	Probably	Ok	Ok	Put on Road Base Rotation
South	Brian Head Unit 3	775 South	Jeep Trail	700	X						Roughed In, Full Build
South	Brian Head Unit 3	Driftwood Drive	Jeep Trail	1100							Roughed In, Full Build
South	Brian Head Unit 3	Paintbrush Drive	Jeep Trail	1050							Roughed In, Full Build
South	Ski Line Sites	Nordic Court	Gravel	350	To 1039						

Gravel Road Maintenance Improvement Schedule

Road	Current			Scheduled Improvements...																									
	Length	Grade	Priority	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	
275 East	1350	2	Medium			2				1			1			1			1			1			1			1	
275 North (lower Shady Dell)	550	3	No Public Build Recommended																1										
450 East (Upper Mountain View)	850	2	Medium			2				1			1			1			1			1				1		1	
475 North (East)	425	3	Consider - Connection/Fire Access																3	-->		1				1		1	
475 North (West)	425	2	Low		2		1			1			1			1			1			1				1		1	
775 South	700	3	Consider - Proximity/Access												3			1			1			1			1		
Adams Circle	750	2	High				2				1			1			1			1			1			1			
Antelope Drive	1000	3	Consider - Collector																				3			1			
Arrow Leaf Drive	1500	3	Consider - Connection/Fire Access																3	-->		1				1		1	
Aspen Drive	2750	1	Rotation		1			1			1			1			1			1			1			1			
Autumn Drive (Upper)	950	1	Rotation			1			1			1		1		1		1			1			1			1		
Blue Jay Way	1050	1	Rotation		1			1			1			1			1			1			1			1			
Boulder Way	850	3	Consider - Collector									3			1			1			1			1			1		
Brook Circle	350	3	No Public Build Recommended																										
Circle Drive	2100	1	Rotation		1			1			1			1			1			1			1			1			
Columbine Circle	400	3	No Public Build Recommended																										
Copper Lane	550	2	Medium			2				1			1			1			1			1				1		1	
Corry Circle	500	3	Consider - Utilities Complete												3					1			1			1			
Cougar Court	150	3	No Public Build Recommended																										
Deer Trail (Lower)	1100	1	Rotation	1			1			1			1			1			1			1			1			1	
Deer Trail (Upper)	675	3	Consider - Connection/Fire Access										3			1			1			1				1		1	
Driftwood Drive	1100	1	Rotation			1			1			1			1			1			1			1			1		
Elk Drive	1850	1	Rotation	1			1			1			1			1			1			1				1		1	
Ermine Court	400	3	No Public Build Recommended																										
Falcon Court	2000	2	Medium		2		1			1			1			1			1			1				1		1	
Fir Street	1000	2	High	2				1			1			1			1			1			1			1			
Forest Drive	1400	3	No Public Build Recommended																										
Forest Drive (Lower)	1900	1	Rotation	1			1			1			1			1			1			1				1		1	
Forest Drive (Upper)	1150	3	Consider - Connection/Fire Access						3				1			1			1			1				1		1	
Fox Run	250	1	Rotation	1			1			1			1			1			1			1				1		1	
Grand Ski View	650	3	No Public Build Recommended																										
Granite Court	1150	3	Consider - Collector													3				1			1			1			
Gurr Well Road	1400	2	High	2				1			1			1			1			1			1			1			
Half Circle Drive	750	1	Rotation		1			1			1			1			1			1			1			1			
Hidden Lake Road	800	1	Rotation	1			1			1			1			1			1			1				1		1	
Holyoak Circle	500	1	Rotation		1			1			1			1			1			1			1			1			
Hunter Ridge Drive (Upper)	4000	1	Rotation		1			1			1			1			1			1			1			1			
Irish Trail	350	1	Rotation	1			1			1			1			1			1			1				1		1	
Jensen Street	450	2	Medium		2		1			1			1			1			1			1				1		1	
Kokopelli Loop	1300	2	Medium					2			1			1			1			1			1			1			
Lee Street	600	2	High		2		1			1			1			1			1			1				1		1	
Lookout Circle	650	1	Rotation	1			1			1			1			1			1			1				1		1	
Lupine Court	150	2	Low			2				1			1			1			1			1				1		1	
Margie Lane	600	3	No Public Build Recommended																										
Meadow Drive	1200	2	Medium	2		1			1			1			1			1			1			1			1		
Meadow Lane Drive	375	3	No Public Build Recommended																										
Mountain View Drive	2300	1	Rotation	1			1			1			1			1			1			1				1		1	
Nordic Court	350	3	No Public Build Recommended																										
Old Mill Road	1100	2	Medium				2			1			1			1			1			1				1		1	
Olympic Drive	800	3	Consider - Collector											3				1			1			1			1		
Paddington Circle	500	1	Rotation			1			1			1			1			1			1			1			1		

Gravel Road Maintenance Improvement Schedule

Road	Length	Current		Scheduled Improvements...																								
		Grade	Priority	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050
Paintbrush Drive	1050	1	Rotation			1			1			1			1			1			1			1			1	
Park-U-Pine Walk	2650	2	Medium				2			1			1			1			1			1			1			1
Park-U-Pine Way (675 East???)	850	1	Rotation	1			1			1			1			1			1			1			1			1
Pine Circle	200	3	No Public Build Recommended																									
Pine Trail	300	2	Medium			2				1			1			1			1			1			1			1
Pinetree Way	950	2	Low					2			1			1			1			1			1			1		
Plateau Place	1400	3	Consider - Collector													3				1			1			1		
Pond Circle	300	3	No Public Build Recommended																									
Ponderosa Drive	1250	2	Medium		2				1			1			1			1			1			1			1	
Quakie Drive	750	2	Medium			2				1			1			1			1			1			1			1
Quill Road	850	3	No Public Build Recommended																									
Ranger Court	450	3	Consider - Connection/Fire Access											3				1			1			1			1	
Raven Court	250	3	No Public Build Recommended																									
Ridge Top Drive	1500	2	High	2		1			1			1			1			1			1			1			1	
Rocky Road	700	3	No Public Build Recommended																									
Rue Jolley Road	1950	1	Rotation	1			1			1			1			1			1			1			1			1
Rue Jolley Road (Lower)	350	3	No Public Build Recommended																									
Saddle Back Road	350	3	No Public Build Recommended																									
Salt Pile Drive	1350	3	No Public Build Recommended																									
Sandstone Drive	1600	1	Rotation		1			1			1			1			1			1			1			1		
Scenic Drive	1150	2	Medium			2				1			1			1			1			1			1			1
Shale Drive	2700	3	Consider - Collector																		3	-->		1			1	
Skater Circle	350	3	No Public Build Recommended																									
Ski View Drive	1150	2	Low					2			1			1			1			1			1			1		
Sleigh Circle	900	3	No Public Build Recommended																									
Snow Mobile Road (East)	2400	3	Consider - Collector														3	-->			1			1			1	
Snow Mobile Road (West)	700	1	Rotation			1			1			1			1			1			1			1			1	
Snow Shoe Circle	600	3	No Public Build Recommended																									
Snow Shoe Drive	1750	1	Rotation			1			1			1			1			1			1			1			1	
Snowflake Lane	1000	1	Rotation			1			1			1			1			1			1			1			1	
Snowman Drive	2050	1	Rotation			1			1			1			1			1			1			1			1	
Spiney Lane	200	3	No Public Build Recommended																									
Spring Circle	1800	3	No Public Build Recommended																									
Spruce Street	1500	1	Rotation		1			1			1			1			1			1			1			1		
Sunrise Circle	350	1	Rotation		1			1			1			1			1			1			1			1		
Toboggan Circle	300	1	Rotation			1			1			1			1			1			1			1			1	
Toboggan Lane (East)	2000	3	Consider - Collector							3	-->				1			1			1			1			1	
Toboggan Lane (West)	1600	1	Rotation			1			1			1			1			1			1			1			1	
Trail Road (North)	500	3	Consider - Connection/Fire Access										3			1			1			1			1			1
Trail Road (South)	1250	1	Rotation	1			1			1			1			1			1			1			1			1
Vasels Road (South)	1900	3	No Public Build Recommended																									
Yankee Lookout	1900	3	No Public Build Recommended																									

Key

Grade 1 Improvements:

Grade 2 Improvements:

Grade 3 Improvements:

Maintain -- Pothole repair, road base & Earth Bind refresh, drainage cleanout/repair (3 year rotation)

Heavy Maintenance -- Re-establish drainage, Iron Wolf or subgrade import, road base & Earth Bind, install/repair culverts

Full Road Build -- Survey centerline, widen, establish drainage, Iron Wolf or subgrade import, road base & Earth Bind, install culverts



STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Public Safety Future Staffing Plan
AUTHOR: Dan Benson
DEPARTMENT: Public Safety
DATE: January 28, 2026
TYPE OF ITEM: Discussion

SUMMARY:

This report is to inform Council on the past, current and possible future trigger points regarding staffing levels for Public Safety. It will address topics of the workload that the Brian Head Marshals handle and break some of that workload down by separating law, fire, EMS incidents as well as administrative assistance to the public safety department.

BACKGROUND:

History of Staffing: In 2000 Brian Head hired their 5th full-time deputy. This brought our staffing levels to 5 deputies and 1 part-time fire marshal. In 2008 due to the economic crisis staffing was cut. The thought was that we needed to maintain our law enforcement presence, so the part-time fire marshal was let go. Deputies attempted to maintain the now expected fire service by taking over all training of volunteers, service and inspection of all fire and EMS equipment, and the daunting task of fire inspections on our commercial properties including condominiums. In 2012 with the retirement of Marshal Bulloch, the Public Safety Department lost a full-time deputy marshal position as the director position was filled internally without backfilling the vacated deputy position. We were once again tasked with maintaining the same level of service in public safety with now only 4 full-time marshals and the volunteer firefighters.

In 2015 it was very evident that we were failing in many levels of public safety including appropriate coverage of shifts, equipment inspections, training and fire inspections. At that time, we hired Deputy Abbott as a part-time fire inspector/EMT-Paramedic. Moving into 2016 it was evident that we needed to be more proactive and get appropriate public safety coverage and it was evident that our law enforcement side was lacking and needed more attention. We hired Deputy Abbott as a full-time Public Safety Officer which now includes him as a Deputy Marshal. This brought us to a staffing status of 5 full-time deputy marshals and still falling short of our staffing we had from 2000 to 2008 of having an additional part-time fire marshal.

In 2021 it was evident that Brian Head was growing in popularity, and the current level of public safety staffing (5 marshals) was not able to keep up with the level of service that was appropriate and in line with our "Vision", and "Goals". An analysis of what our number of incidents per deputy was generated and compared to numerous other agencies in our area. It was very evident that our marshals were handling a much larger volume of incidents than other agencies. A strategy was formed based on the information gathered and the idea of

keeping a more proactive level of staffing. After a series of public input sessions, two more deputies (and a Code Enforcement Officer) were hired, making our total staffing level of 7 full-time marshals. The Town implemented a 20% property tax increase and a new nightly rental business license fee to fund the new positions.

In 2025 it was agreed that we wanted to stay proactive in our coverage while at the same time creating a greater focus on fire and EMS, both staff and council saw the need to hire an 8th deputy. This was contingent on finding the funding for this new position. We were currently looking for areas in the projected budget that we could find funds for this position. Some of the funding was found, but not enough for the entirety of the position. We were currently in negotiations with Iron County on our ongoing annual fire agreement that consisted of Iron County paying Brian Head Town \$40,000 annually to handle fire services within our fire jurisdiction. Working with our commissioners it was determined that at that time the county would not be able to support an increase in our agreement. With this news it felt as if this position would not be affordable to the town. But during budget meetings and during the fee schedule review it was determined that an additional fee could be assessed to the Short-Term Rental program that would then afford us our 8th deputy position. This was decided on and we were able to hire a new deputy and sent him to POST for training. He graduated POST in December of 2025 and is currently in “Field Training” until March 2026. With anticipated completion of “Field Training” we will then be able to have one designated deputy fall into a fire/EMS shift with the ability to assist when needed with law enforcement operations. This deputy will handle the majority of our fire inspections, medical calls, and we will be able to keep up on our equipment inspections and certifications.

Brian Head Public Safety continues to monitor the number of incidents our marshals are handling. We are within our trigger points which suggests that staffing is maintaining a proactive approach to policing and public safety. We are currently planning on spreading out the workload focusing on the three major areas of public safety which are law enforcement, fire, and emergency medical services.

With forward thinking and planning we would appreciate the continued approach to staying ahead of planned growth and workload. With our current level we see that we will be able to spread the fire workload out to our 8th deputy position. We would like to keep in mind that this only provides us a Fire/EMS deputy for one of our crews. With a 9th deputy we would be able to keep crews balanced with one dedicated deputy focusing on Fire and EMS giving us a fire guy every day of the week, barring vacation, sickness, etc. Also, with this increase in manpower we are seeing the need for more administrative work. We currently have an Administrative Assistant who is handling all our reporting needs for police, fire and EMS. She is also assisting with training needs and tracking as well as getting very busy with GRAMA requests for reports. We are getting very used to contacting her for help and it is starting to roll over into her time off. We see a great need for this position to go from a part-time Administrative Assistant to a Full-time Administrative Assistant. We would ask council to look at this position as a HIGH Priority for Public Safety.

ANALYSIS:

In 2020 the marshals handled 211 incidents per deputy. This was by far the most incidents per marshal when compared to other agencies in Iron County. It was determined that we

would try and bring that average down to match other smaller agencies more like Brian Head. The goal of reducing that average to a more manageable number of 150 incidents was our target. Over the past 3 years since having 7 deputies, we have averaged 164 incidents per marshal. Keeping us within reason of our target. But in 2023, incidents peaked at 1225 or 175 per deputy. This is trending above our manageable target, and we should start seriously looking at adding additional personnel.

It is the opinion that we are currently staffed at an adequate level to proactively handle incidents in Brian Head, but we are concerned with providing a high level of service for our citizens and guests. It has become our approach that as we may continue to see incident numbers rise, that we should use that to gauge staffing levels. The following is an example of what those thresholds would be.

Incidents to Deputies:

1050= 7 deputies

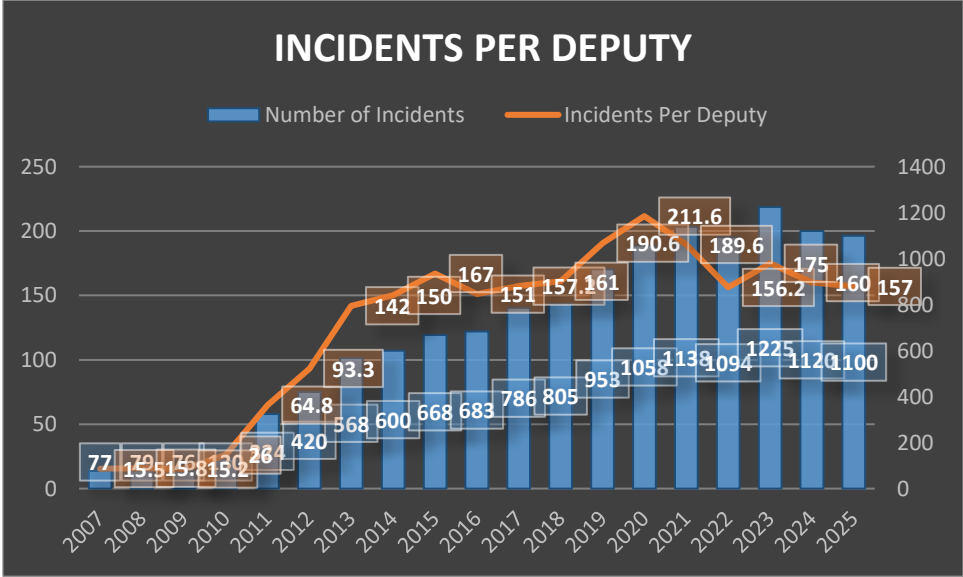
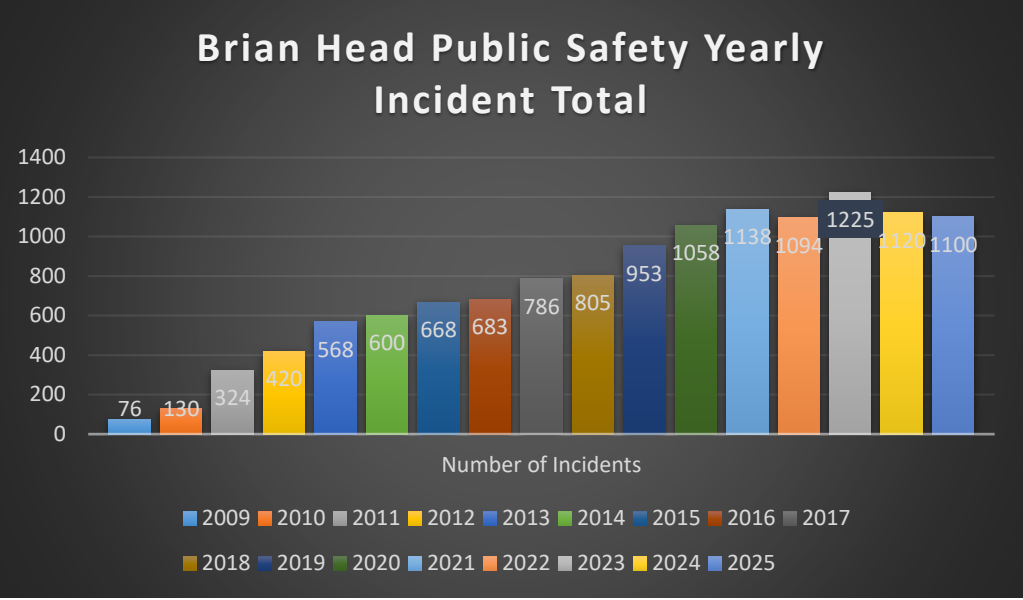
1200= 8 deputies

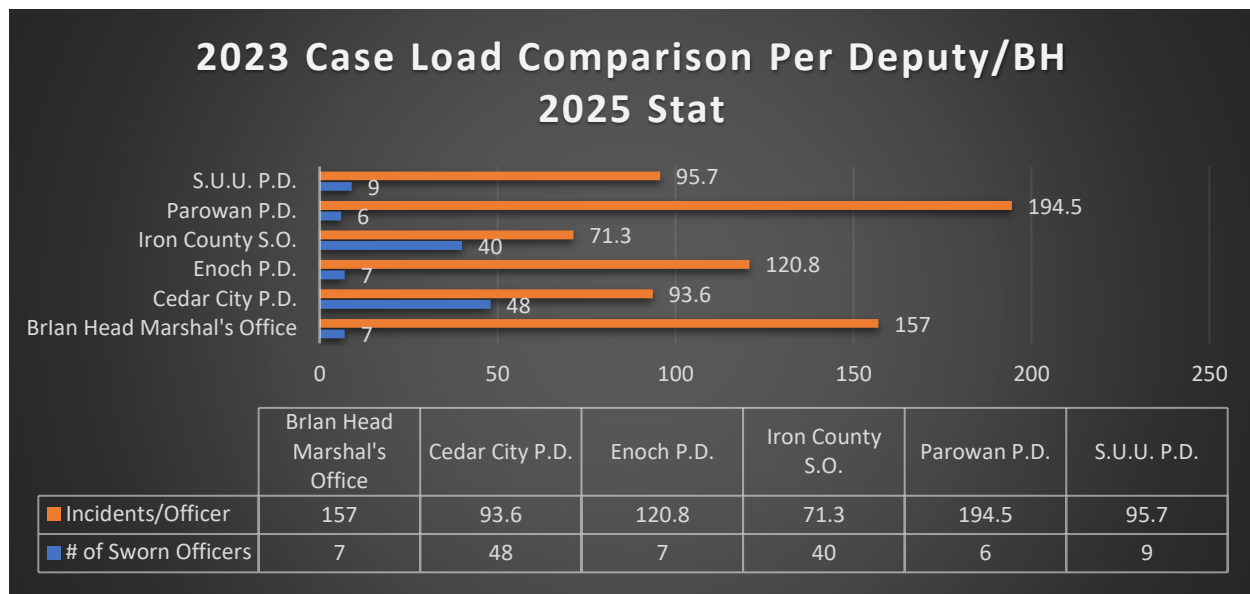
1350= 9 deputies

1500= 10 deputies

- Graphs:

- Figure 1 – Shows how our case load/ incident numbers have continued to climb over the past decade. 2011 to present is when we became more automated with our system and ability to readily pull incident numbers with our computers in our patrol vehicles. The data shows a 29% increase between 2019-2024.
- As we look at the slight drop in incident numbers for 2022, we can see a testament to proactive policing. In February of 2022 we had 1 deputy retire. We did not fill that position until July of 2022. We also had one deputy in EMT school for 5 months. This shows how deputies that are proactive in our community are finding and building incidents while on patrol.
- We also believe that our 2023 numbers would have been higher had we been at full staffing levels. We were down a deputy for more than 6 months due to injuries, surgeries and recovery time.
- In 2025 Deputy Burton retired in October and we were not able to fill his position until January 5th, 2026. We also had our “8th” deputy in POST training until December. This left us short-handed for 3 months. Possibly affecting our proactive policing approach.





With current staffing levels we plan to break out the public safety incidents into types of service. If we look at the past three years of incidents, we have found that an average of 1/3 is fire and medical related. We are currently planning on our 8th deputy targeting fire and EMS, thus lessening the load on the marshals. This leads us to a consideration of looking towards a 2nd full-time “fire” marshal positions. Giving us balanced coverage through the work schedule and with each crew having a deputy targeting Fire and EMS.

2020 Medical/Fire Incidents:

Medicals= 76
 Inspections= 215
 Total= 385

2021 Medical/Fire Incidents:

Medicals= 96
 Inspections= 149
 Total= 349

2022 Medical/Fire Incidents:

Medicals= 126
 Inspections= 172
 Total= 373

2023 Medical/Fire Incidents

Medicals= 123
 Inspections=213
 Total=336

2024 Medical/Fire Incidents

Medicals= 147
 Inspections= 207
 Fire Calls= 85
 Total= 439

2025 Medical/Fire Incidents

Medicals= 162

Inspections= 286

Fire Calls= 71

Total= 519

Often, we see patrol deputies get called to a fire incident. The question then is do I go to the incident direct for a quick response, or do I need to go to the firehouse and get a fire apparatus to handle the incident. With fire staff on hand and able to respond direct from the station with apparatus appropriate to the initial call out. We can speed up a response and alleviate the possibility of arriving on scene not fully prepared for what we have to deal with.

FINANCIAL IMPLICATIONS:

In January 2026, staff argued that increases in Public Safety staffing should be tied to a property tax increase. Staff believes that Public Safety is a core service that should be aligned with Town's most basic and stable funding source. The Town's FY 2026 budget includes nearly \$1.6 million in the General Fund for Public Safety operations. There is also the asset replacement program annual set-aside of \$305,000, of which approximately half is for Public Safety. If all of the property tax general levy were put toward these expenses, it would only cover about 68% of ongoing Public Safety expenses. Staff continues to recommend that Council consider a policy that a certain percentage of Public Safety operating expenses be covered by property taxes, stabilizing Public Safety funding moving forward.

During the Strategic Planning Retreat last January, Council expressed concern over the idea of doing a property tax increase to fund two new deputy positions. Staff returned during the budget process with a proposed budget that included one new deputy funded by a combination of new growth in property tax (ie: additional property tax dollars the Town is allowed to collect as new construction hits the tax rolls) and a projected increase in revenue (of about \$40,000) from a renegotiated fire coverage agreement with Iron County. Council adopted the budget with those assumptions. However, negotiations with the County stalled for a time and the \$40,000 revenue increase was in doubt. The Council then adopted a higher business license fee on short-term rentals (STR Fee) to make up the difference and staff proceeded with hiring a new officer. Later, negotiations with the County were completed and the Town will now collect the additional revenue of \$40,000 from the County, along with the additional STR fees.

Staff did receive a noticeable amount of negative feedback from STR owners regarding the increased fee. Some felt like the fee was done without enough notice or opportunity for input from the STR community. They also felt the fee was too high.

Staff is proposing converting the part-time administrative assistant position in the upcoming budget to a full-time position. This would have a budget impact in the General Fund of approximately \$54,000. If the Council were to choose to leave the STR fees at their present level to fund the 8th officer, the \$40,000 from the County would largely offset this additional administrative cost.

Staff is not anticipating proposing a new deputy in the F 27 budget, as we would prefer to wait and see how case loads begin to shake out now that we are fully staffed to eight deputies. One new deputy fire marshal position at a cost of \$150,000 (fully equipped), if we were to fund the entirety with a property tax increase, the cost would be about \$91/yr on a \$350,000 condo.

STAFF RECOMMENDATION:

Staff recommends that the Council continues to consider thresholds/trigger points to increase staffing levels. These marks will help in the planning for future growth as well as providing administration and staff with an idea of what and when relief staffing levels can be expected. Staff also recommends the Council continue to monitor the different areas of public safety (law, fire, EMS, administrative assistance) to help in determining if there is a better option of targeting a specific area of public safety when discussing staffing levels.

As we currently sit, we would make recommendations to increase the Administrative Assistant to a full-time position and continue monitoring work load on deputies, potentially considering the addition of another deputy marshal in FY 2028. We would then assign the one new deputy with a crew that would then afford us one per crew. Their primary focus would be Fire and EMS and final focus of law. This would keep patrol deputies more proactive and lift the burden of fire calls and fire inspections as well as primary on medical to a staff member that would be primary on those incidents.



STAFF REPORT TO THE TOWN COUNCIL

ITEM: PUBLIC WORKS STANDARDS & PROCEDURES

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: January 28, 2026
TYPE OF ITEM: Discussion

SUMMARY:

The Council will hold a discussion regarding a potential update of the Brian Head Town Public Works Standards, as well as other policies related to Public Works operations.

BACKGROUND:

When people need to do construction in the Town right-of-way or Brian Head Town or add to, modify or otherwise construct public works infrastructure (including new subdivision construction), they are required by Title 8 of the Brian Head Town Code to follow the Public Works Standards. The current Public Works Standards for Brian Head Town were adopted by the Council in 2007 and have only been officially amended once in 2018 to include additional testing requirements for sewer main installation.

ANALYSIS:

Public Works Standards

An updated document containing the Town's official Public Works Standards (the 2007 adopted standards plus the 2018 amendment) is attached. It addresses the following areas:

- General Requirements (such as safety, inspections, testing, etc)
- Earthwork
- Excavation & Backfill for Trenches
- Water Lines & Service Connections
- Sanitary Sewer, Storm Drain Lines & Laterals
- Concrete Curb, Gutter & Sidewalk
- Asphalt Paving & Granular Base Course
- Portland Cement Concrete
- Work Site Traffic Control

Additionally, there are many standard drawings addressing:

- Roadway details
- Storm Drainage
- Water & Sewer
- Street Signs and Lights
- Rock Walls

The following table shows a comparison of some of the most common or significant standards contained in the document and how they compare to neighboring communities standards.

Significant Standards			Standards			
Category			Brian Head	Iron Co	Cedar City	Tocquerville
Trenching	Bedding	Depth	4" below pipe		32" Min.	Varies per use
		Material	2" minus (1" minus for PVC)		Varies, Depends on Lifts	Varies, Depends on Lifts
		Compaction	95%		95%	95%
	Pipe Zone	Depth	12" above pipe		Varies Pipe Use, 12" Min.	Varies Pipe Use, 12" Min.
		Material	2" minus (1" minus for PVC)		Varies, Depends on Lifts	Varies, Depends on Lifts
		Compaction	95%		95%	95%
	Backfill	Roadways	95% Compaction		95%	95%
		Not Roadway	85% Compaction		95%	95%
Water	Pipe	Material	Ductile or PVC	Not Specified	Ductile or Copper K to 2"	Ductile or PVC
		Depth	7' min - 8' max	Not Specified	3' - the Frost Depth is 30"	3'
		Size		6" Min.	8" min FH, 4" min. Lateral	8" min FH, 4" min. Lateral
	Water Pressure			Not Specified	20 to 40 PSI	40 psi
Sewer	Pipe	Material	Ductile or PVC or Polyethylene	Not Specified	PVC or ABS	PVC or ABS
		Size	8" min public, Lateral =	8" Min.	8" Public/FH(300) 4" Lat.	8" Public/FH(300) 4" Lat.
		Slope	0.4% for 8 in pipe (10% max)	Not Specified	0.5% in 8", min. = .013"/ft	0.5% in 8", min. = .013"/ft
	Manholes	Material	Precast reinforced concrete	Not Specified	Concrete(PC), Iron Lids	Concrete(PC), Iron Lids
Storm Drain	Size	15 in min		18" min public, 15" Dway	18"	
	Min. Slope			0.30%	0.30%	
	Material			Concrete,Coor Poly/Prop	Concrete,Coor Poly/Prop	
	Curb&Gutter					
	Min. Slope			0.40%	0.40%	
Roads	Road Base	Material	<i>*Some AASHTO Gradation *</i>	AASHTO M-145	AASHTO Varies,UDOT8-	AASHTO
		Depth	8" (standard drawing)	6" Min.	6" to 8"	6" to 12"
		Compaction	95%	95%	95%	95%
	Asphalt	Material	UDOT Spec 1/2" max gradation	UDOT 1/2" TO 1"	UDOT 1/2" to 1" Gradation	UDOT 3/4"
		Depth	3"	3" Min.	2.5" to 3"	2.5" to 5"
		Width	26'	44' to 100'	45' to 100'	50' to 100'
Bond for Public Improvement Project			\$5,000 for minor and 110%	110%	125%	110%

Other Categories	Exhibits and Detail Drawings			
Concrete	<u>Concrete</u>	<u>Misc.</u>	<u>Water</u>	<u>Roads</u>
Street Lights	Curb and Gutter(s)	Blockwal/Fencing	Valve Box and Blow Off	Typical Road Sections
Process and Policy Requirements	Cross Gutters	Irrigation Ditch	Fire Hydrants	Cul-D-Sac & Knuckles
	Driveways	Trail Cross Section	Thrust Block	Street Monuments
	ADA Ramps	Testing Matrix	Press. Reducing Valve	Sign Installation
	Required Drawings from Contractor			
	Required Testing/Inspections	<u>Sewer</u>	2" and 4" Water Meters	Typical Sign Face(s)
	Improvement Sequence List	<u>Storm Drain</u>	Laterals Cross Sec.	Conduit Crossing Det.
	Street Design Standards	Inlet and outlet Details	Manhole Details	Street Light Detail
Street Cross section w/Utility Layout	Culvert and Detention Basin	Pressurized System	Lateral Cross Section	Parking Layout/Design

Staff has included some proposed changes in **redlines** in the attached updated document. Some of the more significant proposed changes include:

- Road base requirements for gravel roads (recommending a gradation more appropriate for an all-weather surface than road base that can be used under asphalt)
- Removing C900 (PVC) as an acceptable material for water main as it has proven dangerous and ineffective in Brian Head as the soils shift somewhat over time creating flex pressure on the pipe that shatters and splits when the main is tapped for a service line or repair.
- Changing the pipe bedding requirement from 2" minus to 3/4" minus
- Requiring 8" road base under asphalt unless geotechnical report requires otherwise

The Standard Drawings in the Appendix were updated in 2024, but never received final approval of the Public Works Director and were never presented to the Council for approval. Staff is

working on a bullet-point list of the changes to those drawings as we don't have redlined versions. This will be presented in a future report, but the updated drawings (in black lines) are included in the attached draft.

In addition to these proposed changes, staff will propose the following sections be added to the Public Works Standards:

- Street Lights & Signs
- Dumpster Enclosures

Public Works Policies

The following is a list of written policies that staff is aware of related to operations of Public Works in Brian Head:

- Snow Removal Policy
- Safety Policies & Procedures
- Water Sampling Site Plan
- Streets Preservation Program
- Wastewater Master Plan
- Construction Mitigation Policy
- Drinking Water Source Protection Plan

These policies are attached for the Council's information. Additionally, the Public Works Department complies with any articulated policies specified in the Town Code, such as Title 8, Chapter 3 - Excavations, Encroachments and Structures within Rights of Way, which is where the policy restricting winter excavation in the public right-of-way resides.

Jointly with the update of Public Works Standards, staff is also proposing the creation of a Public Works Policies & Procedures document as a major strategic effort in FY 2027. This document would compile extant policies as well as designate new policies and document significant procedures such as:

- Water leak response (emergency bluestakes, notification, etc.)
- Work order procedures
- Updated safety procedures
- Etc.

Geospatial Information Systems (GIS)

The Town is also deeply in need of a functional (and accurate) GIS database for public works infrastructure. In order to achieve this, staff proposes the following approach:

- 1) Phase I (Feb-May 2026): Contract with an engineer providing GIS services to gather together all existing GIS data related to Brian Head infrastructure into the Town's GIS account (ESRI ArcGIS) and create or update maps exhibiting that data.
- 2) Phase II (May-Sep 2026): Designate a Public Works operator on staff to do nothing else during the summer of 2026 than gather GIS data and add to that database (this involves searching for buried valves and manholes with a metal detector and backhoe, or the like). The should be done following a prioritization of infrastructure types (water valves first,

then manholes, etc – whatever the right prioritization is). This could be done concurrently with an evaluation of manhole infiltration.

- 3) Phase III (May-June 2026): Thoroughly train all PW staff on collection of GIS data and develop/execute mock exercises illustrating to PW staff how to employ GIS data in real world application (mock water leaks, mock sewer line breaks, etc.)

Staff will propose action steps in the FY 2027 Strategic Plan to carry out this plan, but will begin work on it prior to the development and adoption of the strategic plan.

FINANCIAL IMPLICATIONS:

Staff intends to complete this work largely in-house. There may be a requested budget allotment for engineered drawings and consultation. That amount is expected to be under \$10,000.

BOARD/COMMISSION RECOMMENDATION:

The Council may wish to have Planning Commission review Public Works Standards and give input prior to adoption, but this is not required.

STAFF RECOMMENDATION:

Staff is hoping for a discussion and initial input from Council regarding a potential update to the Town's Public Works Standards. We intend to include the update as a major action step in the FY 2027 Strategic Plan.

PROPOSED MOTION:

No motion necessary, item is discussion/informational only

ATTACHMENTS:

A – Draft 2025 Update of Public Works Standards

B – Snow Removal Policy

C – Water Site Sampling Plan

D – Safety Policies & Procedures

Other policies listed in this report are not attached due to length. They can be provided to the Council upon request.

Brian Head Town

PUBLIC WORKS STANDARDS

Manual of Standard Specifications
for Public Works Construction



BRIAN HEAD

Proposed
**January
2026**

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GENERAL REQUIREMENTS

1.1 INTRODUCTION

1.1.1 Purpose

The purpose of these Construction Standards and Specifications is to govern any work performed or improvements installed within Public rights-of-way of the Town of Brian Head (Town). Developers and/or contractors should thoroughly read and understand these Construction Standards and Specifications before designing and constructing public improvements.

1.1.2 Scope

The contractor shall contact Public Works/Engineering at Brain Head Town Hall for all matters dealing with construction work within Town rights-of-way or with any work connecting onto a Town utility. Special permits and bonding are required for all such work. The contractor shall also conform to all applicable ordinances adopted by the Town and contained in the Town Codes of Brian Head Utah, latest edition, and subsequent amendments or appeals.

These Construction Standards and Specifications are the minimum requirements of the Town. In the event that any provision herein conflicts with the ~~Town of Brian Head, Utah~~ **Brian Head Town Code**, other requirements specified by the Town, or with generally accepted standards for Public Works construction, the more stringent of the standards shall apply.

1.2 TERMS AND DEFINITIONS

1.2.1 Definition of the term "Town"

The term "Town", as used herein, refers to The Town of Brian Head, Utah, and its personnel or duly authorized agents.

1.2.2 Definition of the term "Code"

The term "Code", as used herein, refers to the Town Codes of Brian Head Utah, a test edition, and subsequent amendments thereto.

1.2.3 Definition of the term "Standards"

The term "Standards", as used herein, refers to these Construction Standards and Specifications.

1.2.4 Standard Acronyms

- 1) IBC: International Building Code
- 2) IPC: International Plumbing Code
- 3) IFC: International Fire Code
- 4) ASTM: American Society for Testing and Materials



GENERAL REQUIREMENTS

- 5) AWWA: American Water Works Association
- 6) AASHTO: American Association of State Highway and Transportation Officials
- 7) ANSI: American National Standards Institute
- 8) OSHA: Occupational Safety and Health Administration
- 9) ACI: American Concrete Institute

1.2.5 Standard Abbreviations

- 1) DI: Ductile Iron
- 2) DIP: Ductile Iron Pipe
- 3) PVC: Polyvinyl Chloride
- 4) PVCP: Polyvinyl Chloride Pipe
- 5) CP: Non-reinforced Concrete Pipe
- 6) RCP: Reinforced Concrete Pipe
- 7) HDPE: High Density Polyethylene
- 8) IPS: Iron Pipe Size
- 9) psi: Pounds per Square-inch
- 10) mg/l: Milligrams per Liter
- 11) F: Fahrenheit
- 12) fps: Feet per Second
- 13) cu ft: Cubic Feet

1.3 PERMIT, FEE AND BONDING REQUIREMENTS

1.3.1 Building Permit

It shall be unlawful to perform any construction, excavation work on any street, curb, gutter, sidewalk, sewer line, water line, storm drain line, or other infrastructure addition or improvement in the Town without an approved building, **grading and trenching**, or right-of-way permit as defined by the Code.

Absolutely no work shall be started until a properly executed permit is secured. In a case where a contract to perform work for the Town has been executed, the contract shall fulfill the permit requirement.

In addition to the requirements of the Code, all applications for permits shall include the following:

- 1) The anticipated start and completion dates of the project.
- 2) The exact address or location of the work.
- 3) A description of the work.
- 4) A request, which shall be made at least **48-72** hours prior to beginning construction, to identify and locate **water, sewer, and storm drain lines all utilities**.
- ~~5) A request, which shall be made at least 7 days prior to beginning construction, for all utility companies to be contacted. (i.e. Blue Stakes)~~



GENERAL REQUIREMENTS

The contractor shall perform all work in accordance with the terms of the building permit and the Standards in effect on or before the date of the permit. All work shall be done in a timely manner and within set time limits, which may be a condition of the permit and can be shortened because of safety concerns. Building permits can be suspended if a contractor fails to comply with the Standards and Code.

The developer is responsible for their entire development until all construction is completed and accepted by the Town.

1.3.2 Fees

Before a permit is issued, a permit fee and an inspection fee shall be paid to the Town. Permit and inspection fees shall be established by Town Council resolution in the Consolidated Fee Schedule. Fees shall be assessed on the following items or conditions:

- 1) Sewer, Water, and Storm Drain Lateral Installation and Inspection.
- 2) All re-inspections that are required after an inspection have been requested and performed, but the work, or a portion thereof is found to be defective or incomplete.
- 3) Barricades (provided by, or required by, the Town).

1.3.3 Bonds

All public improvement projects shall have a financial guarantee for performance, pursuant to the Code, which shall be in the form of bonds or cash deposits. Each contractor doing work in the Town is required to maintain a **\$5,000.00 bond** (update?) with the Town. This bond is to guarantee the following:

- 1) Construction work is completed.
- 2) Final inspection is conducted.
- 3) The construction of, and repairs to and/or replacement of, public improvements are finished and accepted.

A surety shall issue bonds or, if desired, a cash bond can be paid directly to the Town. The Town shall approve all bonds and no bond shall be released until all improvements are completed and accepted by the Town.

1.4 PRE-CONSTRUCTION APPROVALS

1.4.1 Town Approval of the Contractor

The Town shall approve all contractors before any work is performed. This approval is granted for a period of one (1) year upon submission of the following:



GENERAL REQUIREMENTS

- 1) A current Utah State Contractor's License. Work will be restricted to that authorized by the license.
- 2) Proof of comprehensive general liability insurance, with the Town named as additionally insured. Combined liability insurance will be in an amount of not less than one million dollars (\$1,000,000.00) for any one occurrence.
- 3) A five-thousand-dollar (\$5,000.00) cash bond, paid to the Town, that will be in effect for a period of one (1) year after the completion of all work performed by the contractor.

1.4.2 Town Approval of the Construction Plans

The Town, before the commencement of construction, shall approve all construction plans and cut sheets.

The contractor, before the commencement of construction, shall hold a pre-construction meeting with the Town, all utility companies affected by the work, and all contractors involved with the work.

1.5 SAFETY

No contractor shall leave any work in an unsafe condition. All persons working on any street, sidewalk, sewer line, water line, storm drain line, etc. shall comply with all applicable federal, state, and local safety regulations including OSHA regulations for work in confined spaces and trenches.

1.6 INSPECTIONS

1.6.1 Mandatory Inspections

All work covered by a permit shall be inspected by the Town prior to the following:

- 1) The commencement of backfilling and compacting operations.
- 2) The placing of concrete and asphalt surfacing.
- 3) The installation of any underground piping.
- 4) Any connection to a Town utility line.
- 5) Any other work done in a public right of way.

Town Inspectors shall also be notified before beginning construction for any Public Works project.

1.6.2 Notification Requirements

Prior notifications for inspections by the Town are required as follows:



GENERAL REQUIREMENTS

- 1) Inspections performed during regular working hours require at least twenty-four (24) hours prior notification.
- 2) Inspections needed after 4:00 p.m. require notification by 1:00 p.m. on the day prior to the inspection.
- 3) Inspections needed on the weekend require that notification be given by 1:00 p.m. on the proceeding Thursday.
- ~~4) A charge of fifty dollars (\$50) per hour, with a two (2) hour minimum, shall be assessed for all inspection call-backs~~

1.7 TESTING

The developer/contractor is responsible for all testing required under these standards. Failure to perform sufficient tests shall be justification to delay acceptance of the work until such tests are completed by the developer/contractor.

1.8 AS-BUILT DRAWINGS

The Town requires that as-built drawings for each separate development be submitted by the developer/contractor before the construction of curb, gutter, and sidewalk ~~or installation of asphalt~~. Measurements should be referenced from a permanent fixture such as a fire hydrant, manhole, or survey monument located on the outside boundaries of the lots. The outside property line may be used if a permanent fixture is not available. Measurements and utilities should be clearly labeled on the as-built drawings. Utilize similar types of measurements on any valves or manholes located in the street or on the development. Measurements should also show lateral connections to main lines. All As-built drawings must be submitted as full- size drawings and in GIS format.

1.9 DAMAGE TO EXISTING UTILITIES

1.9.1 Developer/Contractor Responsibilities

The developer/contractor shall notify all utility companies and have them locate and mark their respective utilities prior to any construction.

The developer/contractor shall notify all appropriate utility companies of their intent to begin construction. The developer/contractor shall be liable for all damage to properties that are damaged by themselves, their agents, and their employees.

1.10 DUST/DEBRIS CONTROL AND CLEANUP

1.10.1 Dust/Debris Control

The developer/contractor shall be responsible for controlling dust and debris created by its construction operations or originating from the construction site at all times. All rights-of-way shall be cleaned of dirt and mud daily to allow safe passage of vehicles and pedestrians.



GENERAL REQUIREMENTS

1.10.2 Cleanup of Construction Sites

The developer/contractor shall clean up its construction site and, where applicable, restore the site its original condition. All materials shall be removed, gravel surfaces replaced, sod areas restored, asphalt replaced, and all other work necessary to leave the area in at least its preexisting condition must be completed before final approval will be issued by the Town.

1.10.3 Revegetation of Disturbed Areas

[Insert language]

1.11 STANDARD DRAWINGS

1.10.1 Incorporation of Standard Drawings

All of the standard drawings included in the Appendix of these standards are hereby incorporated as official construction standards of Brian Head Town Public Works. Departure from these standard drawings may only be granted by written consent of the Town where compliance with the standard drawings is deemed infeasible and alternative plans have been accepted by the Town and approved by the Town Engineer.



2.1 EXCAVATION

2.1.1 Blasting

Blasting shall be permitted only by written approval and as directed by the Town. ~~The Town shall approve the transportation, handling, storage, and use of explosives. [Reference state regulations]~~

2.1.2 Use of Excavated Materials

Suitable materials from the excavations may be used for constructing permanent earth or rock fill embankment. The suitability of materials for specific purposes shall be determined by the Town ~~upon review by a geotechnical engineer~~. The contractor must properly dispose of all surplus or unsuitable excavated materials.

2.1.3 Slope Safety

All slope construction shall be in accordance with all Town, State, and Federal regulations. ~~The Town must approve plans and specifications for structures if the excavation is greater than five (5) feet. No permanent slopes steeper than three (3) two (2) horizontal to one (1) vertical shall be allowed without a retaining structure unless otherwise approved in writing by the Town. Permanent retaining structures must comply with §9-12-11 of the Town code. The width of excavations and trenches shall be increased if necessary to provide space for sheeting, bracing, shoring and other supporting structures.~~

2.1.4 Excavation Limits

Excavation shall be completed to the lines and grades established by the design engineer and approved by the Town. Excavation beyond specified lines and grades shall be filled and compacted in accordance with these Standards. All borrow areas shall be graded and finished to eliminate steep or unstable side slopes or other hazardous or unsightly conditions. Excavation limits shall be minimized to protect natural vegetation and environment.

2.2 EARTH FILL

2.2.1 Placement

- 1) Fill materials shall not be placed until the required excavation and foundation preparations have been completed and approved by the Town. Fill shall not be placed upon or against any frozen surface, nor shall snow, ice, or frozen material be incorporated into the fill.
- 2) The subgrade for earth fills shall be graded to remove surface irregularities and shall be scarified parallel to the axis of the fill or otherwise scored and loosened to a minimum depth of four (4) inches. The moisture content of the scarified subgrade shall



EARTHWORK

be controlled as specified herein and the surface materials of the foundation shall be compacted and bonded with the first layer of earth fill.

3) Fill materials shall meet the gradation and composition requirements of these standards and shall be free of large rocks, excessive organic material, asphalt, or any other deleterious material. Fill material that does not conform to these Standards shall be reworked or removed and replaced with acceptable material.

4) Earth fill placed in street rights-of-way, parking areas, or foundations shall be compacted to a minimum of ninety-five (95) percent of maximum density as determined by AASHTO T-180.

5) Adjacent to structures, fill shall be placed in a manner that will prevent damage to the structures and will allow the structures to gradually receive loads from the backfill. The height of fill adjacent to structures shall be increased at the same rate on all sides of the structure.

2.2.2 Controlling Moisture Content

1) During placement and compaction operations the moisture content of the fill and backfill materials shall be maintained in conformance with AASHTO T-180, Method C.

2) Disking, blading, or other approved methods shall be used to obtain uniform moisture distribution prior to compaction. Excessively wet materials shall be either removed or brought to acceptable moisture content prior to compaction.

3) If the surface of a previously placed and compacted layer of fill becomes dry and unsuitable to receive a successive layer; the surface shall be scarified and moistened to an acceptable moisture content prior to the placement of additional fill.

2.2.3 Grading

~~Street grading to ten (10) feet beyond the Public Right of way shall be completed to the approved design subgrade prior to the placement of water services.~~



3.1 TRENCH EXCAVATION AND SAFETY

3.1.1 Trench Safety

- 1) All construction shall be performed in accordance with the provisions and regulations of the Utah State Industrial Commission and the OSHA. Trenches shall not be left open at any time unless guarded with adequate barricades, warning lights, and signs.
- 2) When required, excavations shall be braced and shored to support the walls of the excavation to eliminate sliding and settling and as may be required to protect the workers, the work in progress, and existing utilities and improvements. All such support devices shall comply with the requirements of the applicable regulations.
- 3) Any injury or damage resulting from a lack of adequate trench design or support shall be the responsibility of the developer/contractor. The developer/contractor shall, at its own expense, affect all necessary repairs or reconstruction resulting from such damage.

3.1.2 Dewatering

Any water that collects in the excavation during the performance of the work shall be removed. Any "quick" conditions that occur to the soil in the trench shall be remedied before construction proceeds.

3.2 TRENCH BACKFILL AND BEDDING

3.2.1 General

The Town shall approve all backfill material. Under no circumstances shall rocks of a size larger than allowed under this Standard be permitted in the backfill material surrounding any pipe. When sand or gravel is used for backfill above the pipe zone, it must be pre-approved by the Town.

Sand or gravel should be well-graded and free from slag or pea gravel unless otherwise approved by the Town.

3.2.2 Pipe Zone Backfill for Concrete, Ductile Iron, and Steel Pipe

- 1) Pipe zone bedding and backfill for concrete, ductile iron, and steel pipe shall not contain rocks with a maximum diameter larger than ~~two (2) inches~~ **three-quarter inches (3/4" minus)**. Backfill above the pipe zone shall not contain rocks with a diameter larger than eight (8) inches.
- 2) Backfill shall be placed under and around the pipe in horizontal layers not to exceed six (6) inches and tamped by hand or pneumatic tampers up to the lower one-sixth (1/6) of the outside diameter of the pipe. The thickness of bedding under the pipe shall be at least four (4) inches.



3) The pipe zone shall extend at least twelve (12) inches above the top of the pipe. Pipe zone bedding and backfill shall be compacted to at least ninety-five (95) percent of the maximum density as determined by ASTM D 1557, or seventy (70) percent of the relative density for cohesion less soils as determined by ASTM D4254, whichever is applicable.

3.2.3 Pipe Zone Backfill for Corrugated Steel, Polyvinyl Chloride and Polyethylene Pipe

1) Pipe zone bedding and backfill for corrugated steel, polyvinyl chloride, and polyethylene pipe shall not contain rocks with a maximum diameter larger than ~~one (1) inch~~ **three-quarter inches (3/4" minus)**. Backfill above the pipe zone shall not contain rocks with a diameter larger than eight (8) inches.

2) Backfill shall be placed under and around the pipe in horizontal layers not to exceed six (6) inches and tamped by hand or pneumatic tampers up to the lower one-sixth (1/6) of the outside diameter of the pipe. The thickness of bedding under the pipe shall be at least four (4) inches.

3) The pipe zone shall extend at least twelve (12) inches above the top of the pipe. Pipe zone bedding and backfill shall be compacted to at least ninety-five (95) percent of the maximum density as determined by ASTM D1557, or seventy (70) percent of the relative density for cohesion less soils as determined by ASTM D4254, whichever is applicable.

3.2.4 Pipe Bedding on Rock or Hard Foundations

In no case shall pipe be installed directly on bedrock, hard clay, shale, or rocks with a maximum diameter larger than two (2) inches. Where such foundations are encountered, the contractor shall over-excavate below the pipe grade and place at least four (4) inches of bedding material below the pipe.

3.2.5 Backfill above the Pipe Zone in Roadways or Parking Areas

Backfill shall be placed in horizontal layers not exceeding eight (8) inches in thickness and then compacted to at least ninety-five (95) percent of the maximum density as determined by ASTM D1557. The backfill shall be placed at or near its optimum moisture content. The backfill thickness placement requirement may be made less stringent depending on the method of compaction employed by the contractor. The Town must approve adjustments to the backfill thickness requirement.

3.2.6 Backfill Outside of Roadways and Parking Area

Backfill shall be placed in horizontal layers not exceeding twelve (12) inches in thickness and then compacted to at least eighty-five (85) percent of the maximum density as determined by ASTM D698. The backfill shall be placed at or near its optimum moisture content. The backfill thickness placement requirement may be made less stringent depending on the method of compaction employed by the contractor. The Town must approve adjustments to the backfill thickness requirement.



3.3 ~~EXCAVATION IN PAVED AREAS~~ ROADWAY EXCAVATION SURFACE CUTS & REPLACEMENT

3.3.1 Cutting of Asphalt Pavement

When the excavation is made in a paved street, the asphalt surface shall be cut on each side of the trench to provide a vertical joint in the surface. The asphalt must be saw cut unless otherwise approved by the Town. No asphalt shall be cut or excavated unless replacement asphalt is available. This may be determined by the time of the year. Except in the case of an emergency which shall be determined by the Public Works Director. In case of an emergency contractor shall still maintain surface until replacement asphalt is available.

3.3.2 Asphalt Surface Restoration

- 1) The contractor shall perform all work and furnish all materials to restore any asphalt surface damaged or disturbed by its construction operation. Pavement restoration shall follow, as closely as possible, the installation and backfilling of pipe. The contractor shall be responsible for maintaining the road surface in sufficient condition to allow travel by the public at all times until the surface is restored.
- 2) The asphalt surface shall be saw cut on each side of the trench prior to excavation. Granular base course and asphalt shall conform to these Standards. Edges shall also be cut straight and vertical prior to the placement of asphalt if they have become irregular or damaged during pipe installation and backfill.
- 3) A temporary granular base course shall be placed flush with the existing asphalt surface and maintained in a good condition until the pavement is restored. This base course shall be excavated to the bottom of the existing pavement prior to restoring the surface. An asphalt tack coat shall be placed on the edges of the cut asphalt, and new asphalt placed and compacted with a five-ton minimum steel- wheeled roller or other approved method to attain at least ninety-five (95) percent of maximum laboratory density. The asphalt shall be placed in such a manner that the finish surface is flush with the existing surface and provides a smooth riding surface. The finished asphalt shall be at least three (3) inches thick, or as thick as the existing asphalt, whichever is greater. Cold weather asphalt restoration shall comply with Section ~~72.2e~~ 7.2.3(3).

3.3.3 Gravel Road Surface Restoration

- 1) The contractor shall perform all work and furnish all materials to restore any gravel road surface damaged or disturbed by its construction operation. Surface restoration shall follow, as closely as possible, the installation and backfilling of pipe. The contractor shall be responsible for maintaining the road surface in sufficient condition to allow travel by the public at all times until the surface is restored.
- 2) The contractor shall restore the surface of gravel roads with four inches (4") of a granular base course meeting the following specifications and compacted to at least ninety-five (95) percent of maximum laboratory density:



EXCAVATION & BACKFILL FOR TRENCHES

Sieve Size	Percent Passing (AASHTO T27 and T11)
1"	100
3/4"	97-100
1/2"	-
3/8"	70-80 (6)
No.4	51-63 (7)
No.16	28-39 (6)
No.40	19-27 (5)
No.200	10.0-16.0 (4)

() Value in parenthesis is the allowable deviation (+/-) from the target values. If the plasticity index (PI) is greater than 0, the target value range for No.200 sieve size is 8-12 (4).



4.1 MATERIALS

4.1.1 Water Line Materials

Materials for constructing water lines shall be limited to the following:

- 1) Ductile Iron Pipe, pressure class or special thickness class, conforming to ANSI/AWWA C150/A21.50 and C151/A21.51. ~~All DIP shall be protected with polyethylene encasement, at least 8 mils thick, conforming to ANSI/AWWA C105/A21.5 having a minimum thickness of 8 mils.~~ All DIP shall be cement mortar lined in conformance with AWWA C104 and have a factory-applied coating of coal tar enamel.
- ~~2) Polyvinyl Chloride Pipe conforming to AWWA C900 (12" diameter or less) or AWWA C905 (diameters larger than 12") with a Dimension Ratio (DR) of 18 or less.~~
- 3) Joints and fittings shall be push-on bell and spigot type conforming to ANSI/AWWA C111/A21.11; mechanical joint type conforming to ANSI/AWWA C111/A21.11; or flanged type conforming to ANSI/AWWA C110/A21.10. All DI fittings shall be protected with polyethylene encasement, at least 8 mils thick, conforming to ANSI/AWWA C105/A21.5. All DI fittings shall be cement mortar lined in conformance with AWWA C104 and have a factory applied coating of coal tar enamel.
- 4) All gate valves shall be resilient seated wedge type gate valves conforming to AWWA C509 and suitable for buried service. The valves shall be equipped with a 2" square operating nut, and furnished with a slip type valve box and all required mounting hardware.
- 5) All butterfly valves shall conform to AWWA C504 Class 150B suitable for buried service. The valves shall be equipped with a 2" square operating nut, and furnished with a slip type valve box and all required mounting hardware.
- 6) All fire hydrants shall conform to AWWA C502 and shall be equipped with a five and one-quarter valve opening, two hose nozzles, one pumper nozzle, and have appurtenant valve, box, fittings, and concrete footing and thrust block. Fire hydrants shall be "Traffic" type with a replaceable break-away section immediately above finish grade. All fire hydrants shall be of the "dry barrel" type and suitable for use in climates subject to freezing. ~~[Insert Kennedy Spec]~~
- 7) Thrust Blocking shall be installed at all applicable locations to prevent the pipe from moving due to hydrostatic and hydrodynamic forces. Thrust blocks shall be constructed of concrete placed to bear against undisturbed soil. Fittings and bolts shall be covered with polyethylene to prevent their encasement in concrete. The use of mechanical thrust restraining systems, whether in conjunction with thrust blocks or separately, must be approved by the Town.

4.1.2 Water Service Materials

Materials for constructing water services shall be limited to the following:



- 1) Laterals shall be either "Type K" copper tubing or IPS HDPE **pressure rated to 250 psi or higher and** with a Standard Dimension Ratio (SDR) of 7. Use the same diameter and material as the existing service lateral when extending a lateral. Water service lines larger than two (2) inches shall be approved by the Town on a case-by-case basis.
- 2) Saddles shall be of bronze or brass construction and shall have two "U" bolts or a wide band with two bolts on each side of the saddle. The rubber gasket shall conform to the outside diameter of the main water line.
- 3) Corporation stops shall be the same size as the service lateral and shall be suitable for use with copper or HDPE service laterals, whichever is applicable.
- 4) Meter setter assemblies shall have a State approved double check valve backflow prevention device. **[Insert Sensus Meter spec]**
- 5) Meter boxes shall have a diameter of eighteen (18) inches and a depth of seven (7) feet and shall be constructed from either concrete or HDPE.
- 6) All meter boxes shall be equipped with a cast iron ring, **foam insulations** and lid and set to grade.

4.2 **PIPE INSTALLATION**

4.2.1 **Care, Handling, and Inspection**

- 1) Special care shall be taken to prevent damage to pipe and protective coatings. Proper equipment, tools and facilities shall be provided and used for safe and controlled construction procedures. Pipe placed in trenches shall be lowered in place by means of ropes, booms or any type of power equipment sufficient to handle each piece separately. In no case shall pipe be allowed to fall freely. Pipe will not be allowed to be stored in the flow line of any gutter.
- 2) All foreign matter or dirt shall be removed from the inside of the pipe before it is placed and it shall be kept clean during and after laying. Should the pipe become dirty, contaminated or flooded with trench water, it shall be cleaned in accordance with methods specified in the latest edition of AWWA C651 prior to disinfection and installation.
- 3) All pipes shall be carefully inspected by the contractor/developer prior to installation and defective pipe shall not be used.

4.2.2 **Installation**

- 1) Installation methods shall conform to the requirements of the latest edition of AWWA C600 and best current practices. The type of bedding required shall be specified by the design, the Town, or as detailed on the plans. Under no circumstances will any pipe be laid until inspection is complete and selected samples have adequately passed the requirements of the applicable Specifications. All pipes shall be laid true to line and grade. Cut sheets ~~or~~ **and** grade stakes shall be supplied to the Town for approval.



- 2) Pipe shall be laid with the bell end upstream with relation to flow. A slight excavation for the bell at the joints shall maintain a suitable foundation for the barrel of the pipe. Maximum deflection shall not exceed manufacturer recommendations. Pipe shall have a minimum cover of seven (7) feet to a maximum cover of eight (8) feet below finish grade unless otherwise approved in writing by the Town. Installation shall conform to the requirements of the applicable AWWA standards or manufacturer's recommendations whichever is most stringent.
- 3) All openings in a pipeline shall be closed with watertight or rodent- proof plugs when installation is stopped at the close of work or when work is stopped for other reasons. If the trench becomes flooded, watertight plugs shall be installed, and remain in place, until the trench is dewatered.
- 4) All rubber-gasket joints shall be completed in accordance with installation instructions supplied by the manufacturers of the pipe. All joints to be deflected shall be laid straight and then deflected after the joint is complete. In no case shall the deflection exceed five (5) degrees. Backfill may or may not be completed prior to placing the next section of pipe at the option of the developer/contractor, but subsequent adjustment or damage to joints shall require the pipe section to be removed, cleaned and reinstalled.
- 5) All pipelines shall be marked with locator tape placed at the top of the pipe zone (12 inches above the top of pipe). Metallic locator tape shall be used for all non-metallic pipeline installations. Locator wire shall be installed directly on top of the pipe and running up all hydrants and valves.
- 6) Installation of all pipes, hydrants, meters, valves and other culinary water appurtenances shall comply with standard drawings 102, 115, 401, 402, 403, 404, 405, 406, and 407 contained in the Appendix of these Standards.

4.3 DISINFECTION AND TESTING

4.3.1 Field Hydrostatic Testing of Water Lines

- 1) The section of line to be tested shall be isolated and slowly filled with water. Air should be expelled from the line through hydrants or taps made at the high points. The pipe shall be tested at two-hundred (200) psi or higher as determined by the Town and shall be maintained at this pressure for at least two (2) hours using either pneumatic or hydraulic means. Accurate means shall be provided for measuring the quantity of water required to maintain the test pressure. This volume of water shall not exceed:

$$Q = NDP / (7400^{1/2})$$

Where:

Q = maximum allowable leakage, gallons per hour

N = number of joints in the test length

D = diameter of pipe, inches

P = test pressure, psi



- 2) All damaged or defective pipe or fittings shall be replaced and any known leaks shall be repaired prior to field hydrostatic testing.

4.3.2 Disinfection of Water Lines

- 1) Disinfection of water lines shall be performed in accordance with AWWA C651. The pipe shall be clean prior to disinfection. If, in the opinion of the Town, contamination in the pipe is such that it cannot be removed by flushing, the pipe shall be cleaned by mechanical means and then swabbed with a one (1) percent hypochlorite disinfecting solution. All new lines shall be isolated from existing lines during the disinfection and testing process.
- 2) The Tablet Method, as described in AWWA C651 shall consist of placing calcium hypochlorite tablets at the specified rate in the water line during construction at the upstream end of each section of pipe.
- 3) The tablet shall be attached with an adhesive, such as Permatex No. 1. The line shall then be filled slowly to expel all air, and maintained full for at least twenty four (24) hours, or forty eight (48) hours when the water temperature is less than forty-one (41) degrees F. The disinfection solution shall contain at least thirty (30) mg/l of available chlorine after these periods.
- 4) If the Continuous Feed Method, as described in AWWA C651, is used; the disinfecting solution shall contain at least twenty-five (25) mg/l of available chlorine after twenty-four (24) hours.
- 5) No contractor will be allowed to flush the line until a chlorine residual test has been passed and accepted by the Town.

4.3.3 Flushing and Sampling of Water Lines

- 1) After disinfection is complete, the water line shall be thoroughly flushed with clean water and, if necessary, re-chlorinated until satisfactory bacteriologic tests are obtained. Flow velocities of at least two and one-half (2.5) fps must be maintained throughout the flushing process. If any test fails, the contractor shall be responsible for the fees incurred for additional testing.
- 2) Bacteria samples shall be obtained at the sites designated by the Town for each job. There shall be a minimum of one sample obtained for waterlines up to two-hundred (200) feet in length and a minimum of two samples obtained for waterlines between two-hundred (200) and six-hundred (600) feet in length. For water lines longer than six-hundred (600) feet in length, at least one sample shall be obtained for every six-hundred (600) feet.
- 3) The line will be flushed and re-tested if any sample point fails on the first test. The line will be completely re-disinfected and re-tested at all sample points if any sample point fails a second time. In addition, the line will be re-disinfected and re-tested at all sample points if any returned sample is marked "presence", indicating the existence of coliform bacteria.



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- 4) Water services will not be installed until the Town has approved all bacteria sample results.



5.1 MATERIALS

5.1.1 Sanitary Sewer Line Materials

Materials for constructing sanitary sewer lines shall be limited to the following:

- 1) Ductile Iron Pipe, pressure class or special thickness class, conforming to ANSI/AWWA C150/A21.50 and C151/A21.51. All DIP [installed in water protection zones – check with Engineer] shall be protected with polyethylene encasement, at least 8 mils thick, conforming to ANSI/AWWA C105/A21.50 having a minimum thickness of 8 mils. All DIP shall be cement mortar lined in conformance with AWWA C104 and have a factory-applied coating of coal tar enamel.
- 2) Polyvinyl Chloride Pipe conforming to ASTM 3034 with a Standard Dimension Ratio (SDR) of 35 or less. PVC-P having an installation depth greater than twelve (12) feet shall require special approval by the Town.
- 3) Polyethylene Pipe conforming to ASTM F405 and ASTM F667.
- 4) All joints shall be completed in accordance with the requirements and recommendations of the pipe manufacturer.
- 5) Manhole sections shall be of precast reinforced concrete. Manhole covers and frames shall be cast in accordance with ASTM A48, Class 35, and shall be free from blow-holes and shrinkage defects. The minimum weight of the frame shall be two hundred eighty (280) pounds and the minimum weight of the cover shall be one hundred sixty (160) pounds.
- 6) Bases for manholes shall be precast concrete manufactured according to the dimensions on the drawings. All manholes shall have at least a forty (40)-inch channel between the inlet and outlet pipes. The entire surface of the manhole invert, including channels and shelves, shall be made dense and smoothed with a steel trowel. All inverts shall follow the grades of the pipe entering the manholes unless there is a change of direction greater than ten (10) degrees; in which case there shall be a drop of at least one-tenth (0.1) foot between the inlet and outlet pipes. When there is a change in direction of ninety (90) degrees there shall be a drop of two-tenths (0.2) foot between the inlet and outlet pipes. When a smaller pipe joins a larger one, the invert of the larger pipe should be lowered sufficiently to maintain the same energy gradient. Precast manhole bases shall include all materials necessary for a complete installation, including rubber boots. In no case shall an incoming line be allowed to drop more than twelve (12) inches to the base. A drop manhole connection shall be used if the elevation difference is greater than twelve (12) inches.

7) [Add materials for pressurized sewer]

5.1.2 Sanitary Sewer Lateral Materials

Materials for constructing sanitary sewer laterals shall be limited to the following:



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- 1) Ductile Iron Pipe, pressure class or special thickness class, conforming to ANSI/AWWA C150/A21.50 and C151/A21.51. All DIP shall be protected with polyethylene encasement, at least eight (8) mils thick, conforming to ANSI/AWWA C105/A21.50 having a minimum thickness of eight (8) mils. All DIP shall be cement mortar lined in conformance with AWWA C104 and have a factory-applied coating of coal tar enamel.
- 2) Polyvinyl Chloride Pipe conforming to ASTM 3034 with a Standard Dimension Ratio (SDR) of 35 or less. PVC having an installation depth greater than twelve (12) feet shall require special approval by the Town.
- 3) Polyethylene Pipe conforming to ASTM F405 and ASTM F667.
- 4) All joints shall be completed in accordance with the requirements and recommendations of the pipe manufacturer.
- 5) Sanitary sewer lateral clean-out stand pipes shall be cast iron or ABS with a cast iron or brass cap.

6) [Add materials for pressurized sewer]

5.1.3 Storm Drain Line Materials

Materials for constructing storm drain lines shall be limited to the following:

- 1) Ductile Iron Pipe, pressure class or special thickness class, conforming to ANSI/AWWA C150/A21.50 and C151/A21.51. All DIP shall be protected with polyethylene encasement, at least 8 mils thick, conforming to ANSI/AWWA C105/A21.50 having a minimum thickness of 8 mils. All DIP shall be cement mortar lined in conformance with AWWA C104 and have a factory-applied coating of coal tar enamel.
- 2) Polyvinyl Chloride Pipe conforming to ASTM 3034 with a Standard Dimension Ratio (SDR) of 35 or less. PVC having an installation depth greater than twelve (12) feet shall require special approval by the Town.
- 3) Polyethylene Pipe conforming to ASTM F405 and ASTM F667.
- 4) Non-reinforced Concrete Pipe conforming to ASTM C14 providing it meets the strength requirements for the particular application.
- 5) Reinforced Concrete Pipe conforming to ASTM C76.
- 6) All joints shall be completed in accordance with the requirements and recommendations of the pipe manufacturer.
- 7) Manhole sections shall be of precast reinforced concrete. Manhole covers and frames shall be cast in accordance with ASTM A48, Class 35, and shall be free from blow-holes and shrinkage defects. The minimum weight of the frame shall be two hundred eighty (280) pounds and the minimum weight of the cover shall be one hundred sixty (160) pounds.
- 8) Bases for manholes shall be precast concrete manufactured according to the dimensions on the drawings. All manholes shall have at least a forty (40) inch channel between the inlet and outlet pipes. The entire surface of the manhole invert, including



channels and shelves, shall be made dense and smooth with a steel trowel. All inverts shall be adjusted such that the crowns of all incoming pipes is equal and there is at least a five-hundredths (0.05) foot drop between the crowns of the inlet pipes and the crown of the outlet pipe. All precast manhole bases shall include all materials necessary for a complete installation, including rubber boots.

9) Catch basins shall meet the requirements as shown in the Standard Drawings section of these Standards.

5.2 PIPE INSTALLATION

5.2.1 Care, Handling, and Inspection

1) Special care shall be taken to prevent damage to pipe and protective coatings. Proper equipment, tools and facilities shall be provided and used for safe and controlled construction procedures. Pipe placed in trenches shall be lowered in place by means of ropes, booms or any type of power equipment sufficient to handle each piece separately. In no case shall pipe be allowed to fall freely. Pipe will not be allowed to be stored in the flow line of any gutter.

2) All foreign matter or dirt shall be removed from the inside of the pipe before it is placed and it shall be kept clean during and after laying.

3) All pipes shall be carefully inspected by the contractor/developer prior to installation and defective pipe shall not be used.

5.2.2 Installation

1) Installation methods shall conform to the requirements of the manufacturer. The type of bedding required shall be specified by the design, the Town, or as detailed on the plans. Under no circumstances will any pipe be laid until inspection is complete and selected samples have adequately passed the requirements of the applicable specification. All pipes shall be laid true to line and grade. Cut sheets or grade stakes shall be supplied to the Town for approval.

2) A slight excavation for the bell at the joints shall maintain a suitable foundation for the barrel of the pipe. Maximum deflection shall not exceed manufacturer recommendations but in no case shall it exceed five (5) percent. The bedding condition for concrete pipe shall conform to at least a Class C condition.

3) All openings in a pipeline shall be closed with watertight or rodent- proof plugs when installation is stopped at the close of work or when work is stopped for other reasons. If the trench becomes flooded, watertight plugs shall be installed, and remain in place, until the trench is dewatered.

4) All rubber-gasket joints shall be completed in accordance with installation instructions supplied by the manufacturers of the pipe. Backfill may or may not be completed prior to placing the next section of pipe at the option of the



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developer/contractor, but subsequent adjustment or damage to joints shall require the pipe section to be removed and reinstalled.

5) All pipelines shall be marked with locator tape placed at the top of the pipe zone. Metallic locator tape shall be used for all non-metallic pipeline installations. **Locator wire shall be installed directly on top of the pipe and running up all manholes and stand pipes.**

6) **Installation of all sanitary sewer pipes, manholes, sewer service connections, storm sewer conveyance, catch basins, and other sanitary and storm sewer appurtenances shall comply with standard drawings 204, 206, 207, 300, 301, 302, 303, 304, 305, 306 and 307 contained in the Appendix of these Standards.**

5.2.3 Minimum Size and Slope Requirements

1) In no case shall the diameter of any sanitary sewer line be less than eight (8) inches. In no case shall the diameter of any storm drain line be less than fifteen (15) inches.

2) The minimum slopes for sanitary sewers and storm drain lines are as follows:
[double check these with Engineer]

Pipe Size (in)	Slope,(ft / ft)
8	0.0040
10	0.0030
12	0.0022
15	0.0015
18	0.0012
21	0.0010

3) Whenever possible, the slope should exceed 0.006 ft/ft. The pipe should be sized to meet anticipated hydraulic loads. Increasing the pipe size to reduce the minimum slope requirement shall not be allowed unless approved by the Town. Sewer slopes shall not exceed 0.10 ft/ft. Drop manholes shall be used to keep the sanitary sewer line grade flatter than this maximum allowable slope.

4) In no case shall the diameter of any sewer lateral be less than four (4) inches. The minimum slope for sanitary sewer laterals is one-quarter (1/4) inch per foot.

5.2.4 Connection to Existing Sewer

1) Manholes that connect a new sewer to an existing sewer shall be plumb and centered on the existing pipe at the elevation designated on the drawings. Care shall be taken not to disturb the alignment of the existing sewer line.

2) The cutting of the existing sewer line shall be in the presence of the Town. The cut shall be for the full area of the new pipe and shall be finished so as to leave no projections that will restrict the flow or collect solids. Every precaution shall be taken to prevent foreign material from entering the new or existing sewer lines.



3) Brick shall not be used to raise a manhole nor cones broken-out to lower a manhole. Sections shall be removed and grade rings used to adjust manhole lids to the required grade.

5.2.5 Lateral Connections to Sanitary Sewer Lines

- 1) Connections shall conform to these Standards. If the sewer lateral is greater than one-half (1/2) the size of the main sewer line, a manhole shall be placed at the main line connection. All laterals shall extend into property line a minimum distance of ten (10) feet and the minimum length of any pipe section used shall be five (5) feet. The minimum depth of cover for sewer laterals is four (4) feet.
- 2) There shall be a maximum distance of five (5) feet from the foundation wall to the first exterior clean-out with a maximum distance between clean-outs of seventy-five (75) feet. There shall also be a clean-out at any ninety (90) degree bend or any combination of bends in excess of ninety (90) degrees.

5.2.6 Separation

- 1) Sewer laterals shall not be installed in the same trench as the water service line unless the water service line is placed on a solid shelf excavated at one side of the common trench. At all times the water service shall be separated from the sewer lateral at least eighteen (18) inches horizontally and eighteen (18) inches vertically above the sewer lateral at a minimum of seven (7) feet in depth
- 2) Water services shall be separated from sewer laterals by at least five (5) feet horizontally and eighteen (18) inches vertically at a minimum of seven (7) feet in depth, above the sewer lateral in public rights-of- way. [should this be 10' separation, or is it different for service lines? Also, is the vertical separation different if they're encased?]

5.3 FIELD TESTING

5.3.1 Air Pressure Testing

If the pipeline is submerged under groundwater, the backpressure caused by the water head, is measured and added to the standard test pressures to compensate for the groundwater effect on the air test.

Air shall be applied slowly to the pipeline until the pressure reaches 4.0 psig. The air supply shall then be throttled so that the internal pressure is maintained between 4.0 and 3.5 psig for at least 2 minutes. During this time, the plugs shall be checked with soap solution to detect any plug leakage.

When the pressure reaches exactly 3.5 psig, a stopwatch is started and the time recorded for the pressure to drop to 2.5 psig. The minimum time allowed for this pressure drop shall be computed based on an air loss rate of 2.9 cfm or an air loss rate of 0.0030 cfm per square foot of inner pipe surface under test, whichever rate gives the least time for the pressure drop.



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Should the time of pressure drop between 3.5 and 2.5 psig be less than the allowable specified time, the Contractor shall make necessary leakage repairs and repeat the air test.

Manhole joints shall be checked for leakage by means of water testing as specified above.

Time in seconds required for pressure drop for 3.5 to 2.5 PSIG (Based on .005 cfm per sq. ft. and 3.5 cfm)

SEC	Pipe Size (in)					Length of Test Section in Linear Feet
	4	6	8	10	12	
25	2.5	5.7	10.2	15.9	22.9	
50	5.1	11.4	20.3	31.7	45.7	
75	7.6	17.1	30.5	47.6	68.6	
100	10.2	22.9	40.6	63.5	91.4	
125	12.7	28.6	50.8	79.3	114.3	
150	15.2	34.3	61.0	95.3	137.2	
175	17.8	40.0	71.1	111.1	160.0	
200	20.3	45.7	81.3	127.0	187.9	
225	22.9	51.4	91.4	142.8	205.4	
250	25.4	57.1	101.6	158.8		
275	27.9	62.8	111.8	174.6		
300	30.5	68.6	121.9			
325	33.0	80.1	132.8			
350	35.6	91.4	142.2			
375	38.1	102.8				
400	40.1					
450	45.7					
500	50.8					
550	55.9					
600	60.9					
650	66.0					
675	68.5					

5.3.2 PVC Deflection Test

All sewer pipe six inches (6") or larger shall be tested for deflection with a mandrel. The mandrel shall be a rigid device sized to pass through a pipe having five percent (5%) or less deflection. These allowances shall include deformations due to all causes (wall thickness variations, shipping, production, backfill, heat, etc). The mandrel device shall be cylindrical in shape and shall comply with the manufacturer's recommendations.

The mandrel shall be hand pulled through all sewer line mains, lateral sewer lines shall not be subject to this requirement. Any sections of sewer not passing the mandrel shall be uncovered and repaired by the contractor. The contractor shall re-round or replace the



sewer to the satisfaction of the Town's representative. All repaired sections shall be re-tested as noted above.

Deflection tests shall be conducted only after the final trench backfill is placed to final grade and compacted.

5.3.3 Camera/Electronic Media Testing

The Contractor or his representative (a qualified firm or individual agreed upon by the Public Works Director and the contractor) shall furnish labor, equipment, and materials, including camera and electronic media formats, and shall perform, in the presence of a Town Representative, an internal camera test of the completed pipe before it can be placed in service. The contractor shall supply the Town with a copy of the electronic record. The test shall be subject to the Public Works Director's approval. Any defects in the pipe or the pipe installation noted on the internal camera inspection shall be corrected by the contractor and the repaired section shall be camera inspected after the repair to verify that the defective section has been corrected. Camera testing shall be identified in any bid document that is prepared for or by Brian Head Town as a requirement of the Town.



6.1 MATERIALS

6.1.1 Concrete

All concrete shall conform to the requirements of these Standards. Under no circumstances shall the water cement ratio exceed 0.53 or six (6) gallons of water per bag of cement. The slump shall not exceed the tolerances specified in these Standards. [Is this specific to BH, or did we just steal this from whoever?]

6.1.2 Concrete Forms

All forms shall be made from steel except at curves with a radius smaller than two-hundred (200) feet. They shall be of a size to match the sections shown on the plans. Forms shall be held firmly in place with stakes or other approved means and shall be true to line and grade. Forms for curved sections shall be so constructed and placed that the finish surface of walls and edge of sidewalks, curbs and gutters will not deviate from the arc of the curve.

6.2 INSTALLATION

6.2.1 Subgrade Preparation

- 1) The developer/contractor shall construct subgrade to the lines and grades approved by the Town. The subgrade shall be properly shaped to conform with the approved cross section and grade and placed and compacted to meet the densities specified in these Standards.
- 2) Placement of concrete on unsuitable materials shall not be permitted. The subgrade surface shall not have any granular material exceeding three-fourths (3/4) inch in diameter.
- 3) Subgrade preparation shall extend three (3) feet beyond back of sidewalk. The elevation of subgrade preparation shall be not lower than the bottom of the back of walk.

6.2.2 Joints

- 1) Contraction joints shall be constructed at a minimum of every eight (8) feet by using steel templates one-eighth (1/8) inch in thickness. The templates shall be removed as soon as concrete has set sufficiently to hold its shape. Expansion joints shall be constructed at a minimum of forty (40) feet. Joints in the curb, gutter, and sidewalk shall coincide when the sidewalk is placed adjacent to the curb and gutter.
- 2) At the end of each day's concrete placement, or when work is terminated, or when a delay of more than thirty (30) minutes occurs, the joint shall be made vertical and square ended. In no case shall the day's concrete placement be terminated at a driveway.

6.2.3 Finished Surfaces



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- 1) All exposed surfaces of the concrete shall be accurately screened to grade, then float finished, edged, and lightly broom finished. Finishing shall be delayed until concrete has reached its initial set and has stopped bleeding. Excessive floating or finishing of concrete surfaces shall not be permitted. The addition of dry cement or water to the newly placed concrete surface shall not be allowed.

6.2.4 Curing

- 1) Immediately after final finishing, all surfaces that are exposed to the air shall be coated with curing compound. The compound used shall be a chlorinated rubber type conforming to ASTM C309, Type 1, red pigment that can be readily seen by the Town. The compound shall be applied in accordance with the manufacturer's recommendations.
- 2) The developer/contractor shall be responsible to bring the earth grade to within plus or minus one (1) inch of the top back of walk. This grade shall be maintained for a distance of three (3) feet from back of walk.

6.2.5 Removal or Repair of Flatwork or Sidewalk, Curb and Gutter

When concrete is honeycombed, damaged, improperly cured or otherwise defective, the developer/contractor shall remove and replace the structure or structural member containing the defective area. A licensed and qualified contractor is required to take out a no-charge permit to replace any concrete in a Town right-of-way. Any damage to adjoining walk shall also be replaced. The Town will determine the required extent of removal, replacement or repair. No less than a five (5) foot section of concrete shall be replaced. Prior to starting repair work, the developer/contractor shall obtain the Town's approval of its plan for the repair. The developer/contractor shall erect and maintain suitable barriers to protect the finished surface. Any section damaged from traffic or other causes occurring prior to its official acceptance shall be repaired or replaced by the developer/contractor at its own expense in a manner satisfactory to the Town. Failure to comply with specified tolerances may be cause for rejection.

6.2.6 American Disabilities Accessibility Standards in Public Street Rights-of- Way

- 1) American Disabilities Accessibility Standards are to be applied during the design, construction, and alteration of street construction or public buildings. The construction of curb ramps shall conform to these Standards.
- 2) Curb ramps complying with [a word appears to be missing here] shall be provided wherever an accessible route crosses a curb. Longitudinal slopes of curb ramps shall be constructed with the least slope possible. The maximum slope of a ramp in new construction shall be one (1) horizontal to twelve (12) vertical. The maximum rise for any run shall be thirty (30) inches. Transitions from ramps to walks, gutters, or streets shall be flush and free from abrupt changes. Maximum slopes of adjoining gutters, road



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surface immediately adjacent to the curb ramp, or accessible route shall not exceed one (1) horizontal to twenty (20) vertical.

- 3) The minimum width of a curb ramp shall be thirty-six (36) inches, exclusive of flared sides.
- 4) The surface of curb ramps shall be stable, firm, and slip resistant.
- 5) If a curb ramp is located where pedestrians must walk across the ramp, or where it is not protected by hand rails or guardrails, it shall have flared sides; the maximum slope of the flare shall be one (1) horizontal to twelve (12) vertical. Curb ramps with returned curbs may be used where pedestrians would not normally walk across the ramp.
- 6) Built-up curb ramps shall be located so that they do not project into vehicular traffic lanes.
- 7) Curb ramps shall be located or protected to prevent their obstruction by parked vehicles.
- 8) Curb ramps at marked crossings shall be wholly contained within the markings, excluding any flared sides.
- 9) If diagonal (corner type) curb ramps have returned curbs or other well-defined edges, such edges shall be parallel to the direction of pedestrian flow. The bottom of diagonal curb ramps shall have a minimum of forty-eight (48) inches of clear space. If diagonal curb ramps are provided at marked crossings, the forty-eight (48)-inch clear space shall be within the markings. If diagonal curb ramps have flared sides, they shall also have at least a twenty-four (24)-inch long segment of straight curb located on each side of the curb ramp and within the marked crossing.
- 10) Any raised islands in crossing shall be cut through level with the street or have curb ramps at both sides of a level area forty-eight (48) inches long between the curb ramps in the part of the island intersected by the crossings.
- 11) Detectable warnings shall comply with currently adopted standards. The area of the ramp and flared sides shall be a visually contrasting surface. The Town will determine on a case by case basis how the surface should be contrasted.



ASPHALT PAVING AND GRANULAR BASE

7.1 MATERIALS

7.1.1 Granular Base Course

- 1) Granular base course shall consist of crushed gravel, crushed rock, or crushed blast furnace slag placed on a prepared subgrade as specified in these Standards. ~~The Town must approve the thickness of all granular base course.~~
- 2) On that portion of the mineral aggregate passing the No. 40 sieve, the liquid limit shall not exceed twenty-five (25), nor shall the plasticity index exceed six (6), when tested in accordance with AASHTO T-89 and T-90.
- 3) The dry mineral aggregate shall be uniformly graded to conform to one of the gradations listed below when tested in accordance with AASHTO T-27.

Percent Passing		
Sieve Size	1" Maximum	³ / ₄ " Maximum
1"	100	-
3/4"	-	100
1/2"	70-100	-
3/8"	-	69-100
No.4	41-68	46-75
No.16	21-41	22-44
No.50	10-27	10-28
No.200	4-13	4-13

The Total amount of material passing the No.200 sieve shall be determined by washing with water in accordance with AASHTO T-11.

- 4) Aggregate shall have a percentage of wear not to exceed fifty (50) when tested in accordance with AASHTO T-96. This requirement shall be used only in determining the suitability of the aggregate source and shall not be used for routine control testing.
- 5) Crushed blast furnace slag, if used, shall be uniform in density and quality and have a rodded weight of not less than seventy-five (75) pounds per cubic foot when tested in accordance with AASHTO T-19. Open-hearth slag will not be permitted for use as granular base course.

7.1.2 Bituminous Surface Course

- 1) Bituminous surface course shall be in accordance with Section 02786 - Open-Graded Surface Course (OGSC) of the State of Utah Department of Transportation (UDOT) Standards and Specifications for Road and Bridge Construction, latest edition. One-half inch maximum gradation shall be used. A minimum of three (3) inches of asphalt is required unless otherwise specified by the Town.
- 2) Bituminous seal coat shall conform to Section 02785 - Chip Seal Coat of the State of Utah Department of Transportation (UDOT) Standards and Specifications for Road and Bridge Construction, latest edition. AC-b or AC-20 bituminous material shall be used. Seal coats shall be used only if specifically called for on the plans or specified in writing by the Town.



ASPHALT PAVING AND GRANULAR BASE

3) Bituminous prime and tack coats shall conform to Section 02786 - Open-Graded Surface Course (OGSC) of the Utah Department of Transportation (UDOT) Standards and Specifications for Road and Bridge construction, latest edition. Tack coats shall be applied to the edges of existing asphalt when new asphalt is placed adjacent to it or when new asphalt is placed over old asphalt, or new concrete curb.

7.2 INSTALLATION

7.2.1 Road Cut Permit

Prior to any road or bridge construction the developer or property owner shall apply for a Road Cut Permit from the Town of Brian Head. Permits shall be issued for a period of sixty (60) days and shall be available at all times when work is under way.

7.2.2 Granular Base Course

The granular base course shall be placed on a properly prepared and compacted subgrade and shall be compacted to at least ninety-five percent (95) percent of maximum density as determined by ASTM D1557. **The depth of the granular base course shall be eight (8) inches, unless otherwise approved by the Town following a recommendation from a geotechnical engineer.**

7.2.3 Bituminous Surface Course

- 1) A self-propelled lay down machine shall be used on all Town streets. A box type lay down machine may be used on strip paving, patches, and areas where the self-propelled type lay down machine cannot be used as determined by the Town.
- 2) No asphalt shall be placed when the ambient air temperature is less than fifty degrees (50) F. No asphalt shall be placed when there are any frozen materials in the subgrade or the granular base course. Asphalt shall not be placed during rainy weather, when the road is wet, or during other adverse weather conditions. At the time of delivery to the site of the work, the temperature of the asphalt shall not be lower than two hundred sixty degrees (260) F. Compaction shall be complete before the temperature of the asphalt drops below one hundred eighty degrees (180) F. If the asphalt temperature drops below one hundred eighty degrees (180) F, asphalt placement shall be halted.
- 3) Trenches cut during winter months or when asphalt plants are not operating, shall be patched the same day of the cut with a good quality cold mix and maintained until asphalt plants open. When the asphalt plants open, the cold patch shall be removed and a new patch of hot mix asphalt shall be placed within twenty (20) days of plant opening.

7.2.4 Roadway Details

All new roadways, intersections, cul-de-sacs, sidewalks, curb and gutter, and retaining structures shall be constructed and repairs in compliance with standard drawings 101, 102,



ASPHALT PAVING AND GRANULAR BASE

104, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115 and 504 contained in the Appendix of these Standards.



PORTLAND CEMENT CONCRETE

8.1 MATERIALS

8.1.1 Portland Cement Concrete

- 1) Portland Cement shall conform to the requirements of ASTM C-ISO. Type II cement shall be used unless otherwise specified.
- 2) Water shall be clean and free from damaging amounts of oil, salt, acid, alkali, organic matter, or other deleterious substances and shall meet the requirements of ACI 318-77.
- 3) Aggregates shall conform to the requirements of ASTM C-33 and shall be well graded and free from substances that are chemically active relative to hydrated cement.
- 4) Coarse aggregate shall consist of clean, hard, and durable particles of a mixture of crushed and natural aggregate and shall be well graded to produce as dense a mixture as practical. Deleterious substances in the aggregate shall be limited as follows:

Deleterious Substance height	
Deleterious Substance	Percent by Weight
Soft Fragments	3.0
Coal Lumps	1.0
Clay Lumps	0.5
Material passing #100 sieve	1.5
Organic Material	0.1
Total for any or all of above	3.0

- 5) Abrasion loss, as determined by the Los Angeles Abrasion Test, shall not be more than forty percent (40%) by weight.
- 6) Loss on exposure to five cycles of the Sodium Sulfate Soundness Test shall not be more than eight percent by weight.
- 7) The maximum size of aggregate to be used shall not exceed one and one-half (1 ½) inches in terms of the size definition contained in ASTM Standards, except that the maximum size shall not exceed:
 - a. 1/5 of the narrowest dimension between the sides of forms
 - b. 1/3 of the depth of slabs
 - c. 3/4 of the minimum clear spacing between individual reinforcing bars, wires, bundles of bars, and pre-stressing tendons and ducts
- 8) Fine aggregate shall consist of clean, hard, and durable particles of a mixture of crushed and natural aggregate and shall be well graded to produce as dense a mixture as practical. Deleterious substances in the aggregate shall be limited as follows:

Deleterious Substance height	
Deleterious Substance	Percent by Weight
Soft Fragments	3.0
Coal	1.0
Material passing #200 sieve	3.0
Micaceous or Flaky Particles	3.0
Total for any or all of above	5.0



Performance of the Organic or Color-metric test using sodium hydroxide shall result in a color that is lighter than Number 2.

9) Unless otherwise specified in these Standards, un-reinforced concrete flat work shall have a slump range of one (1) to three (3) inches, reinforced concrete shall have a slump range of two (2) to four (4) inches unless super plasticized, and mass concrete shall have a slump range of two (2) to six (6) inches.

8.1.2 Additives and Admixtures

- 1) Air-Entraining Admixtures shall conform to "Specifications for Chemical Admixtures to Concrete," ASTM C494. Admixtures containing chloride ions shall not be used in pre-stressed concrete or in concrete containing embedded aluminum or galvanized accessories.
- 2) The Town must approve any use of calcium chloride, in no case shall more than two (2) percent of calcium chloride be used. In no case shall calcium chloride be used in any reinforced slab
- 3) The Town must approve any use of fly-ash or other pozzolans. Pozzolans shall conform to the requirements of ASTM C618. In no case shall more than fifteen (15) percent of the Portland Cement be replaced by an equal weight of pozzolans.
- 4) Curing compounds shall meet the requirements of ASTM C309. The compound shall be applied in accordance with the manufacturer's recommendations as soon as possible after final finishing. Transparent curing compounds shall consist of a liquid that is free from suspended matter at the time of application and shall be sufficiently low in viscosity to result in an even, uniform coating when applied by spraying. The compound shall be sufficiently transparent and free from permanent color to result in no pronounced change in color from that of the natural concrete at the conclusion of the curing period. However, the compound shall contain a red pigment dye, conforming to the requirements of ASTM C309 Type 1 Class B, sufficient to render the film distinctly visible on the concrete for a period of at least four (4) hours after application.

8.1.3 Reinforcing Steel

- 1) Reinforcing steel shall conform to the requirements of ASTM A615 and shall be of the sizes and grade specified on the plans. Reinforcing steel shall be clean and free from rust; scale, paint, oil, grease, dirt or other foreign matter that might prevent or impair the formation of a bond with the concrete.
- 2) Steel welded wire fabric shall conform to the requirements of ASTM A185 and shall be of the sizes and grade specified on the plans. Welded wire fabric shall be clean and free from rust, scale, paint, oil, grease, dirt or other foreign matter that might prevent or impair the formation of a bond with the concrete.



- 3) Reinforcing steel shall be cut and bent per the requirements of ACI 315 and shall not be bent, heated or straightened in a manner that will injure the material. Reinforcing steel with kinks, cracks, or improper bends will be rejected.
- 4) All epoxy coated reinforcing steel shall be coated according to AASHTO M-284. Only those bars required by the approved plans shall be coated. All bent bars shall be coated after bending. Epoxy coated bars that are to be cut in the field shall be either sawed or sheared but shall not be torch-cut. The sawed or sheared end and all other damaged coating shall be repaired using a specified patching or repair material approved by the manufacturer for epoxy coating repair.

8.1.4 Accessories

Preformed expansion joint filler shall conform to the requirements of ASTM D-1752 or ASTM D-994.

8.2 CONCRETE MIX DESIGN

8.2.1 Strength Requirements

- 1) Unless otherwise specified, the minimum compressive strength of concrete at twenty-eight (28) days shall be as follows:
 - a. 4,000 psi for all reinforced concrete
 - b. 3,500 psi for all flat work, sidewalks, curbs, gutters, pavements, and unreinforced slabs and footings
 - c. 2,500 psi for thrust blocks, thrust anchors, and mass concrete
- 2) Rejection of concrete on the basis of strength shall be considered if the average of any three consecutive compressive strength tests is below the required value or if any individual compressive strength test is more than 500 psi below the required value.
- 3) The Town shall require tests or otherwise investigate concrete that fails to meet the strength requirements and may elect to have the concrete replaced at the expense of the developer/contractor. Any investigation of reinforced concrete structures shall conform to the requirements of ACI 318-77 Section 4.8.4. Load tests, if required, shall be performed at the expense of the developer/contractor.
- 4) Procedures for testing concrete compressive strength shall be in accordance with the requirements of ASTM C31 Method of Making and Curing Concrete Test Specimens in the Field, ASTM C39 Method of Test for Compressive Strength of Cylindrical Concrete Specimens, and ASTM C142 Method of Obtaining and Testing Drilled Cores and Sawed Beams of Concrete.
- 5) The proportions of the aggregates shall serve to produce a concrete mixture that will work readily into the corners and angles of the forms and around reinforcement when consolidated, but will not segregate or exclude free water during consolidation.
- 6) Prior to placement of concrete, the developer/contractor shall furnish the Town with a statement of the proposed materials, mix proportions, and admixtures. The statement shall include evidence that the materials and the proportions will produce



concrete conforming to this specification. The materials and proportions so stated shall constitute the job mix. The source and character of aggregates and the type or brand of cement or admixture shall not be changed without approval by the Town.

- 7) For curb, gutter, sidewalk, and other flat work the water cement ratio shall not exceed 0.53 by weight or six (6) gallons per bag of cement. Only air entraining admixtures shall be allowed for flat work exposed to freezing temperatures when wet, without written approval from the Town.
- 8) Materials shall be stockpiled and combined by methods that will prevent segregation or contamination of aggregates and to ensure accurate proportioning of the ingredients in the mix.
- 9) Cement shall be measured by weight or in bags of ninety-four (94) pounds each. When cement is measured in bags, no fraction of a bag shall be used unless weighed.
- 10) Aggregates shall be measured by weight. Mix proportions shall be based on saturated, surface-dry weights. The batch of each aggregate shall be the required saturated, surface-dry weight plus the weight of the surface moisture it contains.
- 11) Water shall be measured by volume or by weight, to within one percent of the total quantity of water required for the batch. No water in excess of the amount specified in the mix design for the job mix shall be added to the concrete.
- 12) Admixtures shall be measured within plus or minus three (3) percent.
- 13) Concrete shall be uniform and thoroughly mixed when delivered to the work site. Variations in the slump of more than one (1) inch within the batch will be considered evidence of inadequate mixing and shall be corrected by increasing mixing time or by other means.
- 14) For stationary mixtures, after all cement aggregate and water are in the mixer drum, the mixing time shall not be less than one and one-half (1½) minutes.
- 15) Unless otherwise specified, volumetric batching and continuous mixing at the construction site will be permitted only when approved by the Town. The batching and mixing equipment shall conform to the requirements of ASTM C685 and shall be demonstrated prior to the placement of concrete, by tests with the job mix, to produce concrete meeting the specified proportioning and uniformity requirements. Concrete made by this method shall be produced, inspected, and certified in conformance with Sections 6, 7, 8, 13 and 14 of ASTM C685.

8.3 PLACING CONCRETE

8.3.1 Forms

- 1) Forms shall be of wood, plywood, steel or other approved material and shall be mortar tight. The forms and associated false work shall be substantial and unyielding and shall be constructed so that the finished concrete will conform to the specified dimensions and contours. Form surfaces shall be clean, smooth, and free from holes, dents, sags or other irregularities. Forms shall be coated with non-staining form oil



before being set into place. Care shall be taken to prevent oil from getting on reinforcement or anchors. Reinforcement or anchors shall be clean before placing of concrete.

- 2) Metal ties or anchors within the forms shall be equipped with cones, she-bolts, or other devices that permit their removal to a depth of at least one inch without injury to the concrete. Ties designed to break off below the surface of the concrete shall not be used without cones.
- 3) All edges that will be exposed to view when the structure is completed shall be chamfered or finished with molding tools.
- 4) Forms shall not vary from vertical grade by more than two-hundredths (0.02) feet and from horizontal alignment by more than five-hundredths (0.05) feet. All forms shall have smooth even lines in both the horizontal and vertical plane.

8.3.2 Conveying Concrete

- 1) When the air temperature is eighty (80) degrees F or greater, a maximum time of forty-five (45) minutes will be allowed from the time the cement mix is added to the concrete until the concrete mix is discharged from the carrier. When the temperature is less than eighty (80) degrees F, a maximum time of ninety (90) minutes will be allowed from the time the water is added to the concrete mix until the concrete mix is discharged from the carrier. The concrete shall be conveyed from the mixer to the forms as rapidly as practicable by methods that will prevent segregation of the aggregates or loss of mortar. Concrete shall not be dropped more than five (5) feet vertically unless suitable equipment is used to prevent segregation.
- 2) Concrete shall not be placed until the subgrade, forms, and steel reinforcement have been inspected and approved by the Town.
- 3) The concrete shall be initially placed as closely as possible to its final position in the forms and shall be worked into the comers and angles of the forms and around all reinforcement and embedded items in a manner to prevent segregation of aggregates or excessive laitance. Unless otherwise specified, slab concrete shall be placed to the design thickness in one continuous layer. Formed concrete shall be placed in horizontal layers not more than twenty (20) inches thick. Hoppers, chutes, pipes, and concrete pumps shall be used as necessary to prevent splashing of mortar on the forms and reinforcing steel above the layer being placed.
- 4) Immediately after the concrete is placed in the forms, it shall be consolidated by spading, hand tamping, or vibration as necessary to insure smooth surfaces and dense concrete. Each layer shall be consolidated to insure a monolithic bond with the preceding layer. If the surface of a layer of concrete in place sets to a degree that it will not flow and merge with the succeeding layer when spaded or vibrated, the developer/contractor shall discontinue placing concrete and shall make a construction joint.



- 5) If concrete placement is discontinued before a complete horizontal layer is in place, a vertical bulkhead, at a location approved by the Town, shall be used to form the unfinished end of the layer.
- 6) No concrete flat work shall be placed or finished in the rain or snow.
- 7) In walls and columns, as each lift is completed, the top surfaces shall be immediately and thoroughly protected from any condition that might adversely affect the hardening of the concrete.

8.3.3 Construction, Expansion, and Contraction Joints

- 1) Construction joints shall be installed as shown on the drawings. If construction joints, not shown on the drawings are needed, they shall be placed in locations approved by the Town.
- 2) Where a feathered edge would be produced at a construction joint, as in the top surface of a sloping wall, an insert form shall be used so that the resulting edge thickness on either side of the joint is not less than six (6) inches.
- 3) Steel tying and form construction to be accomplished adjacent to newly placed concrete shall not be started until the concrete has cured at least twelve (12) hours. Before new concrete is deposited on or against newly hardened concrete, the forms shall be kept moist for at least one hour prior to placement of the new concrete.
- 4) Expansion and contraction joints shall be made only at the locations shown on the drawings.
- 5) Exposed concrete edges at expansion and contraction joints shall be carefully tooled or chamfered, and the joints shall be free of mortar and concrete. Joint filler shall be left exposed for its full length with clean and true edges.
- 6) Preformed expansion joint filler shall be held firmly in the correct position while the concrete is placed.
- 7) When open joints are specified, they shall be constructed by the insertion, and subsequent removal, of a wooden strip, metal plate, or other suitable template in such a manner that the corners of the concrete will not be chipped or broken. The edges of open joints shall be finished with an edging tool prior to removal of the joint strips.

8.3.4 Waterstop

Waterstop shall be held firmly in the correct position while the concrete is placed. Joints in metal waterstop shall be soldered, brazed, or welded. Joints in rubber or plastic waterstop shall be cemented, welded, or vulcanized as recommended by the manufacturer.

8.3.5 Air Content and Consistency

- 1) Concrete, that after curing, will be exposed to freezing temperatures while wet shall contain entrained air within the following limits:

Normal Maximum Aggregate size (in)	Total Air Content (% by Vol/cu ft)
---------------------------------------	---------------------------------------



PORTLAND CEMENT CONCRETE

3/8"	6-10
1/2"	5-9
3/4"	4-8
1 - 1 1/2"	3.5 - 6.5

- 2) If the content of entrained air falls below the minimum value set as determined from two or more tests in a batch, the Town may reject the concrete.

8.3.6 Rejection Based on Excessive Slump

- 1) If the slump measurements are inconsistent with the job mix, the Town can reject the concrete if the adequacy of the batch is in question.

Inconsistency shall be defined by at least two slump tests, from the same load, falling more than two (2) inches below the job mix slump.

- 2) The first slump test will be taken after the first yard of concrete has been placed. If this test fails a second test will be taken immediately after.

8.3.7 Finishing Formed Surfaces

- 1) All fins and irregular projections shall be removed from exposed surfaces.
- 2) The holes produced by the removal of the form ties, cones, bolts, and she-bolts, shall be cleaned, wetted, and filled with a dry-pack mortar consisting of one (1) part portland cement, three (3) parts sand that will pass a #16 sieve, and water just sufficient to produce a consistency such that the filling is at the point of becoming rubbery when the material is solidly packed.

8.3.8 Finishing Unformed Surfaces

- 1) All exposed surfaces of the concrete shall be accurately screeded to grade, then float finished, and lightly broom finished, unless otherwise specified. Finishing shall be delayed until concrete has reached its initial set and stopped bleeding. Excessive floating or trowel finishing shall not be permitted.
- 2) The addition of dry cement or water to the surface of the screeded concrete to expedite finishing shall not be permitted.
- 3) Joints and edges on unformed surfaces that will be exposed to view shall be chamfered or finished with molding tools.

8.3.9 Curing

Immediately after final finishing, surfaces that are exposed to the air shall be coated with curing compound.

8.3.10 Removal or Repair of Concrete

- 1) When concrete is honeycombed, damaged, improperly cured, or otherwise defective, the developer/contractor shall remove and replace the structure or structural



member containing the defective area. The Town shall have cause for rejection when the requirements of these Standards are not met.

2) The developer/contractor shall erect and maintain suitable barriers to protect the finished surface. Any section damaged by traffic or other causes occurring prior to its official acceptance by the developer/contractor at his own expense in a manner satisfactory to the Town.

8.3.11 Placing Concrete in Cold Weather

1) When the ambient temperature is expected to drop below forty (40) degrees F at the time concrete is delivered to the work site, during placement, or at any time during the curing period, the temperature of the concrete at time of placement shall not be less than fifty (50) degrees F nor more than ninety (90) degrees F. The temperature of aggregates and mixing water shall not be more than one hundred (100) degrees F just prior to mixing with the cement.

2) Concrete structures shall be insulated or housed and heated if the daytime ambient temperature is less than forty (40) degrees F. The temperature of the concrete and air adjacent to the concrete shall be maintained at not less than fifty (50) degrees F or more than ninety (90) degrees F for the duration of the curing period.

3) The method of insulation shall be by standard concrete insulation blankets or straw. When using straw, the contractor shall install two layers of plastic sheeting with six (6) inches of straw between them. Methods of insulating, housing and heating the structure shall conform to ACI 306 Recommended Practice for Cold Weather Concreting.

4) When dry heat is used to protect concrete, some means of maintaining an ambient humidity of at least forty (40) percent shall be provided unless the concrete has been coated with curing compound or is covered with an approved impervious material.

8.3.12 Placing Concrete in Hot Weather

1) When the ambient temperature is expected to rise above ninety (90) degrees F at the time concrete is delivered to the work site, during placement, or for the first twenty-four (24) hours after placement, the contractor shall maintain the temperature of the concrete below ninety (90) degrees F. The methods used shall conform to ACE 605 Recommended Practice for Hot Weather Concreting.

2) The concrete shall be placed immediately after mixing. Truck mixing shall be delayed until only enough time remains to finish mixing before the concrete is placed. Exposed concrete surfaces that tend to dry or set too rapidly shall be continuously moistened by means of fog sprays or otherwise protected from drying during the time between placement and finishing and curing.

3) Finishing of slabs and other exposed surfaces shall be started as soon as the condition of the concrete allows, and completed without delay.



PORTLAND CEMENT CONCRETE

- 4) Concrete surfaces exposed to the air shall be covered as soon as the concrete has hardened sufficiently and shall be kept continuously wet for at least the first twenty (24) hours of the curing period.
- 5) Formed surfaces shall be kept completely and continuously wet for the duration of curing period or until curing compound is applied as specified in these Standards.

8.3.13 Inspection and Testing

- 1) The Town shall have free access to the construction site and batch plant. Proper facilities shall be provided for the Town to inspect materials, equipment, and processes and to obtain samples of the concrete. Any inspections and tests performed by the Town will be conducted in a manner that will minimize disruptions to the production and delivery of concrete.



9.1 GENERAL REQUIREMENTS

9.1.1 Purpose

- 1) Work site traffic control shall provide for safe and expeditious movement of traffic through construction and maintenance work zones at all times. The developer/contractor and other utilities (hereinafter referred to as work agencies) shall provide and maintain all construction signs, barricades, warning lights, flagmen or uniformed law enforcement officers required for the proper protection, direction, and traffic control within the construction or maintenance work zone.
- 2) Traffic control devices and methods shall serve to protect the motoring public, protect the work force, provide a safe and expeditious flow of traffic, provide for efficient and safe construction and maintenance operations, and maintain good public relations.

9.1.2 Standards and Requirements

The requirements, standards, and methods of application shall conform to the Manual on Uniform Traffic Control Devices (MUTCD). Typical situations, indicating the proper application of approved devices to control traffic through construction and maintenance areas, are illustrated in the MUTCD. The application of these devices to other circumstances shall be handled in a manner consistent with the MUTCD. Reference to the MUTCD shall include the revisions adopted by the State of Utah Department of Transportation.

9.1.3 Permission to Restrict Traffic on Town Streets

- 1) All work agencies and persons must obtain authorization or in some cases a permit for partial or complete closure of any public right-of-way, street, or sidewalk within the Town of Brian Head. All requests to restrict right-of-way will be directed to the Town. Requests that require partial or complete closure of any Town street or sidewalk, detouring or rerouting of pedestrian traffic, or other similar public impacts shall include a Traffic Control Plan that must be approved by the Town. The Town can require a Traffic Control Plan for any project that impacts a Town street, right-of-way, or sidewalk. Complete closure of Town Street for more than twenty (24) hours will require Town Council approval. The Traffic Control Plan (TCP) may range in complexity from, use of the typical illustrations in the MUTCD, to a detailed site plan displaying signing, barricading, material delivery areas, construction office, utility poles, staging areas, and construction phasing. In all cases the TCP must address satisfactorily all of the requirements of the MUTCD for the project. Exceptions to the requirements of the MUTCD must be requested in writing by the applicant, and be approved by the Town and shall be added to the TCP.
- 2) All permits and TCPs must be kept on the job site.
- 3) Street closures of any type will not be permitted without advance notice, except during emergency conditions. The Town reserves the right to deny any street closure



permit during anytime, when in their judgment, the traffic restriction could result in unbearable congestion or unnecessary accident potential.

9.1.4 General Traffic Control Regulations

- 1) A traffic lane shall not be considered as satisfactorily open to traffic unless it is at least twelve (12) feet wide and is paved with hot mix or cold mix asphalt paving and is surrounded by or adjacent to existing pavement. Where existing pavement has been removed, a traffic lane shall not be considered as satisfactorily open to traffic unless it is graded reasonably smooth and maintained dust free. The major streets shall be patched the same day as work is done and all other streets shall be patched within forty-eight (48) hours.
- 2) Local access shall be maintained to all properties on all streets whenever possible. When local access cannot be maintained, the work agency shall notify the affected property owner, resident, or tenant a minimum of twenty-four (24) hours in advance and restore access as soon as possible.
- 3) Access to fire stations, police stations, hospitals and schools shall be maintained at all times. When access restrictions are necessary, the work agency shall coordinate such access restrictions with the responsible person in charge of the affected fire station, police station, hospital, or school.
- 4) Vehicles that are not essential to the work shall not be permitted to park in the work area that is barricaded or otherwise marked. Vehicles required in the work area shall park down-traffic from the immediate work area. Parking of private vehicles shall be out of the work area and in conformance with parking regulations in the surrounding area. At no time shall the work agency vehicles or equipment impede the traffic lane adjacent to the work site.



APPENDIX A

STANDARD DRAWINGS



BRIAN HEAD TOWN
Standard Drawing Index

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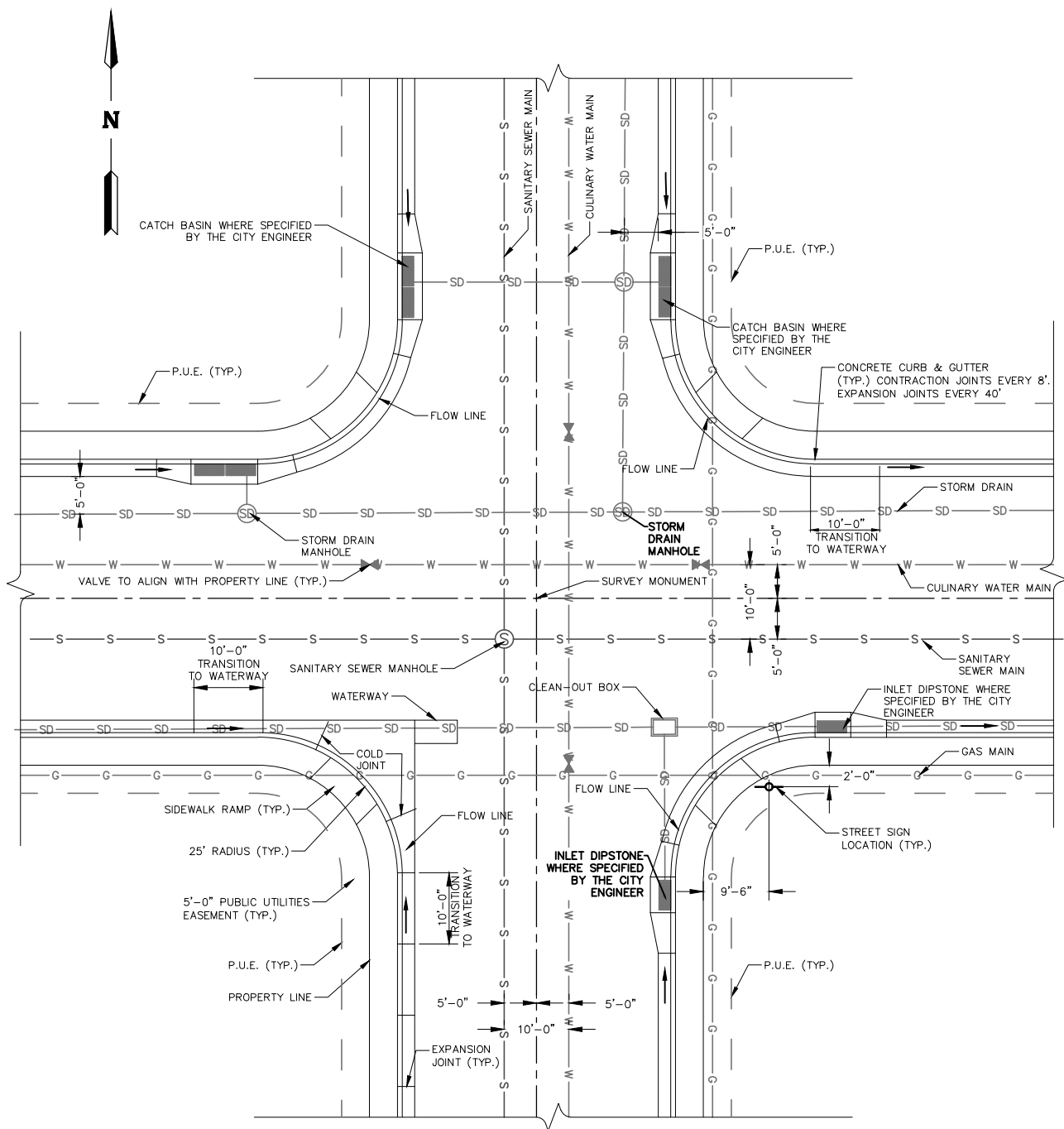
Add Pressurized Sewer Detail

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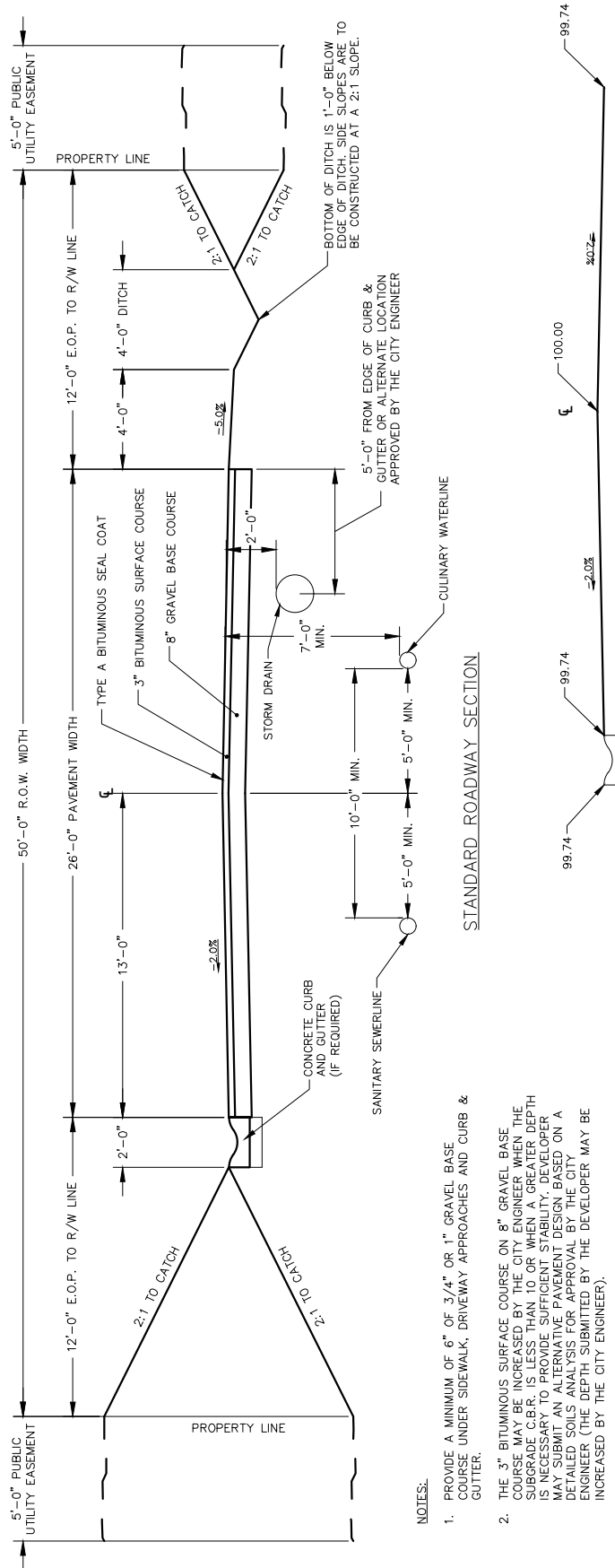


BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

STANDARD INTERSECTION DETAIL

STANDARD DWG. NO.	
101	1 OF 1
APPROVED:	
DATE:	BY: LBB



NOTES:

1. PROVIDE A MINIMUM OF 6" OF 3/4" OR 1" GRAVEL BASE COURSE UNDER SIDEWALK, DRIVEWAY APPROACHES AND CURB & GUTTER.
2. THE 3" BITUMINOUS SURFACE COURSE ON 8" GRAVEL BASE COURSE MAY BE INCREASED BY THE CITY ENGINEER WHEN THE SUBGRADE C.B.R. IS LESS THAN 10 OR WHEN A GREATER DEPTH IS NECESSARY TO PROVIDE SUFFICIENT STABILITY. DEVELOPER MAY SUBMIT AN ALTERNATIVE PAVEMENT DESIGN BASED ON A DETAILED SOILS ANALYSIS FOR APPROVAL BY THE CITY ENGINEER (THE DEPTH SUBMITTED BY THE DEVELOPER MAY BE INCREASED BY THE CITY ENGINEER).
3. MAXIMUM DIFFERENCE IN ELEVATION BETWEEN CURB ON OPPOSITE SIDE OF STREET SHALL NOT EXCEED 1'-0".
4. ON ARTERIAL STREETS THE DESIGN ENGINEER WILL PROVIDE A PAVEMENT DESIGN FOR REVIEW BY THE TOWN. LOCATION OF SIDEWALK AND CURB & GUTTER MAY VARY ON INDIVIDUAL ARTERIAL STREETS PER DIRECTION BY THE CITY ENGINEER. WALKS ARE 6' WIDE.
5. IF CURB & GUTTER IS REQUIRED, FOLLOW THE LEFT SIDE OF THE ROADWAY SECTION. IF CURB & GUTTER IS NOT REQUIRED, FOLLOW THE RIGHT SIDE OF THE ROADWAY SECTION.

ELEVATION DIFFERENCE FOR TYPICAL ROAD SECTION

BRIAN HEAD TOWN

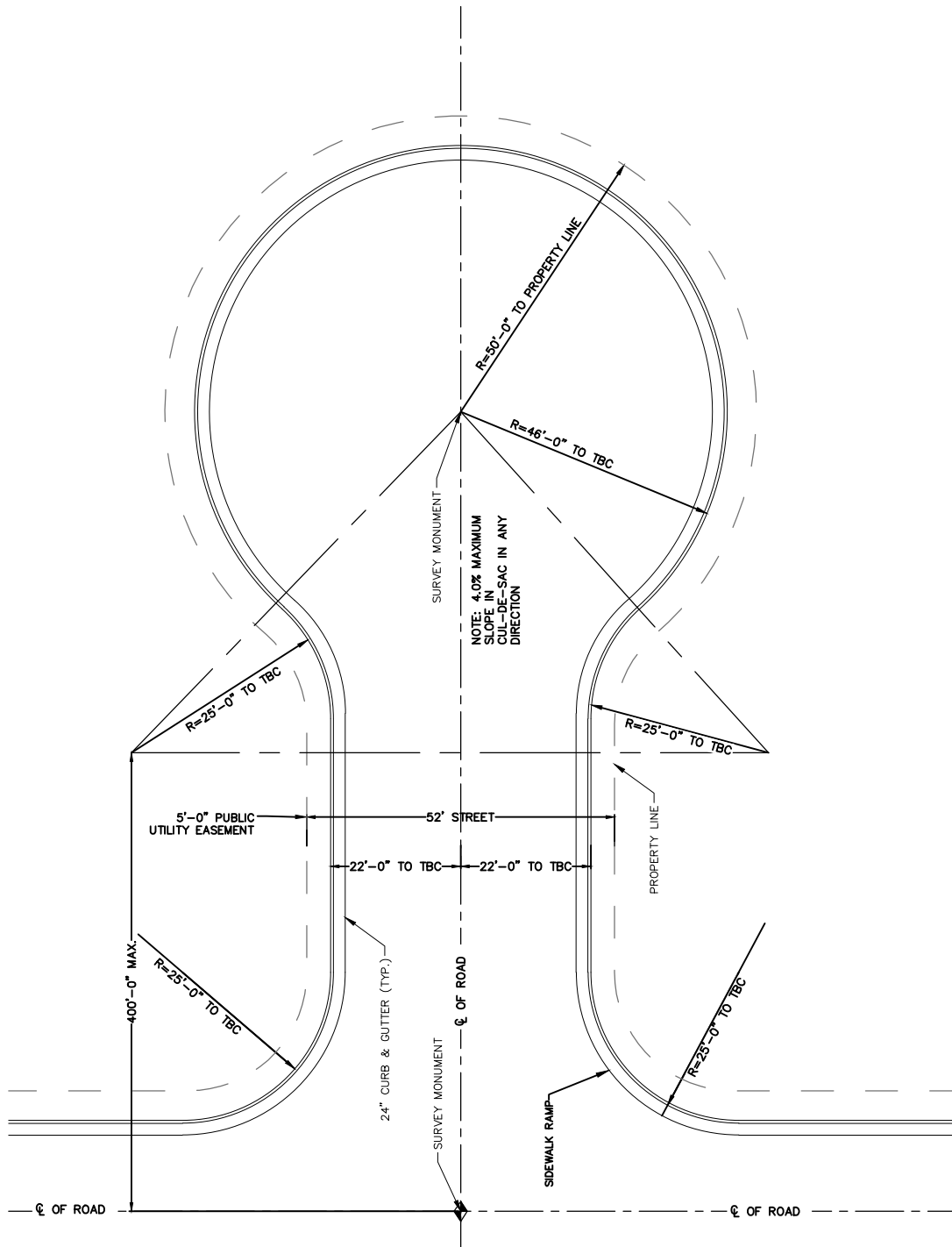
STANDARD ROADWAY (50' RIGHT-OF-WAY) DETAILS

STANDARD DWG. NO.

102 1 OF 1

APPROVED:

DATE: BY: LBB



BRIAN HEAD TOWN

STANDARD CUL-DE-SAC DETAIL

STANDARD DWG. NO.

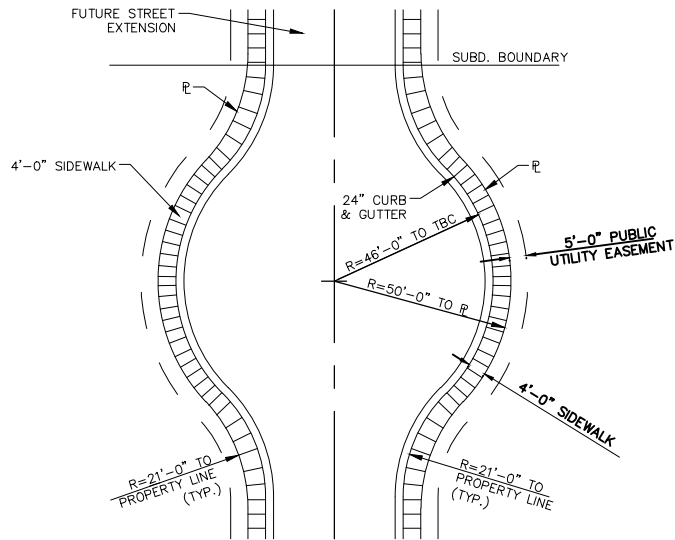
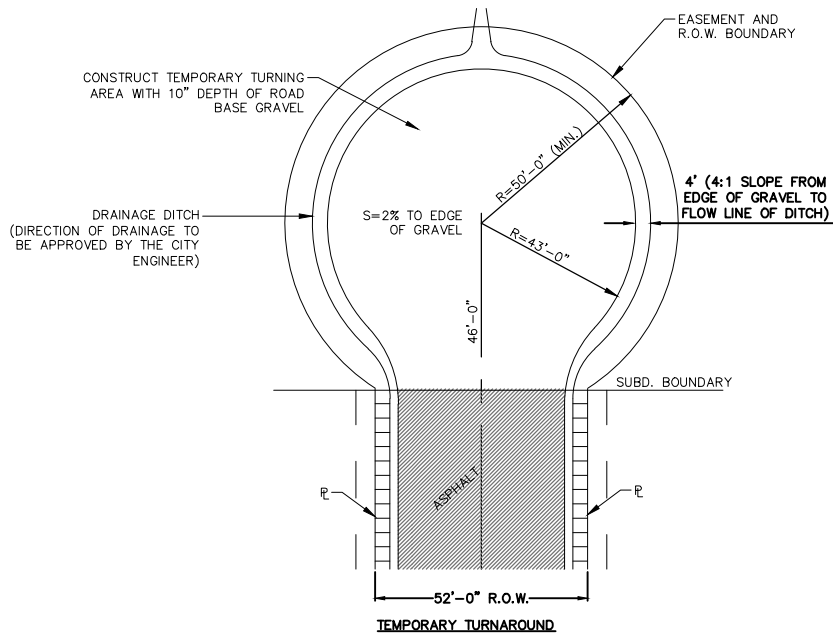
104

1 OF 1

APPROVED:

DATE:

BY: LBB



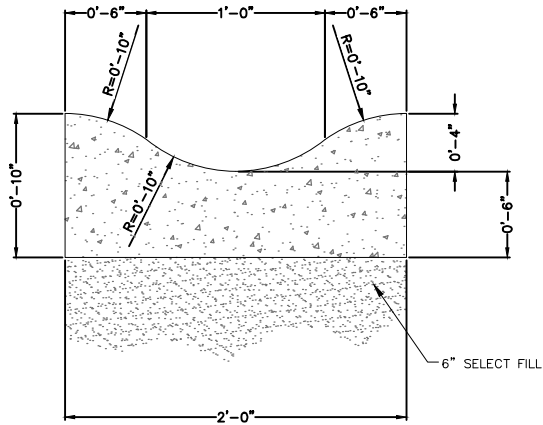
PERMANENT STREET BUBBLE
 TO BE USED AS TURN AREA ON TEMPORARY DEAD END STREET WHEN DISTANCE FROM NEAREST STREET INTERSECTION IS GREATER THAN 400L.F. OR WHERE A TEMPORARY TURNAROUND OUTSIDE OF SUBDIVISION IS NOT POSSIBLE.

BRIAN HEAD TOWN

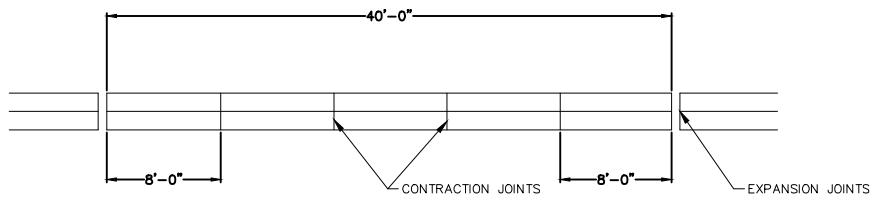
REVISIONS		
DATE	DESCRIPTION	BY

TURNING AREA DETAILS

STANDARD DWG. NO.	
106	1 OF 1
APPROVED:	
DATE:	BY: LBB



ROLLED CURB AND GUTTER



CURB AND GUTTER DETAIL

BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

CURB AND GUTTER JOINT DETAILS

STANDARD DWG. NO.	
107	1 OF 1
APPROVED:	
DATE:	BY: LBB

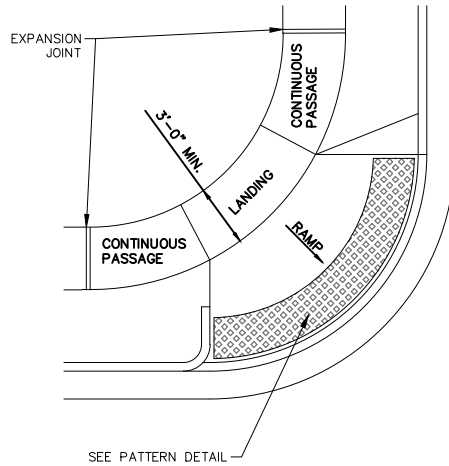


TABLE OF MAXIMUM SLOPE		
ELEMENT OF WORK	NEW CONSTRUCTION	MODIFICATIONS
RAMP (a)	1:12 (8.33%)	1:10 (10%) (b)
LANDING	1:50 (2%)	1:25 (4%)
TRANSITION	1:20 (5%)	1:20 (5%)

NOTE:
ADD BUMP PAD PER ADA STANDARD
AS ADOPTED BY THE STATE OF UTAH
DEPARTMENT OF TRANSPORTATION.

(a) VARIANCES: GET WRITTEN APPROVAL FROM
THE ENGINEER WHEN THE SLOPE IS GREATER
THAN SPECIFIED.

(b) RAMP LENGTH SHALL BE 10'-0" MAXIMUM
WHEN THE RAMP SLOPE EXCEEDS 1:12 (8.33%)

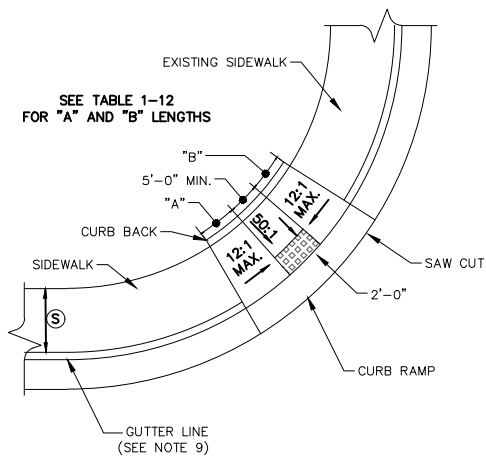
BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

SIDEWALK RAMP AT CORNER LANDING AT SIDEWALK LEVEL

STANDARD DWG. NO.	
108	1 OF 1
APPROVED:	
DATE:	BY: LBB

TABLE 1-12 TRANSITION LENGTHS FOR 12:1 SIDE SLOPES		
GRADE % "B" TO "A"	"A" MIN.	"B" MIN.
-6 TO -5.01	4'-6"	21'-6"
-5 TO -4.01	4'-6"	15'-0"
-4 TO -3.01	4'-6"	12'-0"
-3 TO -2.01	5'-0"	9'-6"
-2 TO -1.01	5'-6"	8'-0"
-1 TO 1	7'-0"	7'-0"
1.01 TO 2	8'-0"	5'-6"
2.01 TO 3	9'-6"	5'-0"
3.01 TO 4	12'-0"	4'-6"
4.01 TO 5	15'-0"	4'-6"
5.01 TO 6	21'-6"	4'-6"



LEGEND

- (S) SIDEWALK, 6'-0" NORMAL, SEE NOTE 7.
- [Pattern] STAMPED & COLORED CONCRETE, SEE NOTE 10.

NOTE:
ADD BUMP PAD PER ADA STANDARD
AS ADOPTED BY THE STATE OF UTAH
DEPARTMENT OF TRANSPORTATION.

GENERAL NOTES:

- GRATINGS OR SIMILAR ACCESSSES SHALL NOT BE LOCATED IN THE AREA AT THE BASE OF THE CURB RAMP OR LANDING AREA.
- NO LIP WILL BE PERMITTED AT THE CURB RAMP SLOPE GUTTER PAN. GRINDING SHALL BE 6" MINIMUM PERPENDICULAR TO FLOWLINE FOR RETROFIT.
- PLANTMIX BITUMINOUS OPEN-GRADED SURFACE SHALL BE FLUSH WITH THE EDGE OF THE GUTTER PAN IN THE AREA OF THE CURB RAMP. GRINDING WIDTH 9" MINIMUM OR 12:1 PLANTMIX BITUMINOUS SURFACE MINIMUM RETROFIT.
- ROUGH BROOM TEXTURE ON CURB RAMPS AND WINGS. TEXTURE SHALL PROVIDE A VISUAL CONTRAST TO THE SIDEWALK.
- ALL RAMPS SHALL BE 12:1 OR FLATTER.
- ALL SLOPE RATES ARE RELATIVE TO LEVEL.
- IF THERE ARE R/W RESTRICTIONS, SIDEWALK WIDTHS MAY BE REDUCED TO 4'-0" WITH PRIOR APPROVAL PROJECT ENGINEER. IN THESE INSTANCES A 5'-0" PASSING ZONE IS REQUIRED EVERY 200'-0" PER ADA APPENDIX C, SECTION 4.3.4.
- CONCRETE SHALL BE CLASS A OR AA.
- ADJUST FLOWLINE WHEN REQUIRED TO PREVENT PONDING AT THE RAMP AND MAINTAIN POSITIVE DRAINAGE.
- DETECTABLE WARNING SHALL BE CONSTRUCTED WITH STAMPED AND COLORED CONCRETE USING ADA TRUNCATED DOME PATTERN AND CONFORMING TO ADAAG (4.29.2) "CONTRAST".

BRIAN HEAD TOWN

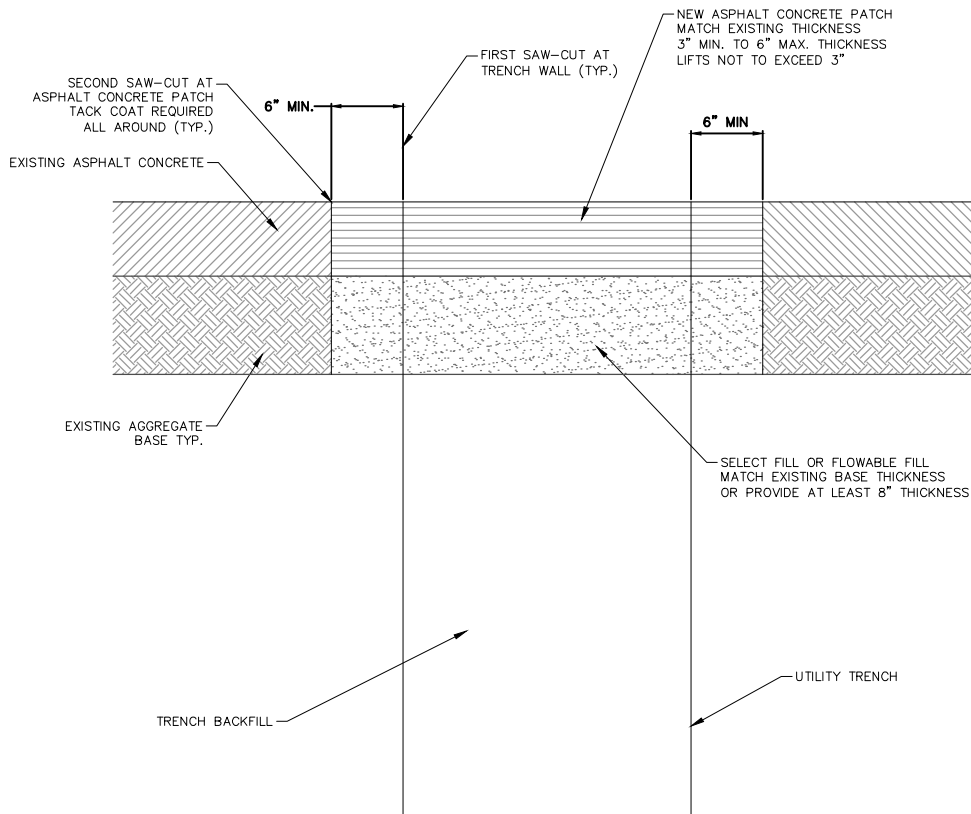
SIDEWALK RAMP AT CORNER LANDING
AT STREET LEVEL

STANDARD DWG. NO.

109 1 OF 1

APPROVED:

DATE: BY: LBB



NOTE: THE ABOVE DESIGN IS FOR REFERENCE ONLY. A ROAD CUT PERMIT IS REQUIRED. FINAL SPECIFICATIONS SHALL BE DETERMINED BY ROAD CUT PERMIT.

BRIAN HEAD TOWN

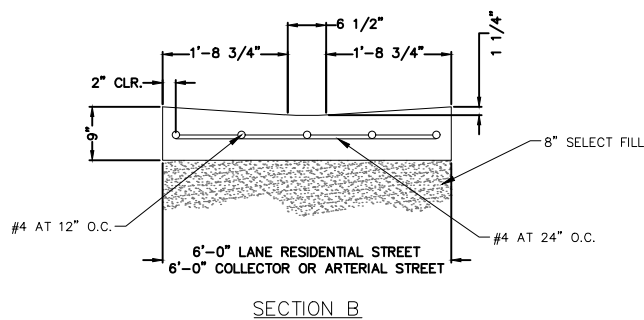
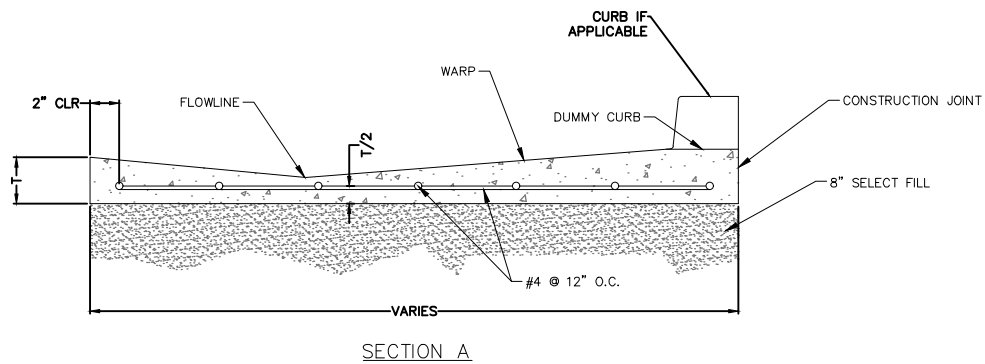
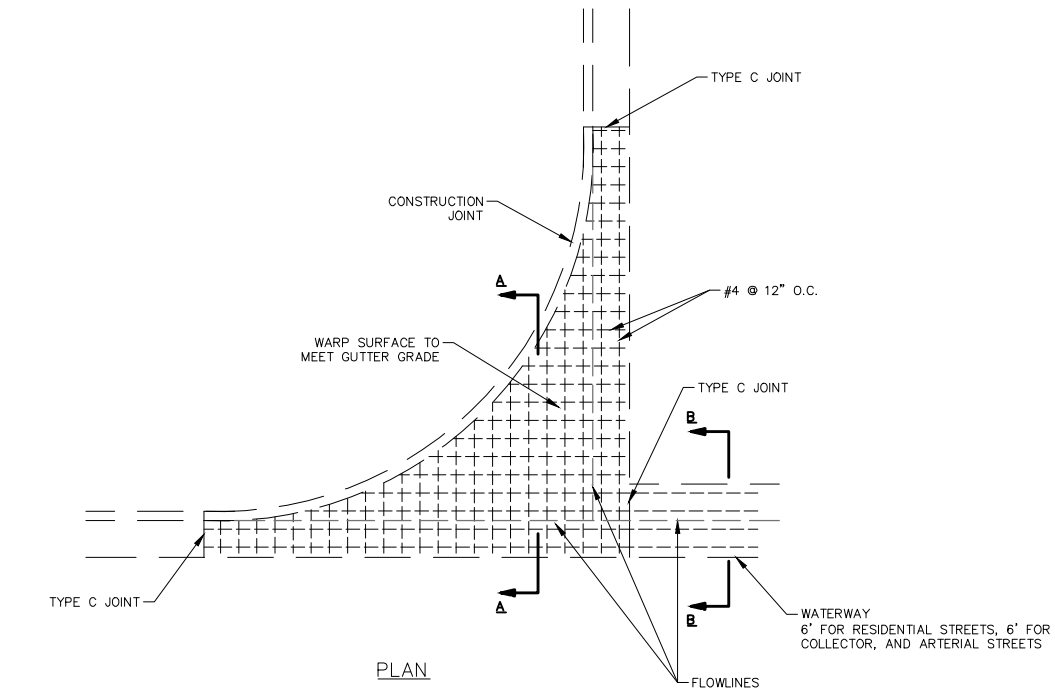
TEMPORARY ASPHALT PATCH CONCRETE "T" PATCH

STANDARD DWG. NO.

110 1 OF 1

APPROVED:

DATE: BY: LBB



BRIAN HEAD TOWN

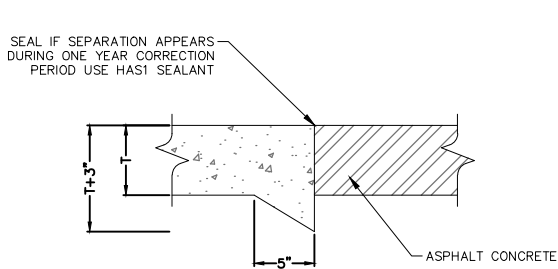
WATER TRANSITION STRUCTURE

STANDARD DWG. NO.

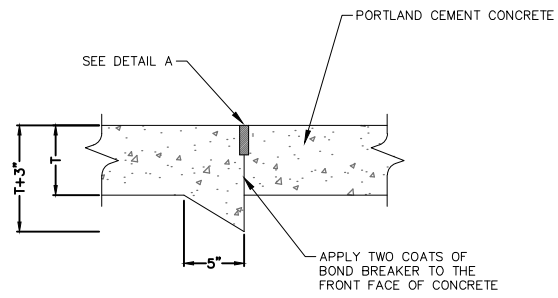
111 1 OF 1

APPROVED:

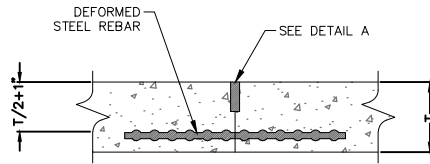
DATE: BY: LBB



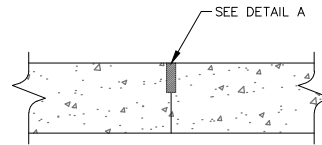
TYPE A JOINT



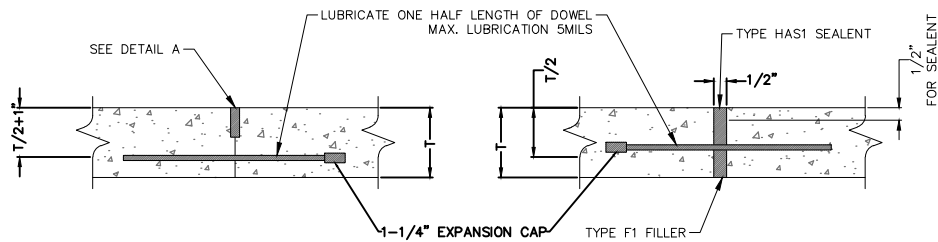
TYPE B JOINT



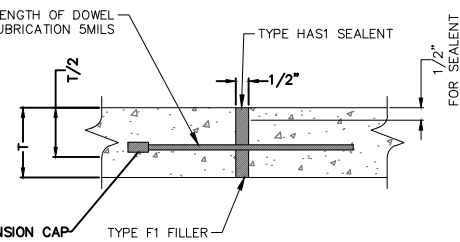
TYPE C JOINT



TYPE D JOINT

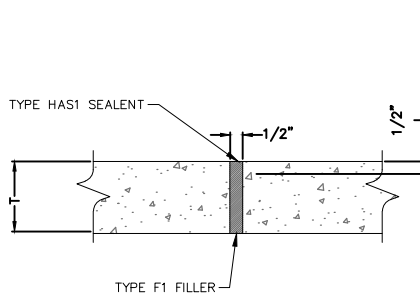


TYPE E JOINT

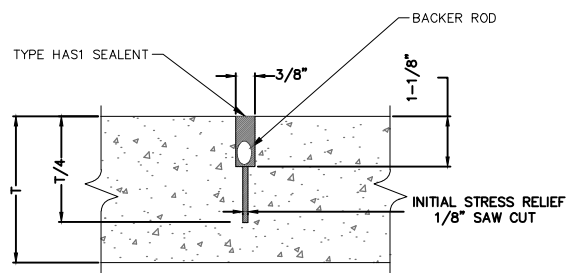


TYPE F JOINT

TABLE OF DIMENSIONS				
T = SLAB DEPTH IN.	DOWEL DIAMETER IN.	TOTAL DOWEL LENGTH IN.	SPACING	
5-8	5/8	14	12" O.C.	
9-12	1	18	12" O.C.	



TYPE G JOINT



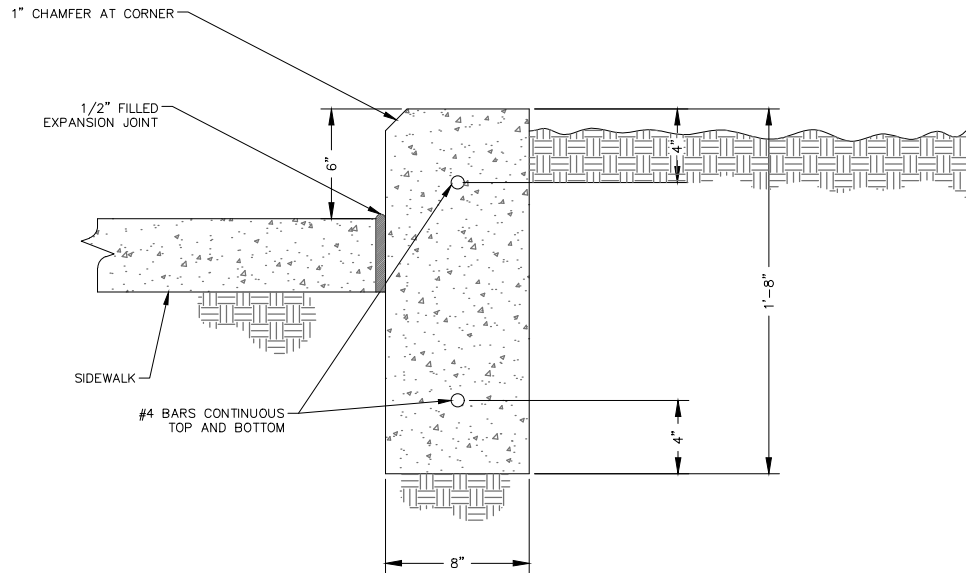
DETAIL A

BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

CONCRETE PAVEMENT JOINTS

STANDARD DWG. NO.	
112	1 OF 1
APPROVED:	
DATE:	BY: LBB



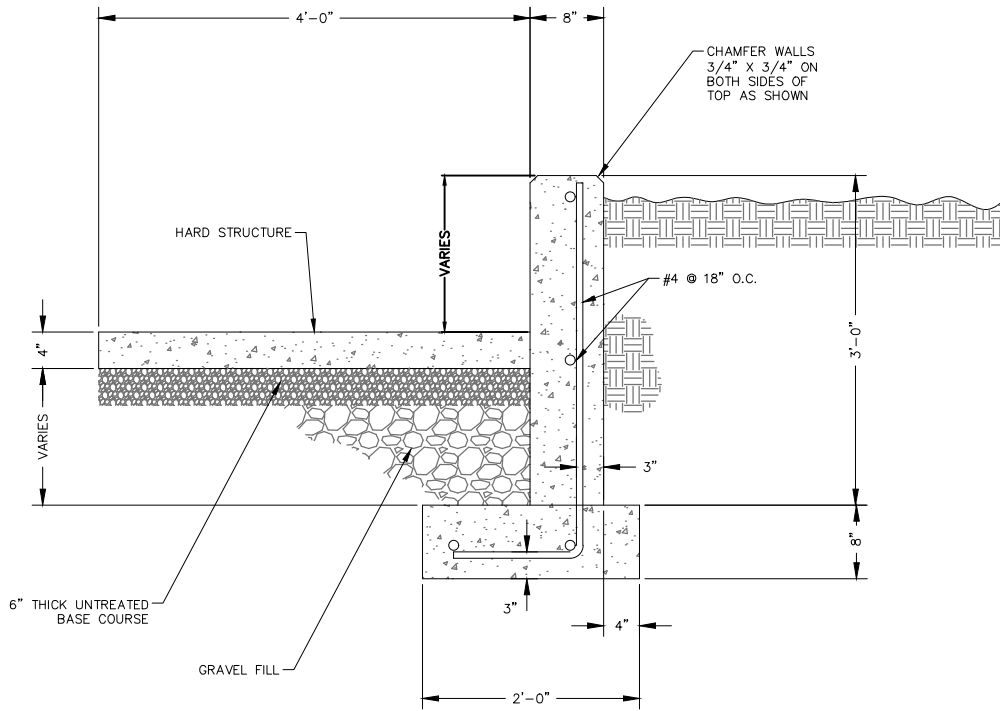
NOTE: ALL EXPOSED CONCRETE SURFACE
TO HAVE RUBBED FINISH

BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

REINFORCED CONCRETE CURB WALL

STANDARD DWG. NO.	
113	1 OF 1
APPROVED:	
DATE:	BY: LBB



NOTE:

1. ALL EXPOSED CONCRETE SURFACE
TO HAVE RUBBED FINISH.

2. WALL TO CONTAIN 0.125 CU. YARDS
OF CONCRETE PER FOOT, 6.6 LBS. REINFORCED
STEEL PER FOOT.

BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

36" CONCRETE RETAINING WALL

STANDARD DWG. NO.	
114	1 OF 1
APPROVED:	
DATE:	BY: LBB

WHERE THERE IS A
BASE COURSE SECTION
OR IN ROADWAYS, COMPACT @ 95%

WHERE THERE IS
NATIVE BACKFILL - 12" MINUS &
FREE OF ORGANIC MATTER.
NON-ROADWAY, COMPACT @ 90%
ROADWAY, COMPACT @ 95%

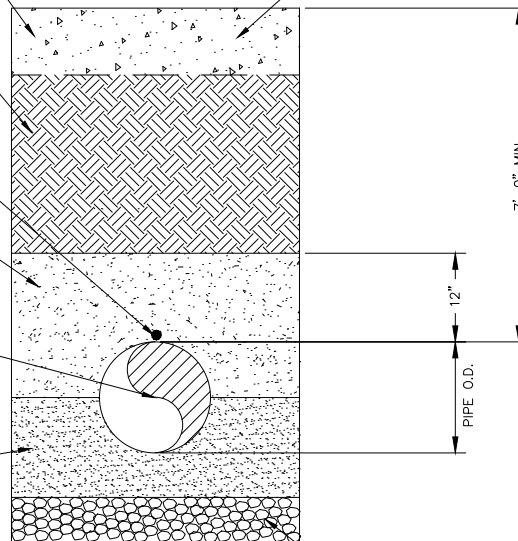
12 GAUGE, TYPE UF LOCATE WIRE

PIPE ZONE BACKFILL GRANULAR
OR SELECT MATERIAL
COMPACTED 90%, SEE NOTES

CULINARY WATER PIPE
OR SEWER PIPE

4" MINIMUM BEDDING BELOW PIPE
90% COMPACTED GRANULAR
MATERIAL TO PIPE CENTERLINE

UNTREATED ROAD BASE



4" MIN. COMPACTED FOUNDATION MATERIAL USED IN ROCK, OR UNSTABLE
MATERIAL (90% DENSITY, 2" MINUS)

NOTES:

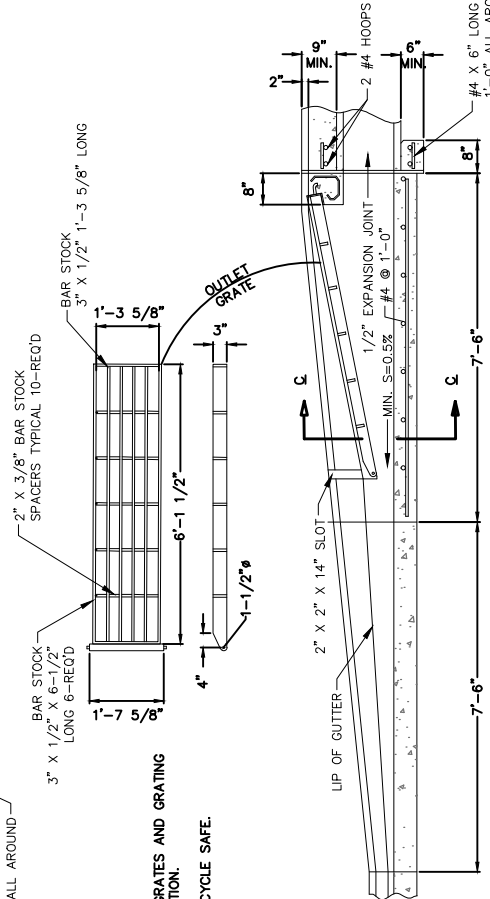
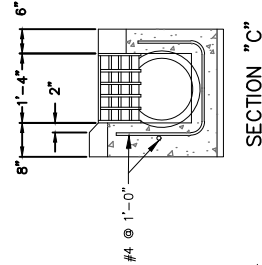
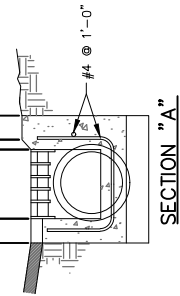
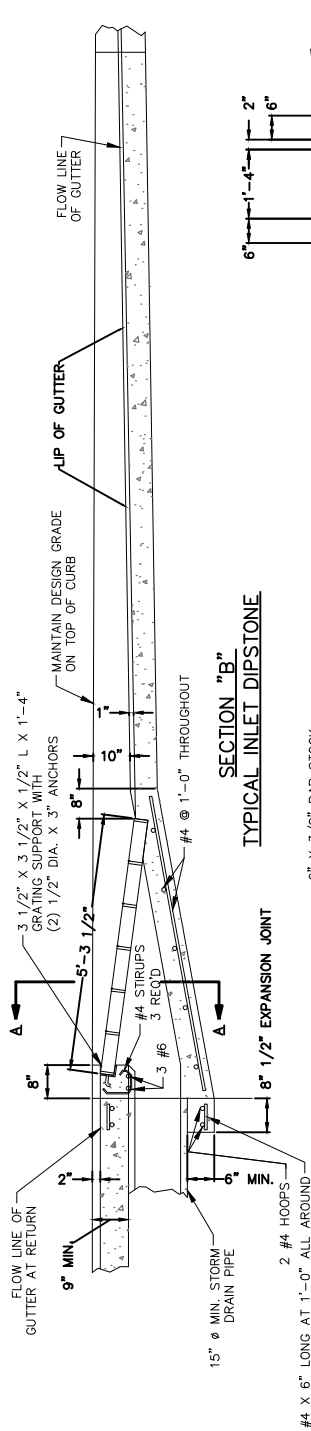
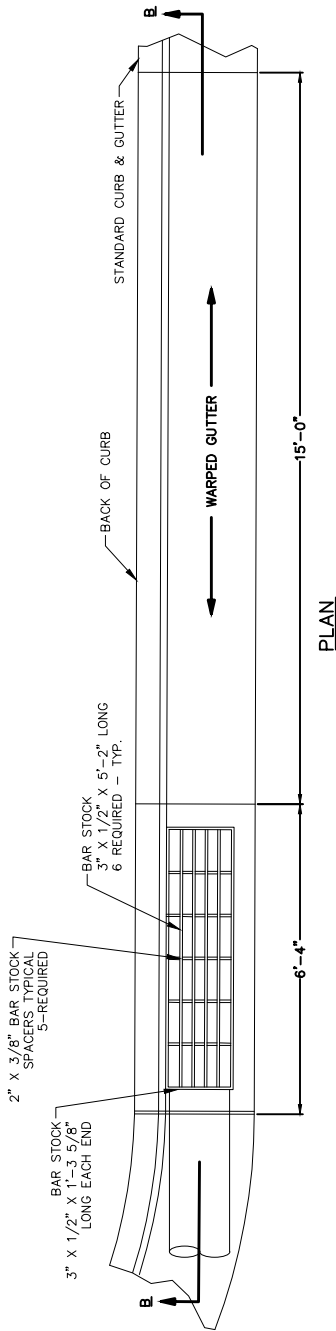
1. GRANULAR MATERIALS ARE DEFINED PER THE AASHTO SOIL CLASSIFICATION SYSTEM (ASTM D3282) OR THE UNIFIED SOIL CLASSIFICATION SYSTEM (ASTM D2487), WITH THE EXCEPTION THAT GRAVEL BEDDING/BACKFILL ADJACENT TO THE PIPE IS LIMITED TO 2" MAXIMUM PARTICLE SIZE PER ANSI/AWWA C600.
2. "SELECT MATERIAL" IS DEFINED AS NATIVE SOIL EXCAVATED FROM THE TRENCH, FREE OF ROCKS, FOREIGN MATERIAL, AND FROZEN EARTH.

BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

APPENDIX A – STANDARD DRAWINGS TYPICAL TRENCH DETAIL

STANDARD DWG. NO.	
115	1 OF 1
APPROVED:	
DATE:	BY: LBB



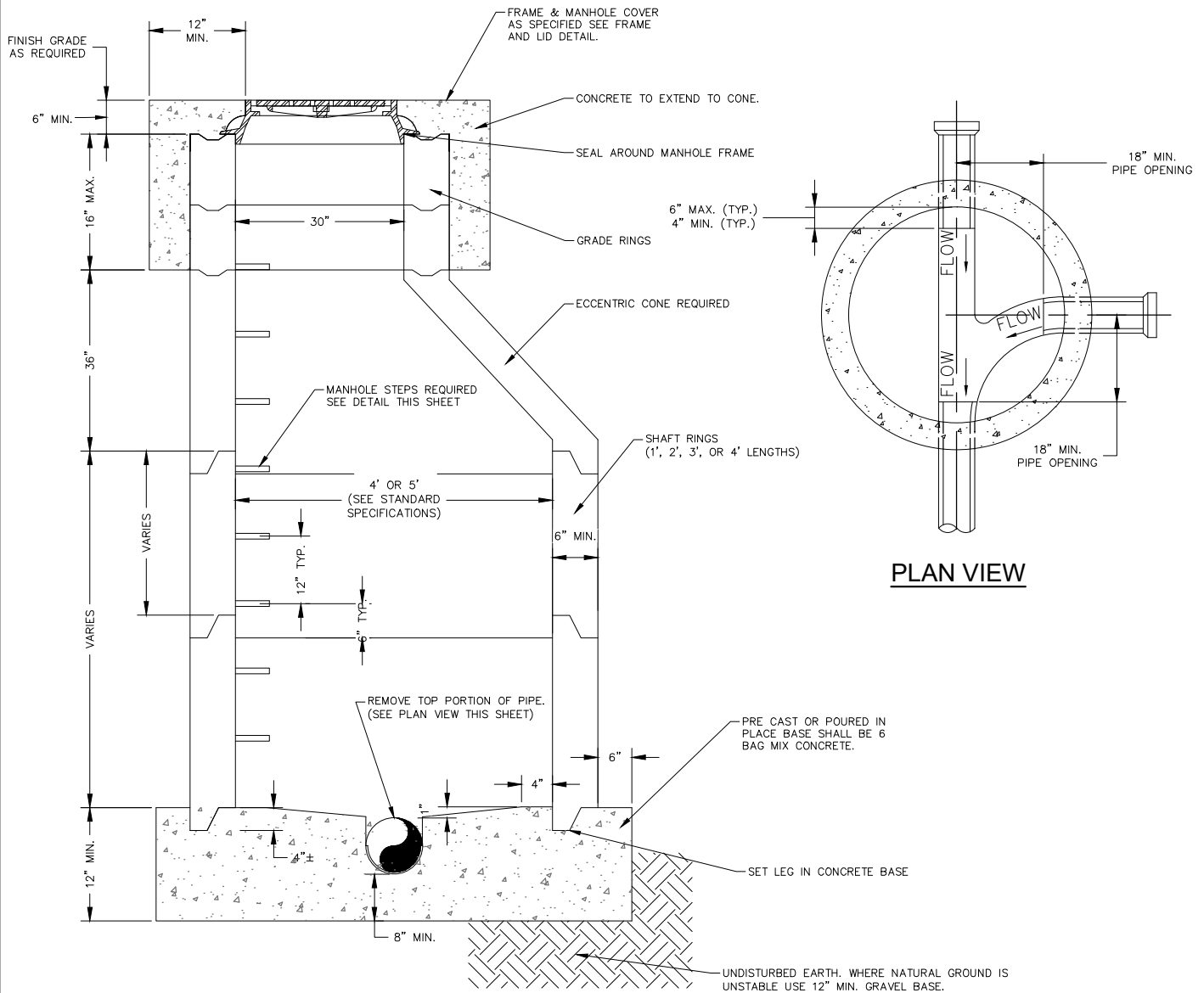
NOTE:
(1) HOT DIP GALVANIZED GRATES AND GRATING SUPPORTS AFTER FABRICATION.
(2) ALL GRATES TO BE BICYCLE SAFE.

BRIAN HEAD TOWN

DIPSTONE

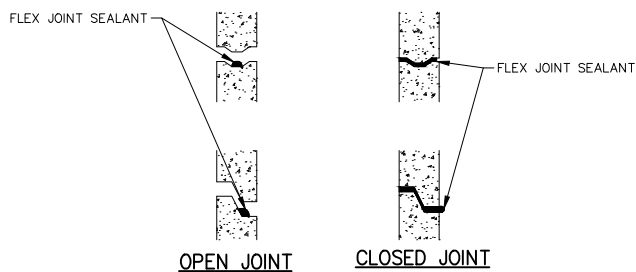
STANDARD DWG. NO.
207 1 OF 1

APPROVED:
DATE: BY: LBB



SEWER MANHOLE

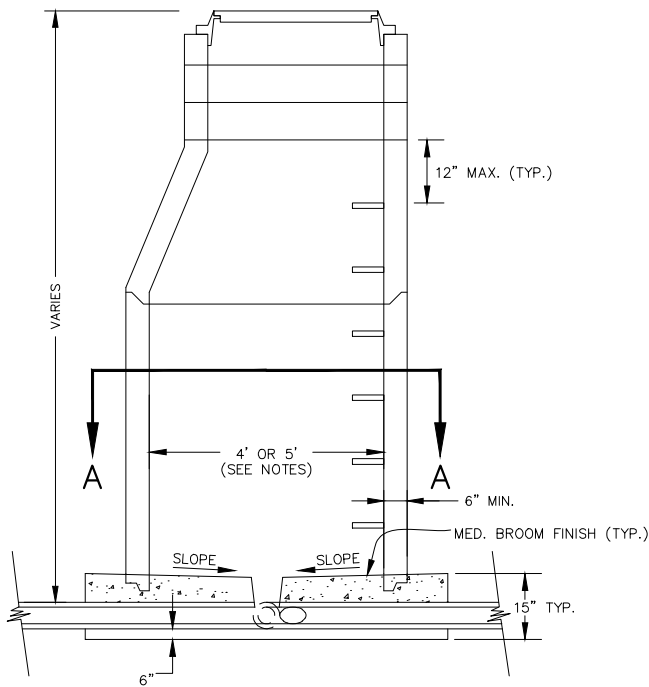
NOTE:
 1- SEE DRAWING NO. 221 FOR JUNCTION AND DROP MANHOLE DETAILS AND MANHOLE SIZES.
 2- PRECAST MAY BE USED, BUT REQUIRES ADVANCED APPROVAL.
 3- IF OPTIONAL JOINT USED, ALL MANHOLE SECTIONS SHALL BE CLEARLY MARKED ON THE INSIDE AS TO THE MANUFACTURER AND TYPE OF JOINT BEING USED.



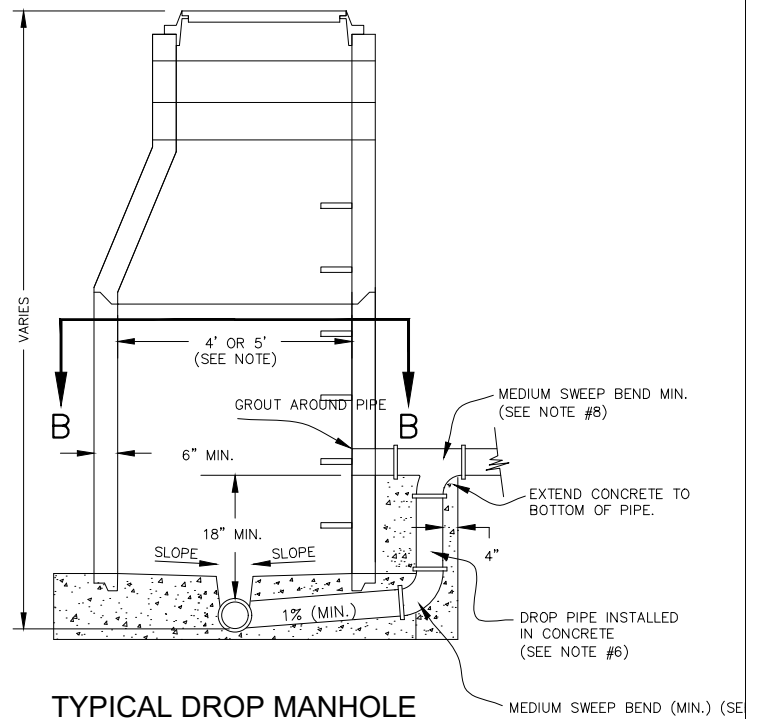
JOINT DETAILS

BRIAN HEAD TOWN
 STANDARD MANHOLE
 DETAILS

STANDARD DWG. NO.	
300	1 OF 1
APPROVED:	
DATE:	BY: LBB



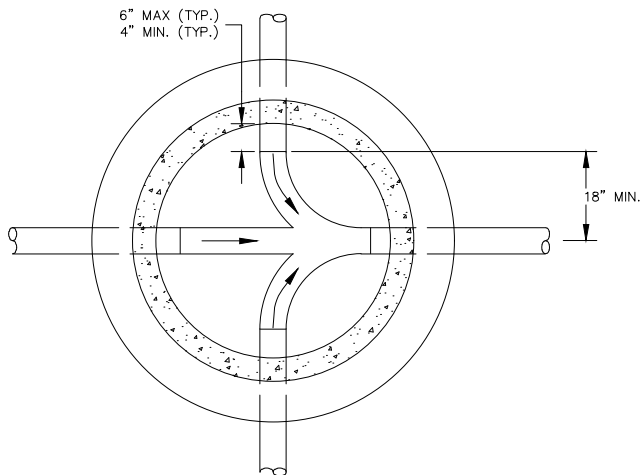
TYPICAL JUNCTION MANHOLE
(SECTION THRU CENTER)



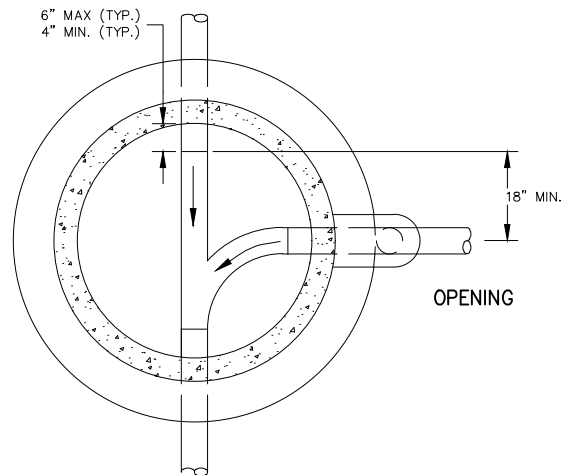
TYPICAL DROP MANHOLE
(SECTION THRU CENTER)

NOTES:

- 1- FOR SEWER PIPES LESS THAN 12-INCH DIAMETER USE 4-FOOT DIAMETER MANHOLE.
- 2- FOR SEWER PIPES WITH 12-INCH OR GREATER DIAMETER USE 5-FOOT DIAMETER MANHOLE.
- 3- WHEN THE SUM OF ALL PIPE SIZES CONNECTED TO THE MANHOLE TOTALS 24 INCHES OR GREATER USE A 5-FOOT DIAMETER MANHOLE.
- 4- WHEN SEWER DEPTH IS 12 FEET OR GREATER USE A 5-FOOT DIAMETER MANHOLE.
- 5- SEE DRAWING NO. 220 FOR ADDITIONAL DETAILS.
- 6- VERTICAL DROP PIPE AND FITTINGS SHALL BE THE SAME SIZE AS THE INCOMING SEWER PIPE.
- 7- NO LATERALS SHALL BE INSTALLED DIRECTLY INTO MANHOLES UNLESS PRIOR APPROVAL BY CITY REPRESENTATIVE.
- 8- BENDS CAN BE 45° OR 90° - (90° IS SHOWN) ALL OTHER REQUIREMENTS ARE THE SAME.



SECTION A-A



SECTION B-B

BRIAN HEAD TOWN

JUNCTION & DROP MANHOLE
DETAILS

STANDARD DWG. NO.

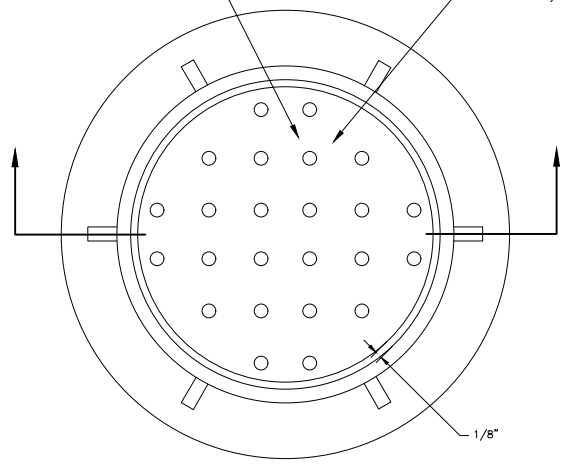
301 1 OF 1

APPROVED:

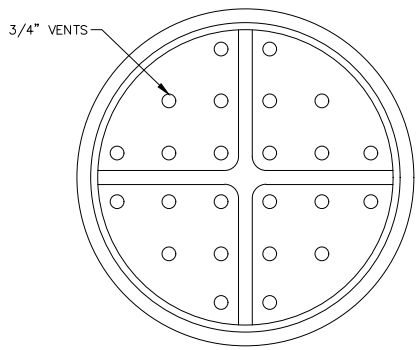
DATE: BY: LBB

ALL MANHOLE COVERS TO BE SMOOTH LIDS.

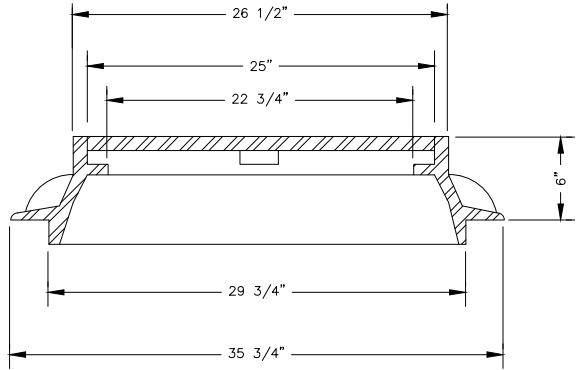
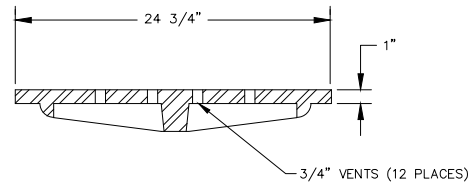
"SEWER" OR "STORM DRAIN"
CAST IN LID (MIN. 2 1/2"
LETTERS)



PLAN OF COVER & FRAME



BOTTOM VIEW OF COVER



SECTION 1

NOTE: CAST IRON FRAME &
COVER TO MEET
REQUIREMENTS OF ASTM A
48 (CLASS 30) REQUIRED
MINIMUM COMBINED WEIGHT
402 lbs.

BRIAN HEAD TOWN

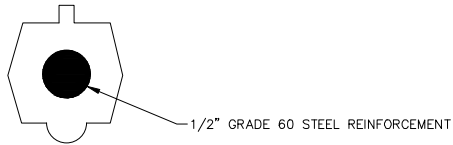
MANHOLE FRAME & COVER
DETAILS

STANDARD DWG. NO.

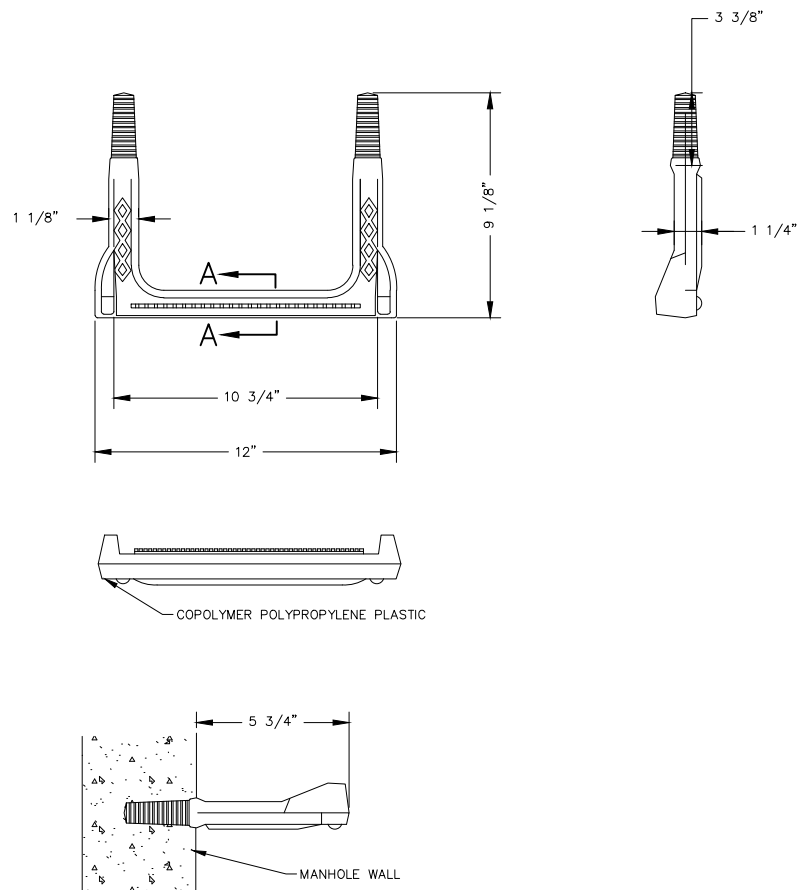
302 1 OF 1

APPROVED:

DATE: BY: LBB



SECTION A-A

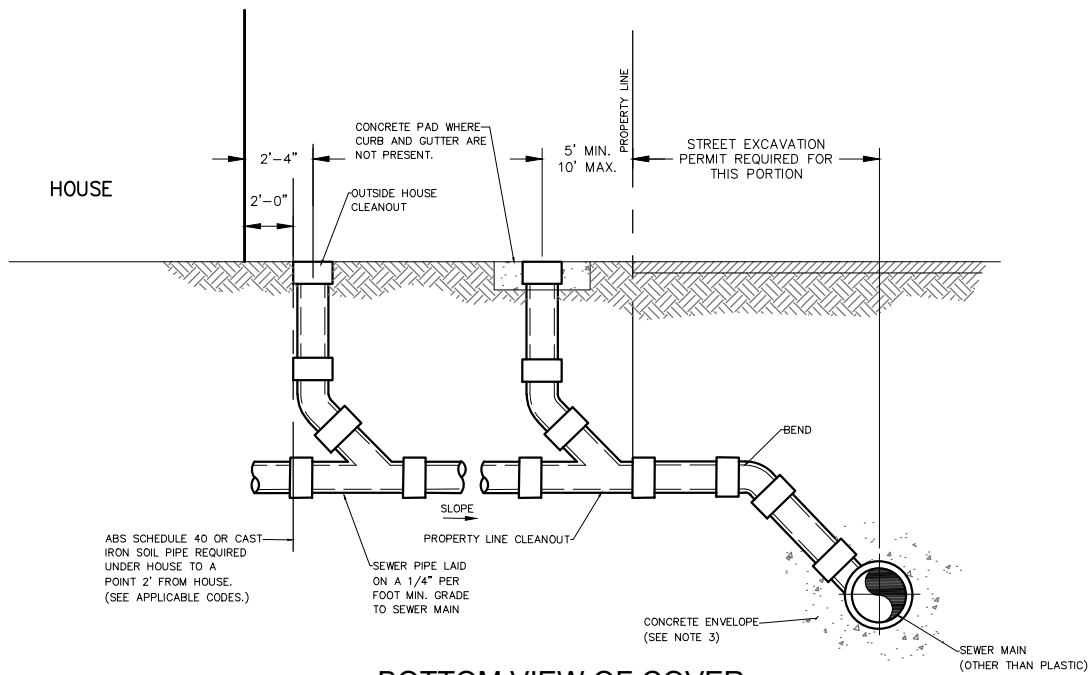


BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

MANHOLE STEP DETAIL
DETAILS

STANDARD DWG. NO.	
303	1 OF 1
APPROVED:	
DATE:	BY: LBB



BOTTOM VIEW OF COVER

NOTES:

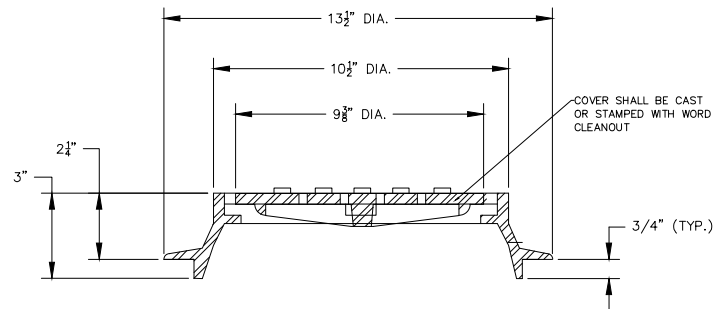
1- PROPERTY LINE AND OUTSIDE HOUSE CLEANOUTS ARE REQUIRED AS SHOWN.

2- CLEANOUT REQUIRED AT 100' MAX. SPACING (STRAIGHT RUNS) AND FOR EACH AGGREGATE CHANGE IN DIRECTION, WHERE TOTAL AGGREGATE CHANGE EXCEEDS 135 DEGREES.

3- ALL LATERALS CUT INTO EXISTING MAINS SHALL BE ADAPTED WITH SADDLES. WHERE SADDLES ARE NOT WATER TIGHT, A CONCRETE ENVELOPE SHALL BE REQUIRED. LATERALS SHALL NOT PROTRUDE INTO SEWER MAINS.

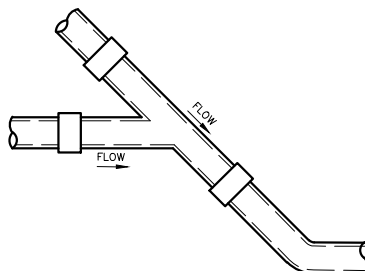
4- ALL CLEANOUTS LOCATED IN DRIVEWAYS OR OTHER AREAS SUBJECT TO VEHICLE TRAFFIC SHALL HAVE A CAST IRON RING AND COVER OR OTHER APPROVED PROTECTIVE DEVICE.

5- FOR COMMERCIAL APPLICATION CONTACT WASTE WATER DEPARTMENT.



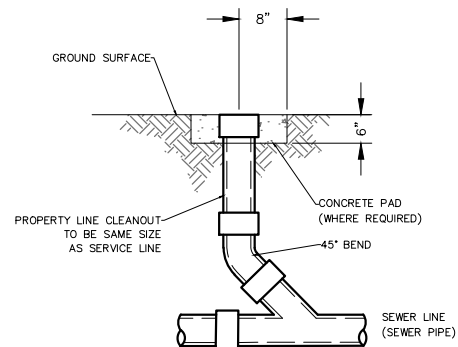
STANDARD CLEANOUT RING & LID

(H-20 RATING)



DETAIL - DROP C.O.

(WHERE REQUIRED)



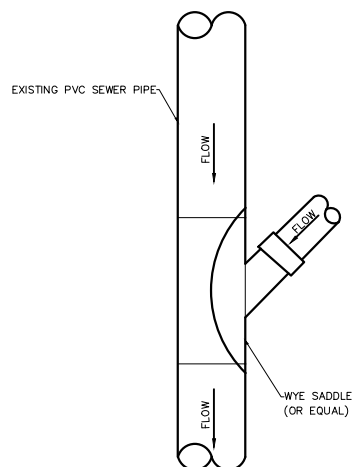
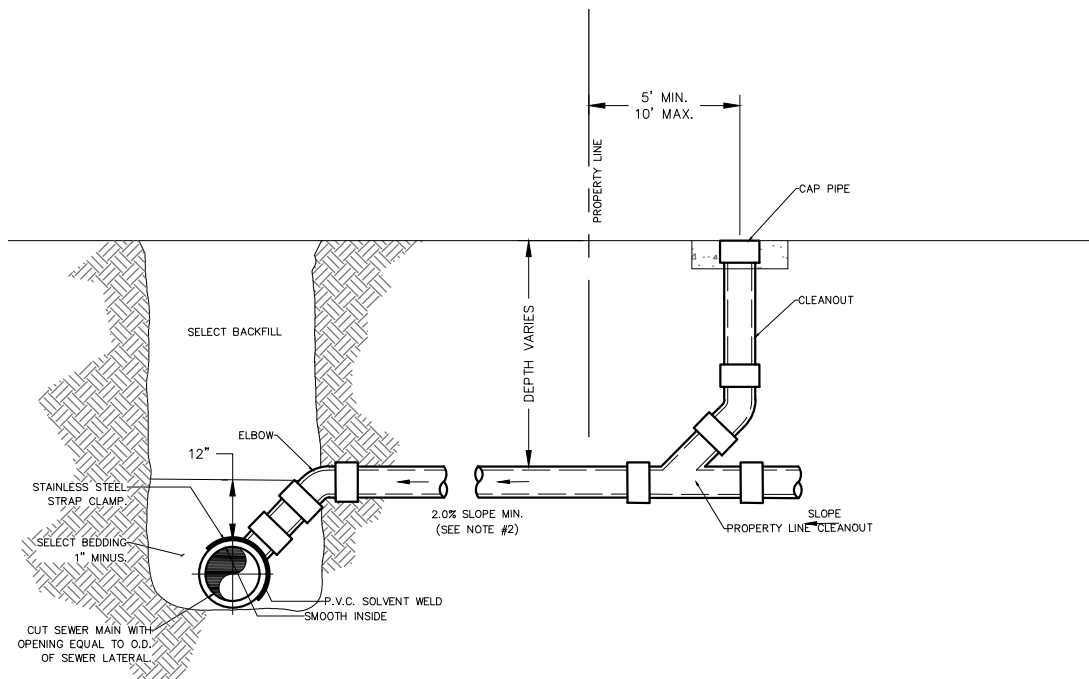
BOTTOM VIEW OF COVER

BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

**TYPICAL RESIDENTIAL SEWER CONNECTION
DETAILS**

STANDARD DWG. NO.	
304	1 OF 1
APPROVED:	
DATE:	BY: LBB



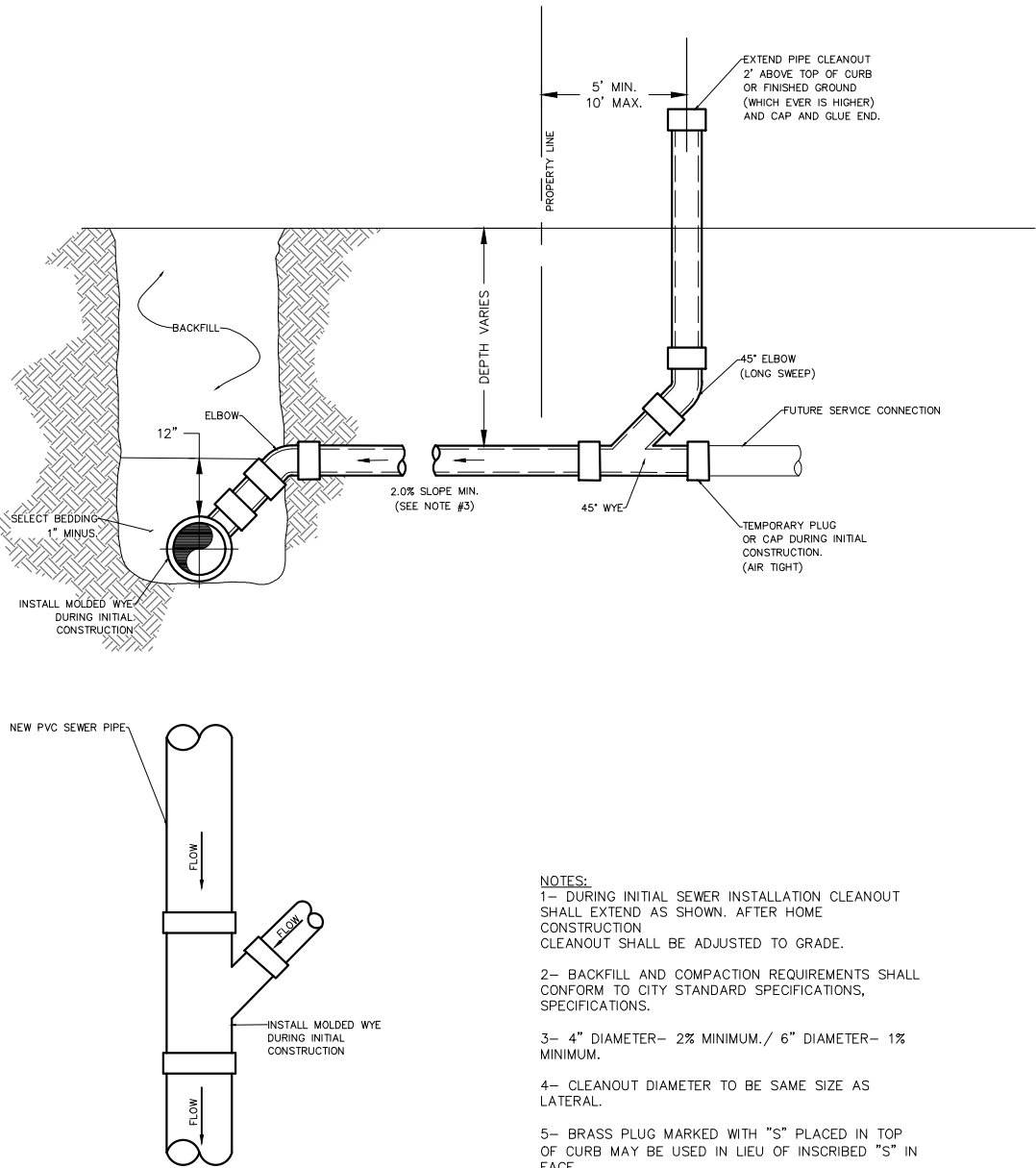
- NOTES:
- 1- BACKFILL AND COMPACTION REQUIREMENTS SHALL CONFORM TO CITY STANDARD SPECIFICATIONS, SPECIFICATIONS.
 - 2- 4" DIAMETER- 2% MINIMUM/ 6" DIAMETER- 1% MINIMUM
 - 3- CLEANOUT DIAMETER TO BE SAME SIZE AS LATERAL
 - 4- INSTALL WYE SADDLE PER MANUFACTURERS RECOMMENDATIONS

BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

P.V.C. SERVICE CONNECTION
EXISTING P.V.C. SEWER MAINS

STANDARD DWG. NO.	
305	1 OF 1
APPROVED:	
DATE:	BY: LBB



NOTES:

- 1- DURING INITIAL SEWER INSTALLATION CLEANOUT SHALL EXTEND AS SHOWN. AFTER HOME CONSTRUCTION CLEANOUT SHALL BE ADJUSTED TO GRADE.
- 2- BACKFILL AND COMPACTION REQUIREMENTS SHALL CONFORM TO CITY STANDARD SPECIFICATIONS, SPECIFICATIONS.
- 3- 4" DIAMETER- 2% MINIMUM./ 6" DIAMETER- 1% MINIMUM.
- 4- CLEANOUT DIAMETER TO BE SAME SIZE AS LATERAL.
- 5- BRASS PLUG MARKED WITH "S" PLACED IN TOP OF CURB MAY BE USED IN LIEU OF INSCRIBED "S" IN FACE.

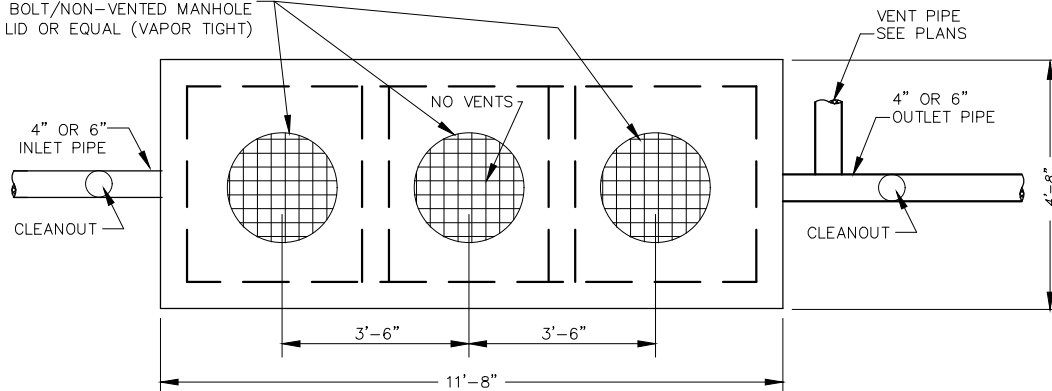
BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

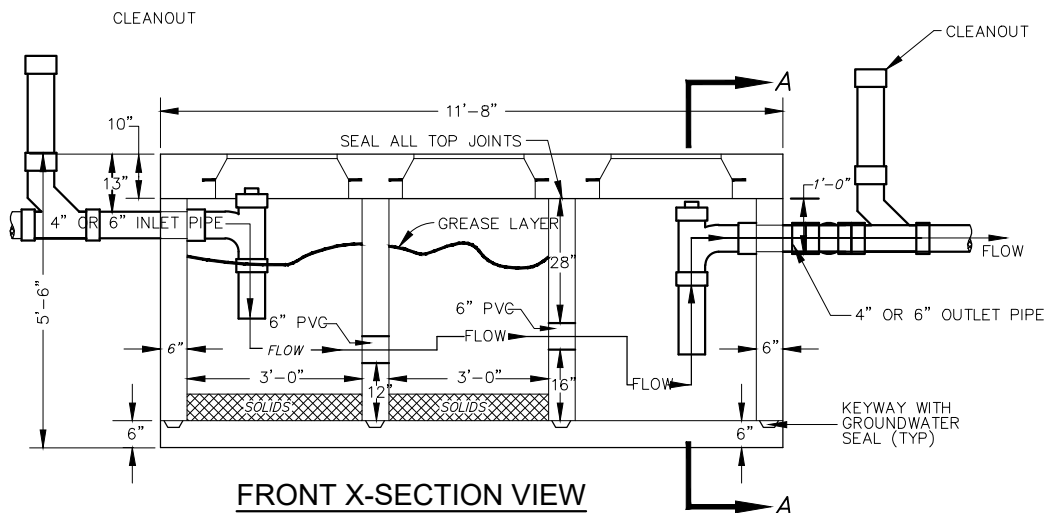
**P.V.C. SERVICE CONNECTION
NEW P.V.C. SEWER MAINS**

STANDARD DWG. NO.	
306	1 OF 1
APPROVED:	
DATE:	BY: LBB

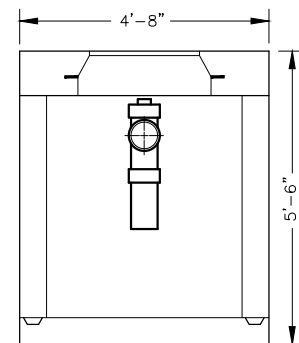
24-3/4" DIA. D&L SUPPLY
E-1925 LOCK
BOLT/NON-VENTED MANHOLE
LID OR EQUAL (VAPOR TIGHT)



TOP VIEW



FRONT X-SECTION VIEW



SIDE X-SECTION A-A

NOTES:

1. MATERIAL SPEC'S:
 - 1.1. CONCRETE PORTLAND CEMENT TYPE II. MINIMUM COMPRESSIVE STRENGTH=3000 PSI AT 28 DAYS.
 - 1.2. REINFORCING BAR INTERMEDIATE GRADE ASTM A615.
 - 1.3. REINFORCING WELDED WIRE MESH ASTM A185
2. UNIT COATED OUTSIDE WITH AN APPROVED PROTECTIVE COATING.
3. ALL DIMENSIONS +/- NOT TO BE USED FOR CONSTRUCTION PURPOSES UNLESS CERTIFIED.
4. PRECAST UNIT TO BE PLACED ON NATURAL SOIL OR APPROVED COMPACTED FILL.
5. STANDARD GROUND WATER SEAL- BUTYL ROPE MASTIC OR CEMENT MORTAR.
6. PRIOR TO BACKFILLING, INTERCEPTOR SHALL BE TESTED. TANK SHALL BE EXPOSED ON ALL SIDES AND FILLED WITH WATER AND SHALL HOLD WATER FOR A MINIMUM TEST PERIOD OF TWO HOURS.
7. CLEANOUT SIZE TO MATCH INLET/OUTLET SIZE.

BRIAN HEAD TOWN

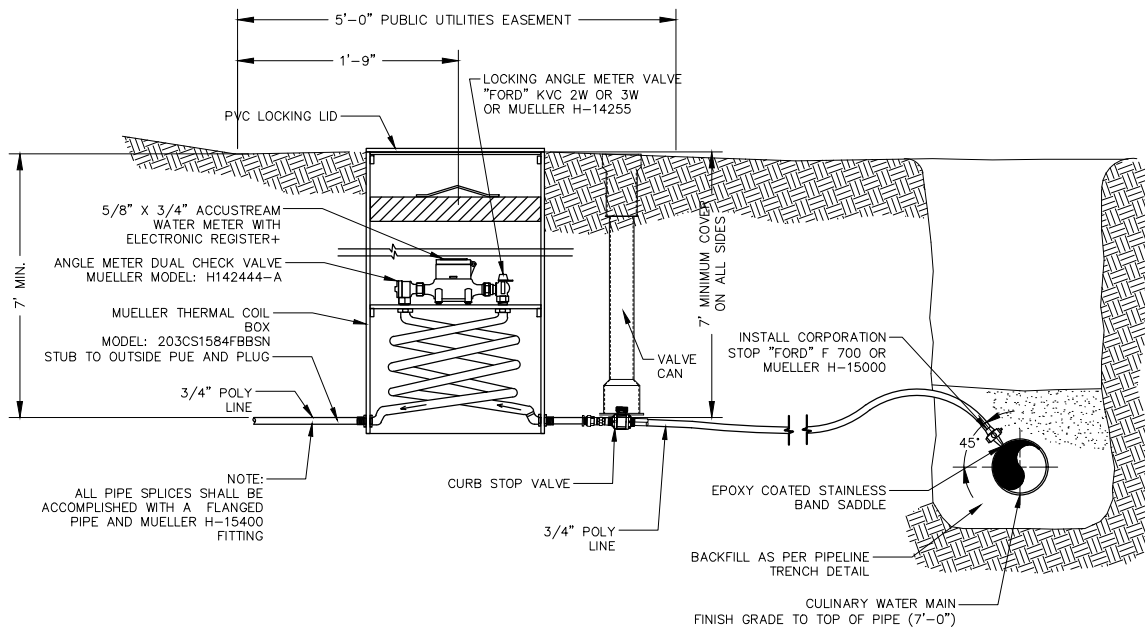
GREASE INTERCEPTOR
DETAILS

STANDARD DWG. NO.

307 1 OF 1

APPROVED:

DATE: BY: LBB



TYPICAL WATER SERVICE INSTALLATION

BRIAN HEAD TOWN

WATER SERVICE
DETAIL

STANDARD DWG. NO.

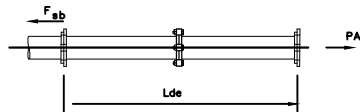
401

1 OF 1

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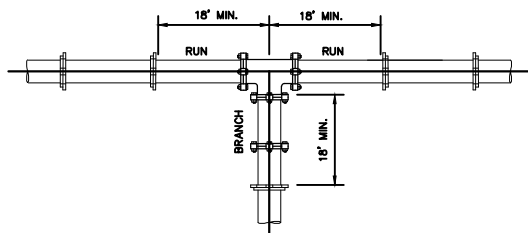
DATE:

BY: LBB



DEAD ENDS TO BE RESTRAINED FOR 27(24*) FEET FOR ϕ D PIPE.

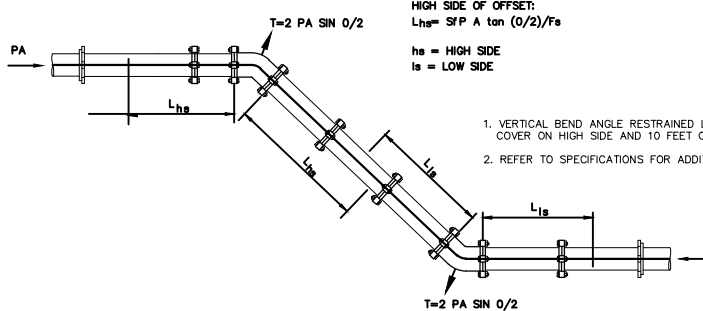
DEAD END



ALL TEES TO BE RESTRAINED 18' MIN

** - ONLY RESTRAIN THE BRANCH OUTLET OF THE TEE.

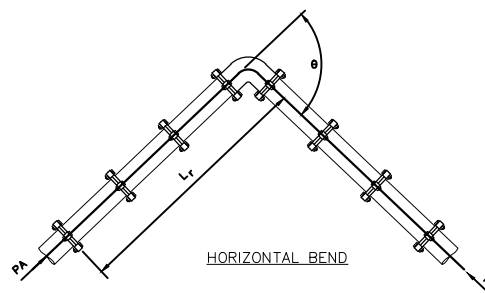
TEE



HIGH SIDE OF OFFSET:
 $L_{hb} = SFP A \sin (0/2) / F_s$
 h_s = HIGH SIDE
 l_s = LOW SIDE

1. VERTICAL BEND ANGLE RESTRAINED LENGTHS BASED ON 7 FEET OF COVER ON HIGH SIDE AND 10 FEET OF COVER ON LOW SIDE.
2. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.

VERTICAL DOWN BEND AND OFFSET



HORIZONTAL BEND

DESIGN DATA:

BASED ON 200 PSI TEST PRESSURE
 SOIL TYPE= SILTY SAND
 DEPTH OF BURY 7'-8'
 TRENCH TYPE #5
 SAFETY FACTOR = 1.5

NOTES:

1. THRUST RESTRAINT PIPE SECTIONS AT BEND LOCATIONS REQUIRE INTERIOR RESTRAINT TYPE, DUCTILE IRON PIPE OR EXTERIOR RESTRAINT TYPE DUCTILE IRON PIPE W/ V-BIO POLY WRAP.
2. DEFLECTION ANGLES FOR DI PIPE LESS THAN 11.25° (AS SHOWN ON THE PLANS) SHALL BE ACCOMPLISHED BY DEFLECTION OF PIPE JOINTS A MAXIMUM OF 5" FOR EACH 20 FT. LENGTH OF PIPE. THE CURVATURE RADIUS SHALL BE LESS THAN 380 FT.
3. ALL FITTINGS, VALVES, BENDS, ETC., ARE TO HAVE JOINT RESTRAINTS AS REQUIRED BY SPECIFICATIONS. THRUST BLOCKS MAY ONLY BE USED WHERE SPECIFICALLY NOTED ON THE PLANS.

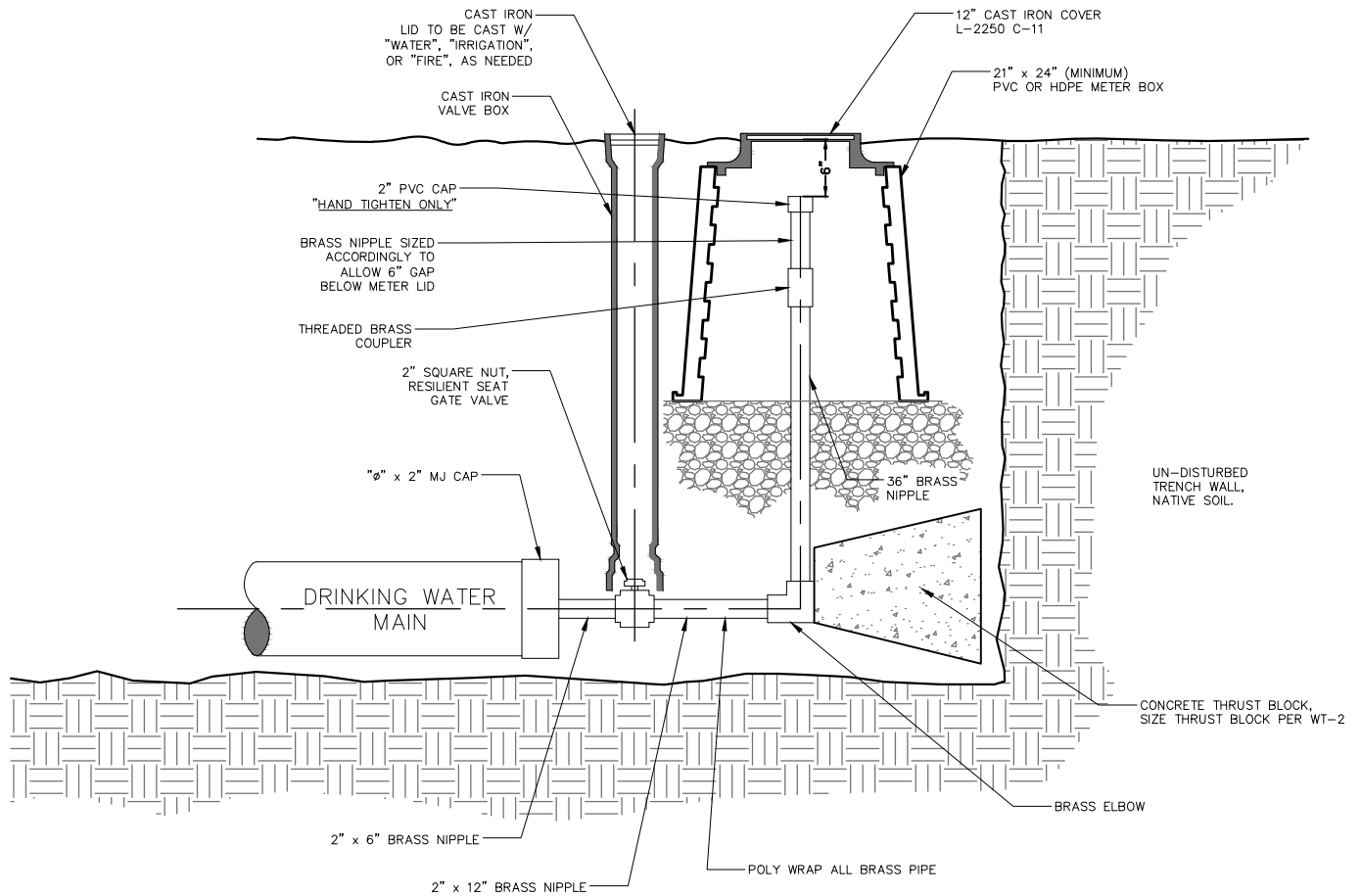
Pipe Size	Dead End	Horizontal Bend				Vertical Bend - High Side/Low Side		
		11.25° Bend	22.5° Bend	45° Bend	90° Bend	11.25° Bend	22.5° Bend	45° Bend
4	15	1	2	3	7	2/1	3/1	7/2
6	21	1	2	4	10	3/1	5/2	9/3
8	28	2	3	5	12	3/1	6/2	12/4
10	34	2	3	6	15	4/2	7/3	14/5
12	40	2	4	8	18	4/2	8/3	17/6
14	46	2	4	9	20	5/2	10/3	19/6
16	52	3	5	10	23	6/2	11/4	22/7
18	58	3	5	11	25	6/2	12/4	24/8
20	64	3	6	12	27	7/2	13/4	27/9
24	75	4	7	14	32	8/3	15/5	32/10

BRIAN HEAD TOWN

REVISIONS		
DATE	DESCRIPTION	BY

MEGALUG THRUST RESTRAINT
 DETAILS

STANDARD DWG. NO.	
402	1 OF 1
APPROVED:	
DATE:	BY: LBB



BRIAN HEAD TOWN

2" BLOW OFF VALVE DETAIL

STANDARD DWG. NO.

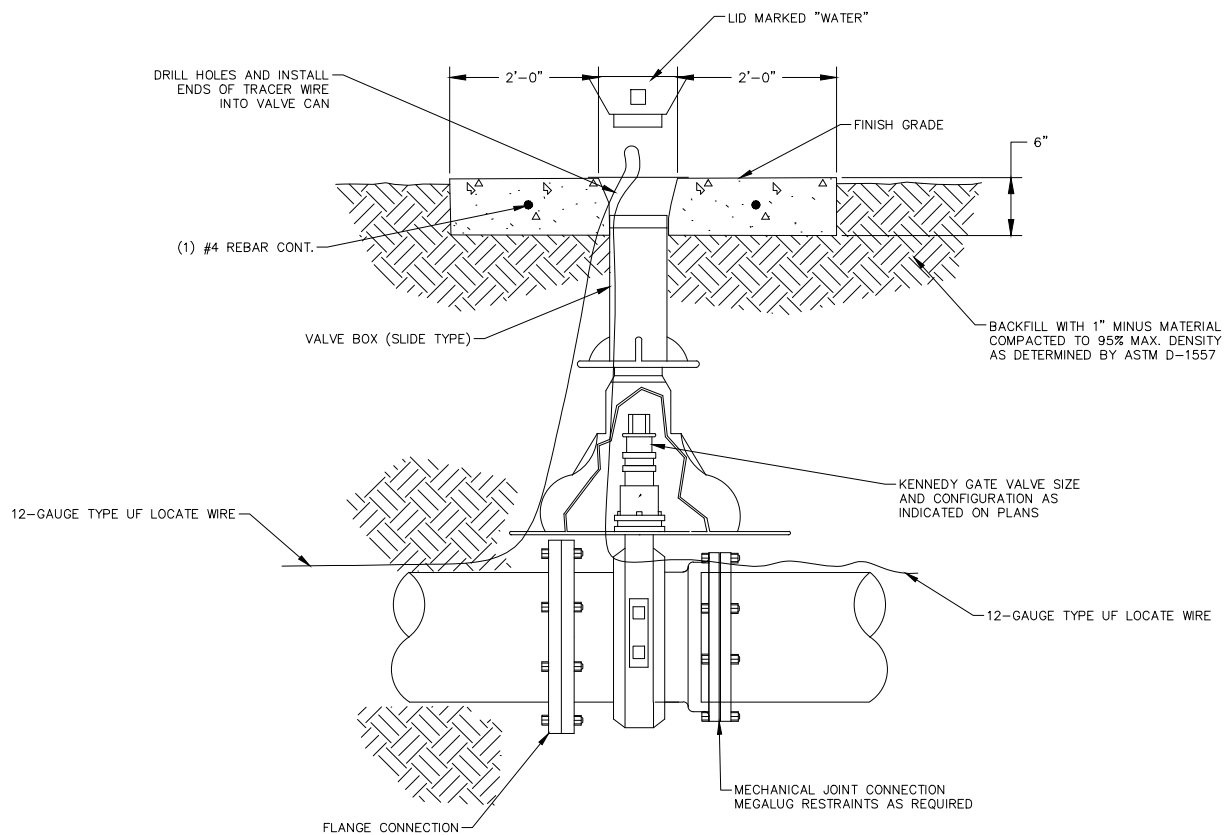
403

1 OF 1

APPROVED:

DATE:

BY: LBB



BRIAN HEAD TOWN

STANDARD GATE VALVE
DETAIL

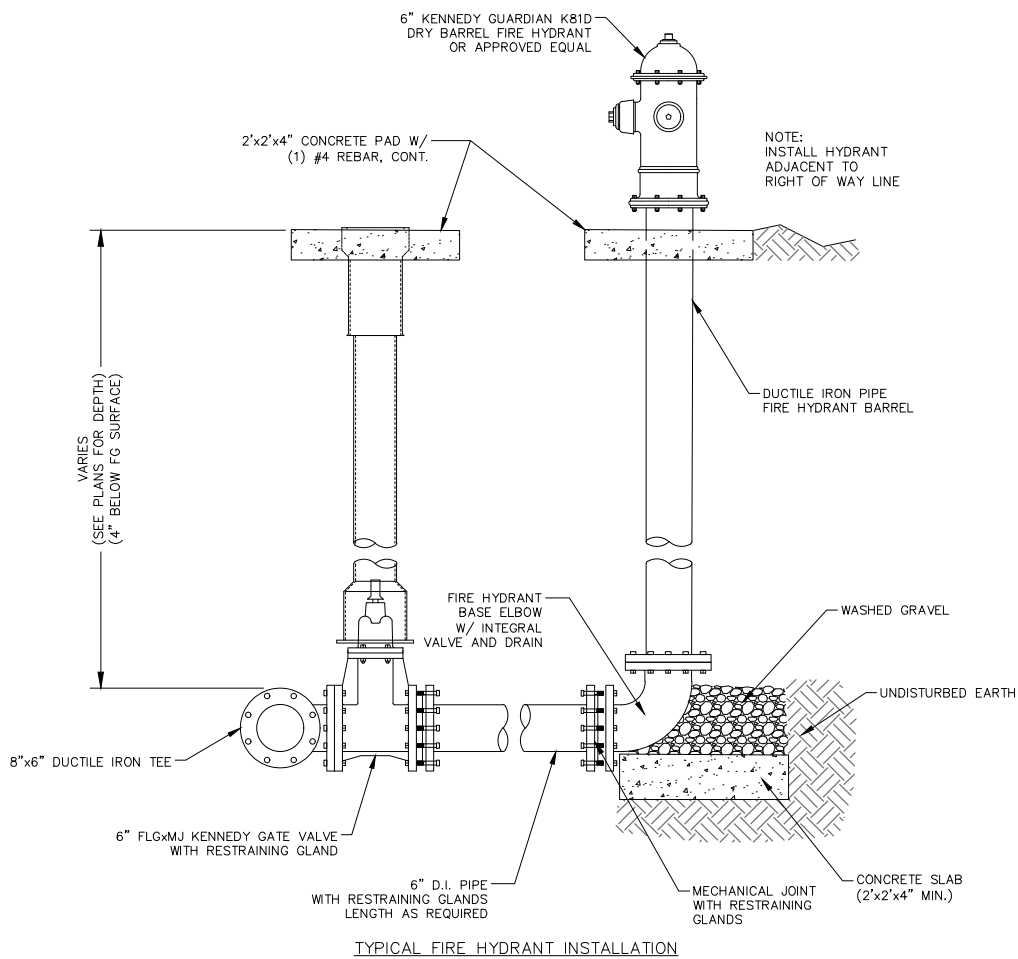
STANDARD DWG. NO.

404 1 OF 1

APPROVED:

DATE: BY: LBB

REVISIONS		
DATE	DESCRIPTION	BY

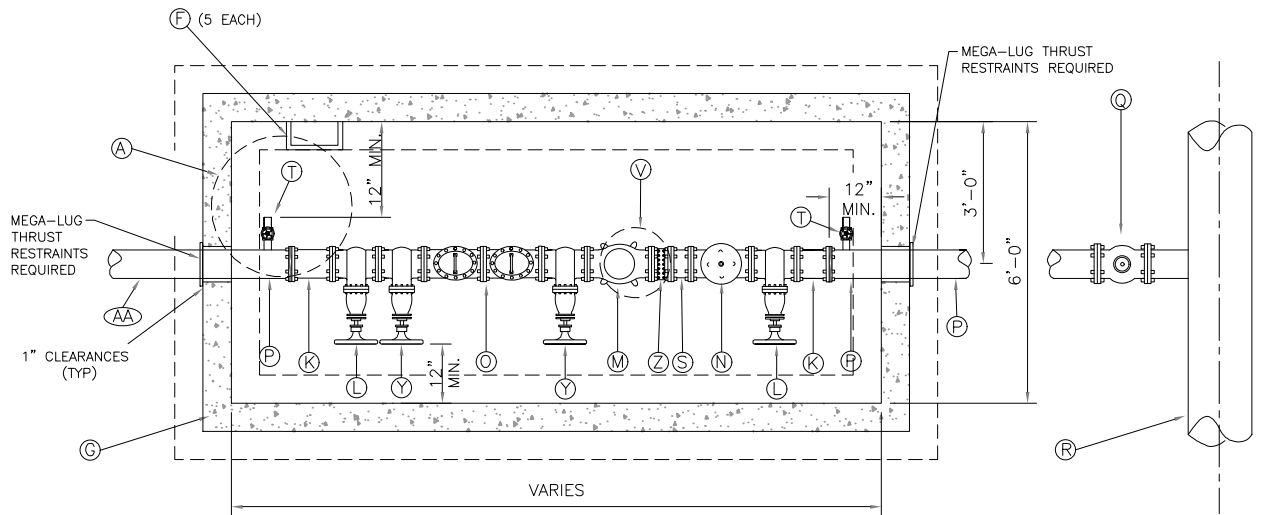


BRIAN HEAD TOWN

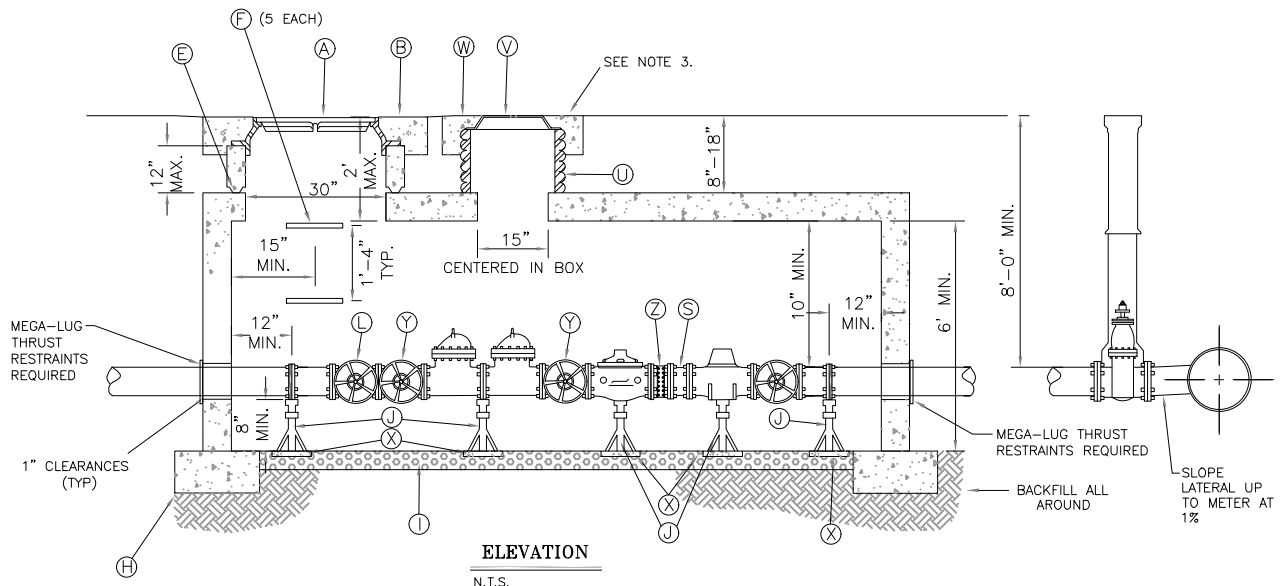
REVISIONS		
DATE	DESCRIPTION	BY

STANDARD FIRE HYDRANT ASSEMBLY DETAIL

STANDARD DWG. NO.	
405	1 OF 1
APPROVED:	
DATE:	BY: LBB



PLAN
N.T.S.



ELEVATION
N.T.S.

NOTES:

- UNLESS OTHERWISE SHOWN ALL MATERIALS PER BRIAN HEAD TOWN STANDARDS.
- CONCRETE VAULT LENGTH & WIDTH SHALL BE SUFFICIENT TO CONTAIN ALL FITTINGS AND MAINTAIN INDICATED CLEARANCE FROM WALLS.
- WATER METER LIDS & COVERS SHALL ONLY BE INSTALLED IN LANDSCAPED AREAS UNLESS APPROVED BY WATER SUPERINTENDENT.
- NOT ALLOWED ON PRIVATE SYSTEMS WITH FIRE HYDRANTS.
- VAULTS ARE DESIGNED TO MEET ASTM C858 WITH AASHTO HS-20 LOADING.
- PRV IS REQUIRED FOR 80 PSI PRESSURE OR GREATER.
- STRAINER IS REQUIRED IF A PRV IS REQUIRED.
- ALL PIPE MATERIALS AND FITTINGS MUST BE RATED FOR WATER SYSTEM PRESSURE.
- ONLY NFPA 13R FIRE SPRINKLER SYSTEMS ARE ALLOWED WITH THIS DETAIL.
- FIRE SPRINKLER SYSTEMS SHOULD BE DESIGNED ACCORDING TO REDUCED PRESSURE WHEN USING A PRV IN THE VAULT.

BRIAN HEAD TOWN			BRIAN HEAD TOWN		
SYMBOL	DESCRIPTION	NOTES	SYMBOL	DESCRIPTION	NOTES
(A)	MANHOLE RING AND COVER (RIBLESS)	D&L A-1180 O.A.E.	(P)	DUCTILE IRON PIPE OR COPPER PIPE	CEMENT LINED OR COPPER
(B)	4' Ø x 8" THICK CONCRETE COLLAR	W/ 40" Ø #4 BARS & FIBERS	(Q)	GATE VALVE WITH BOX	SEE W1
(C)	NOT USED		(R)	FIRE LOOP OR CITY WATER MAIN	
(D)	NOT USED		(S)	FLANGED SPOOL 12" LONG	
(E)	GRADE RING(S)	MUST BE SEALED	(T)	1 1/2" PIPE TAP WITH GATE VALVE AND 4" NIPPLE	
(F)	MANHOLE STEP	(M.A. INDUSTRIES INC. O.A.E.)	(U)	18" DIA. HDPE PIPE	PER PIPE SPEC
(G)	CONCRETE VAULT TOP	AMCOR UV61271 O.A.E.	(V)	RING & LID w/ 2" PUNCHOUT	D&L-2241 O.A.E.
(H)	9" x 18" FOOTING W/ 3-#4 BARS		(W)	30"x30"x8" THICK CONCRETE COLLAR	
(I)	4" THICK DRAIN GRAVEL		(X)	12" x 12" x 2" CONCRETE BLOCK	
(J)	(5) LEVELING JACKS (LENGTH VARIES)	SLIDEWINDER PART #23535 BY BARKER MANUF. CO.	(Y)	BACKFLOW ASSEMBLY VALVE	
(K)	6" MIN. FLANGE ADAPTOR	CEMENT LINED	(Z)	STRAINER (IF REQUIRED)	PURCHASED FROM CITY
(L)	GATE VALVE WITH HANDWHEEL	NON-RISING STEM			
(M)	FLOW METER (PURCHASED FROM CITY)	MACH 10			
(N)	PRESSURE REDUCING VALVE (IF REQ'D)	AWWA APPROVED	(AA)	DUCTILE IRON PIPE OR COPPER PIPE (10' 10" OUTSIDE OF VAULT)	
(O)	DOUBLE CHECK DETECTOR VALVE (DCDA)	AWWA APPROVED			

BRIAN HEAD TOWN

**1 1/2"-4" WATER METER
(COMBINED CULINARY & FIRE SPRINKLER FLOWS)**

STANDARD DWG. NO.

406

1 OF 1

APPROVED:

DATE:

BY: LBB

TOWN OF BRIAN HEAD TESTING AND INSPECTION STANDARDS

SANITARY SEWER*	PIPELINE INSPECTION- ALIGNMENT, GRADE AND CLASS OF PIPE LOW PRESSURE AIR TEST OR INFILTRATION TEST DISPLACEMENT TEST
STORM DRAINAGE*	PIPELINE INSPECTION-ALIGNMENT, GRADE AND CLASS OF PIPE CATCH BASIN BOXES INSPECTION- DEPTH & REBAR
LAND DRAINAGE*	PIPELINE INSPECTION- ALIGNMENT, GRADE AND CLASS OF PIPE AND BEDDING METHOD
CULINARY DRAINAGE*	PIPELINE INSPECTION- ALIGNMENT, GRADE AND CLASS OF PIPE, BEDDING METHOD, SERVICES AND INSTALLATION PRESSURE TEST- MINIMUM 200 PSI FOR 2 HOUR CHLORINATION TEST-MINIMUM 30 RPM FOR 24 HOURS <u>CLEAR WATER TEST</u>
ROADWAY**	<u>SUB BASE INSPECTION</u> - DEPTH AND COMPACTION BEFORE ROAD BASE PLACEMENT ALL UTILITY LINES NEED TO BE INSTALLED <u>ROAD BASE DENSITY TEST</u> - DEPTH AND COMPACTION (CONTRACTOR RESPONSIBLE TO GIVE ROAD BASE PROCTOR TO CITY) <u>ASPHALT PLACEMENT</u> - DEPTH AND COMPACTION
CURB, GUTTER AND SIDEWALK	<u>CURB, GUTTER AND SIDEWALK INSPECTION</u> - DEPTH AND COMPACTION, SLUMP, ENTRAINED AIR AND COMPRESSIVE STRENGTH

* CONTRACTOR SHALL NOT FLUSH ROCK & DEBRIS FROM NEWLY INSTALLED PIPELINES DOWN STREAM INTO EXISTING SYSTEM.

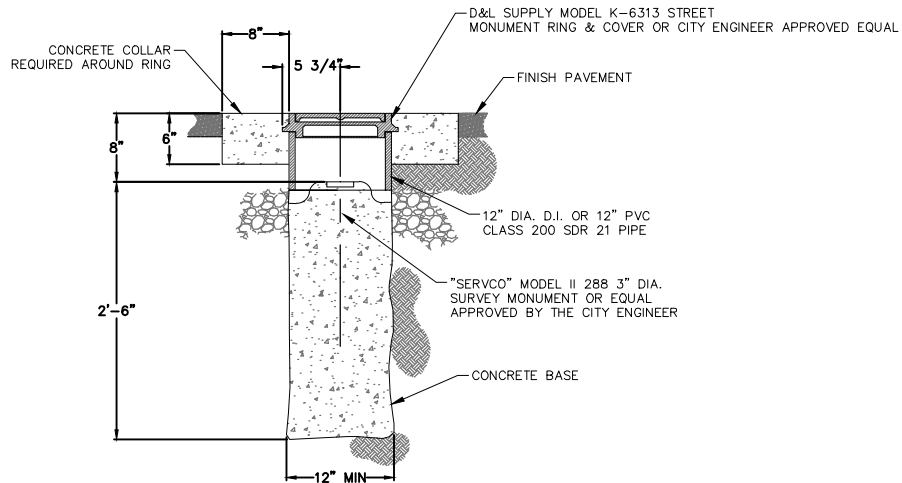
**TESTING ON ROAD WAY SHALL BE DONE BY INDEPENDANT, CERTIFIED LAB. FREQUENCY OF TESTING SHALL BE DETERMINED BY THE TOWN.

BRIAN HEAD TOWN

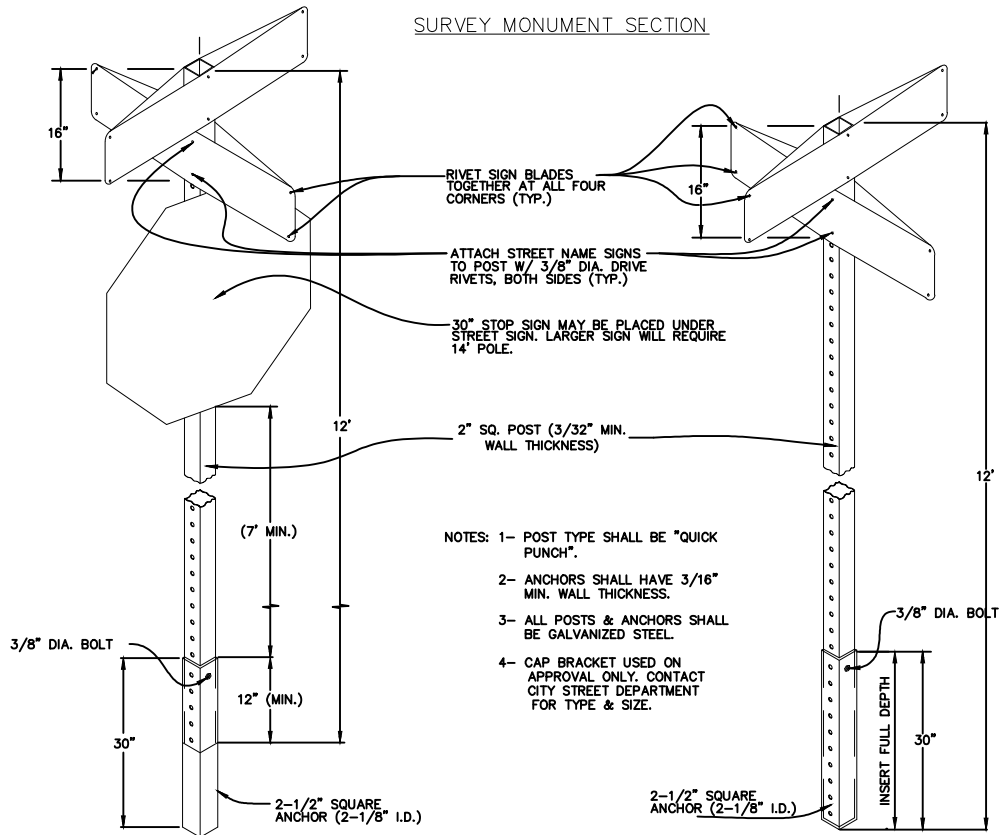
REVISIONS		
DATE	DESCRIPTION	BY

TESTING AND INSPECTION STANDARDS

STANDARD DWG. NO.	
501	1 OF 1
APPROVED:	
DATE:	BY: LBB

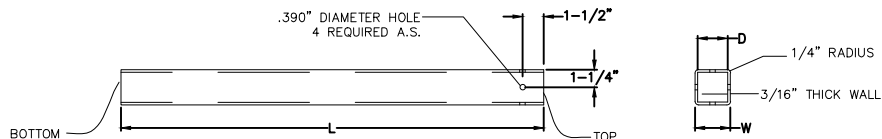


SURVEY MONUMENT SECTION



INSTALLATION METHOD A

INSTALLATION METHOD B



SIGN ANCHOR DETAIL

STREET SIGN DETAIL

MARK	DIM.	TOLERANCE
D	2-1/8"	+1/16", -0"
L	30"	±1/2"
W	2-1/2"	±1/64"

BRIAN HEAD TOWN

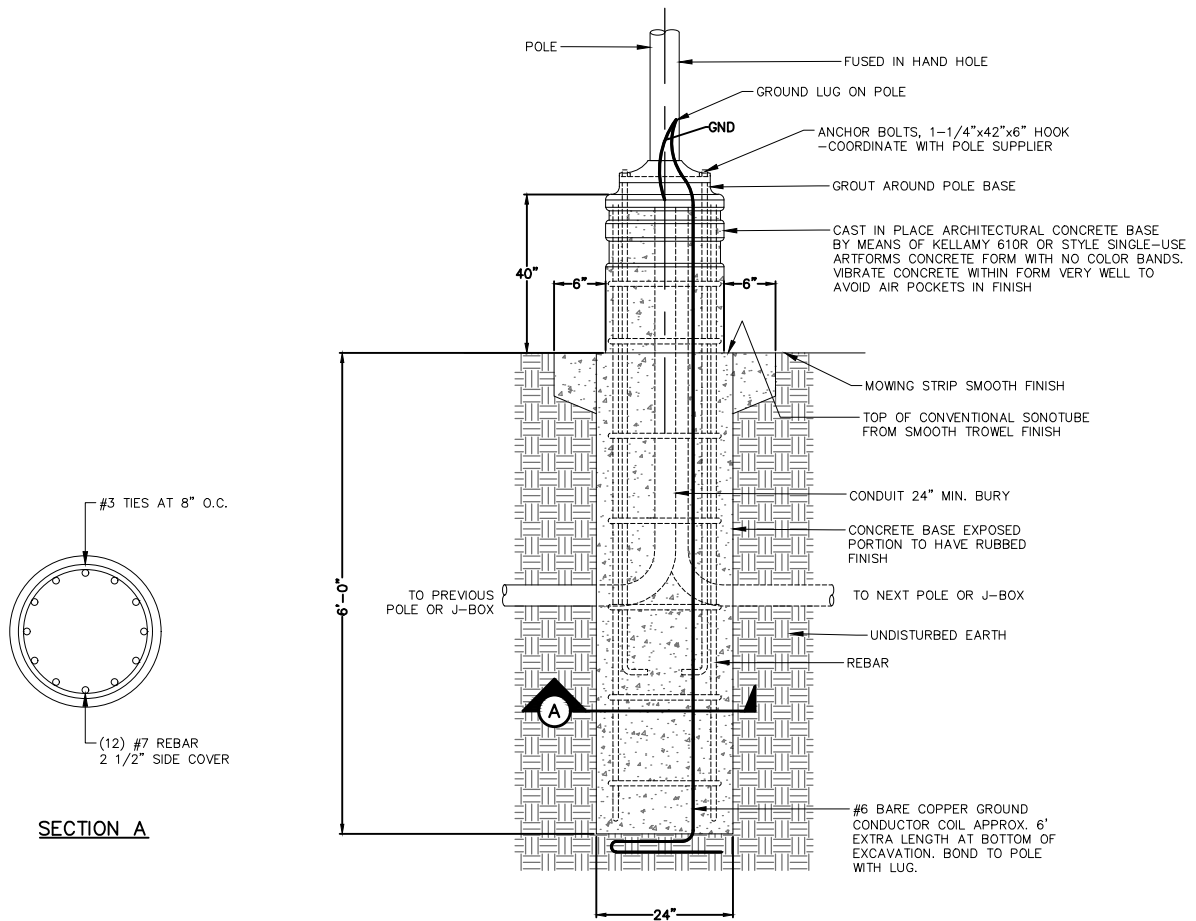
STREET SIGN AND MONUMENT DETAILS

STANDARD DWG. NO.

502 1 OF 1

APPROVED:

DATE: BY: LBB



SMALL AREA LIGHTING POLE MOUNTING DETAIL

STREET LIGHTING FIXTURE NOTES:

1. LIGHTS ARE TO BE 240 VOLTS.
2. CONTRACTOR IS TO USE HOLOPHONE (<http://www.holophane.com>) LIGHTING EQUIPMENT.
3. CONTRACTOR IS TO USE THE FOLLOWING ITEMS FOR STREET LAMPS UNLESS AN ALTERNATE IS APPROVED BY THE TOWN.

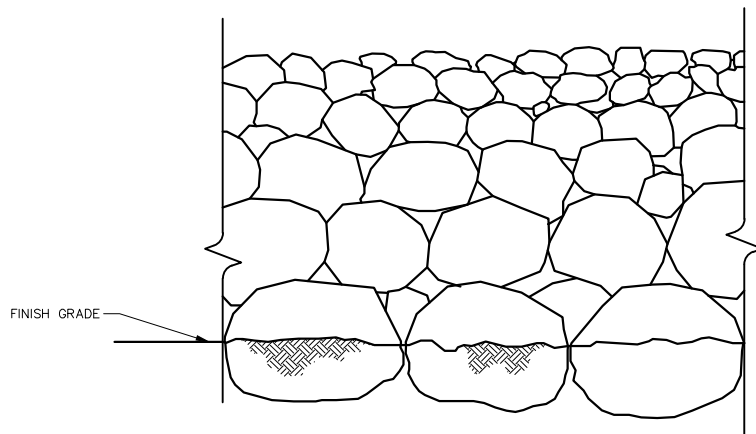
ITEM	HOLOPHANE CATALOG NUMBER
HEAD:	GEI0DMHMC2AS73 H
ARM:	HALLBROOK ARM WITH SCROLL
POLE:	P12S4/18-CA/DB
4. STREET LAMPS ARE TO BE: CONTEMPORARY DECORATIVE OUTDOOR LUMINARIE, PRISMATIC GLASS OPTICAL LENS, CAST ALUMINUM HOUSING, ONE PIECE ALUMINUM CONSTRUCTION, HEAD, ARM AND POLE TO BE DARK GREEN IN COLOR (RAL-6009).
5. USE ONLY 100W METAL HALIDE LAMP(S)
6. CONTRACTOR MUST PROVIDE COLOR SAMPLE WITH SUBMITTAL PACKAGE.

BRIAN HEAD TOWN

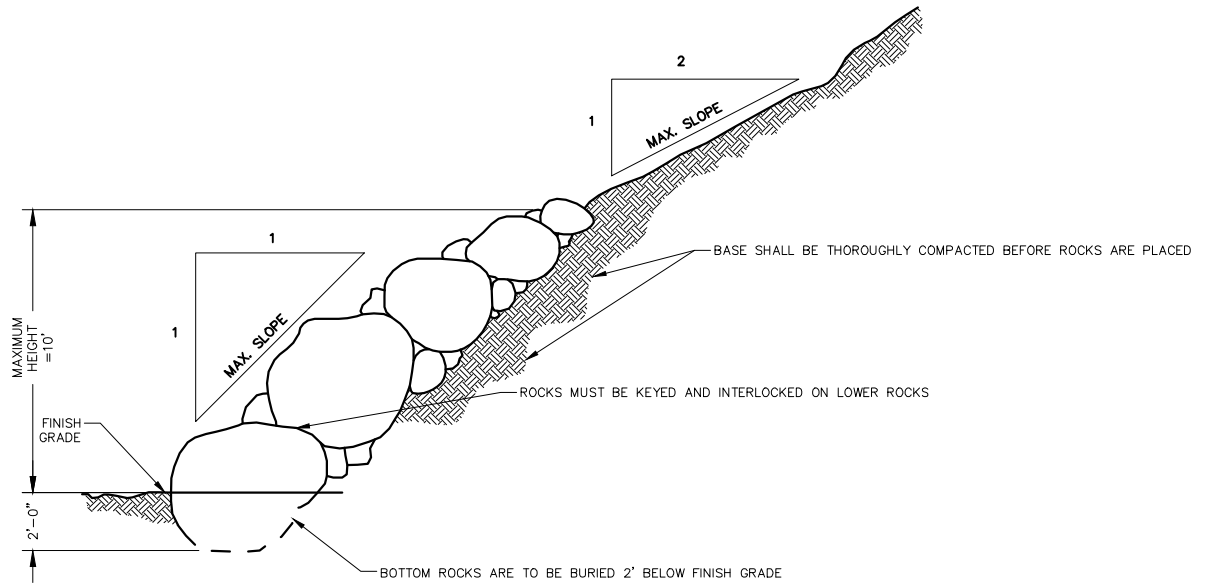
STREET LIGHT POLE DETAILS

REVISIONS		
DATE	DESCRIPTION	BY

STANDARD DWG. NO.	
503	1 OF 1
APPROVED:	
DATE:	BY: LBB



FRONT VIEW



CROSS SECTION

NOTE: THE ROCK SHALL BE HARD, DURABLE, ANGULAR FIELD STONES AND SHALL INTERLOCK WITH ADJACENT ROCKS. THE ROCKS SHALL BE SET SO AS NOT TO EXCEED A 1 TO 1 SLOPE AS SHOWN. LARGE IRREGULARITIES BETWEEN STONES AND SHALL BE FILLED WITH ROCK SPALLS OF SUITABLE SIZE RAMMED TIGHTLY INTO PLACE FROM THE BOTTOM OF THE TOP.

BRIAN HEAD TOWN

ROCK RETAINING WALL DETAILS

STANDARD DWG. NO.

504

1 OF 1

APPROVED:

DATE:

BY: LBB



BRIAN HEAD TOWN

SNOW REMOVAL POLICY

Resolution No. 483

PURPOSE

The purpose of the Snow Removal Policy is to provide for the public's safety and welfare of Brian Head Town residents and visitors by ensuring emergency access to occupied residences and businesses.

PRIORITY DESIGNATION FOR SNOW REMOVAL

- ❑ First Priority – Public Safety Access
Provide access for Public Safety Department personnel and to the Public Safety Building.
- ❑ Second Priority – Residential Access
Provide street access to residential areas where roads have been deeded to the Town and constructed to the Public Works Standards. The Town does not plow or maintain rights of way or easements that are privately owned or town roads that have not been brought up to the Town's Standards.
- ❑ Third Priority – Commercial Access
Provide street access to the commercial/business areas
- ❑ Fourth Priority – Paved Pedestrian Pathways
Clearing of the paved pedestrian pathways for pedestrian traffic.

SNOW REMOVAL STANDARDS

- ❑ Plowing is to begin when snow depth reaches four inches (4") or at the direction of the Public Works Director and in cooperation with the Town Marshal.
- ❑ Sanding/cindering is to begin when snowfall ceases or at the direction of the Public Works Director and in cooperation with the Town Marshal.
- ❑ Streets to be plowed (one pass minimum) within four hours of the commencement of snow removal operations.
- ❑ Snow removal to be done on a round-the-clock basis, if necessary, to maintain public safety as determined by the Public Works Director in cooperation with the Town Marshal.
- ❑ Street widening and clean-up to be completed as soon as possible after street plowing.
- ❑ Brian Head Town will not be responsible for the clearing of private parking, driveways, stairs, piles or berms that accumulate as a result of snow

removal on town streets/roads and town utility easements (Refer to Snow Removal Map).

- ❑ The Town does not plow or maintain rights of way or easements that are privately owned or town roads that have not been brought up to the Town's Standards.
- ❑ Brian Head Town is not responsible for the clearing of snow on Highway 143. Public Works will do everything possible to assist the Utah Department of Transportation (UDOT) in clearing snow, only after a request from UDOT and at the direction of the Public Works Director.
- ❑ Brian Head Town will adhere to the Vehicle Recovery Policy which prohibits the town from towing or pulling out stuck vehicles, unless an emergency situation arises, vehicular traffic is blocked or at the discretion of the Town Marshal.

SNOW REMOVAL PROCESS

Upon commencement of plowing operations, the following will occur:

- ❑ Plows will be dispatched and conduct road opening operations. All roads will have at least one lane open before beginning the next phase.
- ❑ After road opening one or more plows may be assigned to conduct road widening operations. The priority is to get two driving lanes on the collector roads.
- ❑ Clearing of the paved pedestrian pathway will be conducted in conjunction with the road widening phase. If deemed a safety hazard by Public Works Director, the paved pedestrian pathway may be closed until it is safe to re-open for use.
- ❑ One or more plows may be assigned to conduct snow push-back/clean-up operations. This activity may be conducted in conjunction with road widening operations and may include pushing, blowing, moving, loading, hauling, or repositioning snow for vehicle/ intersection visibility/pedestrian movement or to facilitate drainage and future snow events.
- ❑ Clearing of fire hydrants (town owned) will be conducted in conjunction with the road widening phase.

USE OF SNOW REMOVAL CONTRACTORS FOR TOWN PURPOSE

Independent contractors will be used for supplemental snow removal in addition to town operations in the event town equipment is unavailable or when, in the judgement of the Public Works Director, conditions warrant the need for additional capacity.

Criteria for Contractor Selection

- ❑ Specific equipment needed.
- ❑ Rotational basis when all other conditions are equal

Contractor Criteria to be Retained on Availability List.

- ❑ Agree to act as independent contractor
- ❑ Agree to fixed hourly rate
- ❑ Work quality

- ❑ Perform work in timely manner
- ❑ Submit proof of insurance
- ❑ Submit billing within 30 days
- ❑ Include date, hours worked, and equipment on billing

Residential Snow Removal Regulations can be found in Title 4 Health, Sanitation & Environment, Chapter 6, Residential Snow Removal, of the Brian Head Town Code.

Parking During Snow Removal Operations may be found in Title 6, Motor Vehicles & Traffic, Chapter 2A. Parking, Section 7 Seasonal Parking, of the Brian Head Town Code.



2017 BRIAN HEAD TOWN SAMPLING SITE PLAN



Prepared September, 2017

CONTENTS

EXECUTIVE SUMMARY

Located in the southwestern corner of the state of Utah within Iron County, Brian Head Town yields a permanent population of Approx. 118 year-round residents and 1,223 water utility connections. The community experiences large fluctuations in its transient population during the Winter and Summer recreation seasons, at which time the population can reach 4,000.

The Town's water needs are served by four spring sites (ground water not under the influence) and three well sites. There are two spring groupings that come together pre-storage. The first is the Salt Pile-Decker-Seeps Springs. The other being the three Mammoth Springs flowing into a common transmission line pre-storage. The first group of springs (Salt Pile Group) location ranges from the eastern edge to the town limits to a few hundred yards from the 1M Gallon Tank. This Group supplies the 1M Gallon Tank as well as the Salt Pile Tank exclusively. The next group is the Mammoth Springs group serving the Mammoth Tank. The 500K Gallon Tank is served in two ways, one from a well (Crystal MT outside the Town limits to the west two miles) and can also have water transferred via the Woodbridge Pumping Station, due east from the 500K Gallon Tank on Hwy 143.

The Primary wells are the Town Hall Well located northwest of the Fire station on Vassels Rd. South of the center of town but east some 300 yards of Hwy 143, and the Bear Flat Well located east of the Town Hall on North Village Way. As mentioned above, the third well (Crystal Mt.) is some distance from town and pumps to the 500K Gallon Tank.

The water storage is comprised of four cement tanks: Salt Pile tank is the highest and has a capacity of 400,000gal and serves only the upper section of the town located in Steam Engine Meadows (far eastern section of Town). The 1M Gallon Tank is located due east of the Giant Steps Ski Lodge and is in the center of the north south section of Town. Next, the 500K Gallon Tank is to the southwest from the 1M Gallon Tank and west of Hwy 143. Lastly, the Mammoth tank is located on the southeastern edge of the town just outside the town limits on Forest service property. It can hold 1million Gallons of water.

TABLE OF CONTENTS

Water System Goals	1
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Quality

- 1) Affirm integrity
- 2) Eliminate backflow
- 3) Prevent contamination
- 4) Ensure taste through minimal chlorination



Efficiency

- 1) Maximize source yields
- 2) Limit energy consumption
- 3) Ensure redundancy



Sustainability

- 1) Maintain capacity
- 2) Follow growth needs
- 3) Affirm fire flows
- 4) Increase service connection opportunity





BACTERIOLOGICAL SAMPLE SITE PLAN

As part of the Revised Total Coliform Rule, the location from which samples are taken is to be varied. All water systems are required to maintain a current bacteriological sample siting plan. The plan shows the locations of all sample sites from which bacteriological tests are taken. Sample sites are to be representative of all pressure zones and each water source of the distribution system. The sample plan should be revised regularly and following any major construction project impacting the distribution system.

WATER SYSTEM INFORMATION

System Name: Brian Head Town System #: UTAH[1][1][0][1]
Street Address: 56 N HWy 143, Brian Head, UT 84719 Phone #: (435)677-2029
Mailing Address: PO Box 190068, Brian Head, UT 84719 Email: cleigh@bhtown.utah.gov
Service Connections: 1223 Population Served: 118

SAMPLE COLLECTION

Samples collected by: Chris Leigh
Name of Laboratory: Southern Utah University
Mailing Address: 351 W Center St RM 206, Cedar City, UT 84720
State Lab Code: K2017 Phone #: (435)586-7914 Fax #: (435)865-8051
The Laboratory was sent a copy of this plan on: September 26, 2017
Utah Division of Drinking Water was sent a copy of this plan on: September 26, 2017

Seasonal Systems

Is the water operated seasonally? ☐ YES ☒ NO
Dates of operation: Open: _____ Close: _____
Systems, which operate seasonally, are required to take an investigative sample prior to opening to the public. Where will that sample be taken?
Location: _____ Date sampled: _____

MAP OF SYSTEM

Have you enclosed/attached a map of the distribution system showing the source (well, spring, etc.), storage tanks, treatment facilities, distribution piping, routine sample locations, and follow-up (repeat) map? ☒ Yes ☐ No

SAMPLE LOCATIONS

The following describes each routine sample location, what months the location will be sampled, and where follow-up (repeat) samples will be taken in the event of a "positive" routine sample.

Routine Sample Location:

1. Town Hall - 56 N HWY 143, Site 1
(location name or address)

Description: Sink Faucet
(hose bib, sink faucet, etc.)

Water samples will be collected from this location during the months of (circle):

1 st Qtr:	<input checked="" type="checkbox"/> Jan.	<input type="checkbox"/> Feb.	<input type="checkbox"/> Mar.
2 nd Qtr:	<input type="checkbox"/> Apr.	<input checked="" type="checkbox"/> May	<input type="checkbox"/> Jun.
3 rd Qtr:	<input type="checkbox"/> Jul.	<input type="checkbox"/> Aug.	<input checked="" type="checkbox"/> Sep.
4 th Qtr:	<input type="checkbox"/> Oct.	<input type="checkbox"/> Nov.	<input type="checkbox"/> Dec.

Follow-up (repeat) Sample Locations:

1. Town Hall - 56 N HWY 143
(routine sample location name or address)

2. Sawmill Condos - 101 N Village Way
(location name or address up-stream)

3. Town Hall PRV - 58 N HWY 143
(location name or address down-stream)

4. Town Hall Well, Bear Flat Well, Decker-Saltpile-Seeps Springs
(source)

Routine Sample Location:

1. Cedar Breaks Lodge -223 Hunter Ridge Dr, Site 2
(location name or address)

Description: Sink Faucet
(hose bib, sink faucet, etc.)

Water samples will be collected from this location during the months of (circle):

1 st Qtr:	<input type="checkbox"/> Jan.	<input checked="" type="checkbox"/> Feb.	<input type="checkbox"/> Mar.
2 nd Qtr:	<input type="checkbox"/> Apr.	<input type="checkbox"/> May	<input checked="" type="checkbox"/> Jun.
3 rd Qtr:	<input type="checkbox"/> Jul.	<input type="checkbox"/> Aug.	<input type="checkbox"/> Sep.
4 th Qtr:	<input checked="" type="checkbox"/> Oct.	<input type="checkbox"/> Nov.	<input type="checkbox"/> Dec.

Follow-up (repeat) Sample Locations:

1. Cedar Breaks Lodge, 223 Hunter Ridge Dr
(routine sample location name or address)

2. Grand Lodge - 314 Hunter Ridge Dr
(location name or address up-stream)

3. Apple Annie's - 508 N HWY 143
(location name or address down-stream)

4. Town Hall Well, Crystal Mt. Well
(source)

Routine Sample Location:

1. Woodbridge Pump Station - 531 S HWY 143, Site 3
(location name or address)

Description: Hose Bib
(hose bib, sink faucet, etc.)

Water samples will be collected from this location during the months of (circle):

1 st Qtr:	<input type="checkbox"/> Jan.	<input type="checkbox"/> Feb.	<input checked="" type="checkbox"/> Mar.
2 nd Qtr:	<input type="checkbox"/> Apr.	<input type="checkbox"/> May	<input type="checkbox"/> Jun.
3 rd Qtr:	<input checked="" type="checkbox"/> Jul.	<input type="checkbox"/> Aug.	<input type="checkbox"/> Sep.
4 th Qtr:	<input type="checkbox"/> Oct.	<input type="checkbox"/> Nov.	<input checked="" type="checkbox"/> Dec.

Follow-up (repeat) Sample Locations:

1. Woodbridge Pump State, 531 S HWY 143
(routine sample location name or address)

2. 500k Gallon Tank
(location name or address up-stream)

3. Brian Head Sports - 259 S Village Way
(location name or address down-stream)

4. Town Hall Well
(source)

Report Prepared by: Shane Williamson, Public Works Director

Signature and Title:  Public Works Director Date: September, 26 2017

SAMPLE LOCATIONS

The following describes each routine sample location, what months the location will be sampled, and where follow-up (repeat) samples will be taken in the event of a "positive" routine sample.

Routine Sample Location:

1. Town Corporation Yard/Shop - 632 S HWY 143, Site 4
(location name or address)

Description: Sink Faucet
(hose bib, sink faucet, etc.)

Water samples will be collected from this location during the months of (circle):

1 st Qtr:	<input type="checkbox"/> Jan.	<input type="checkbox"/> Feb.	<input type="checkbox"/> Mar.
2 nd Qtr:	<input checked="" type="checkbox"/> Apr.	<input type="checkbox"/> May	<input type="checkbox"/> Jun.
3 rd Qtr:	<input type="checkbox"/> Jul.	<input checked="" type="checkbox"/> Aug.	<input type="checkbox"/> Sep.
4 th Qtr:	<input type="checkbox"/> Oct.	<input checked="" type="checkbox"/> Nov.	<input type="checkbox"/> Dec.

Follow-up (repeat) Sample Locations:

1. Town Corporation Yard/Shop - 632 S HWY 143
(routine sample location name or address)

2. Mammoth Tank
(location name or address up-stream)

3. Snowflake PRV - 781 S Snowflake Ln
(location name or address down-stream)

4. Mammoth Springs
(source)

Routine Sample Location:

1. _____
(location name or address)

Description: _____
(hose bib, sink faucet, etc.)

Water samples will be collected from this location during the months of (circle):

1 st Qtr:	<input type="checkbox"/> Jan.	<input type="checkbox"/> Feb.	<input type="checkbox"/> Mar.
2 nd Qtr:	<input type="checkbox"/> Apr.	<input type="checkbox"/> May	<input type="checkbox"/> Jun.
3 rd Qtr:	<input type="checkbox"/> Jul.	<input type="checkbox"/> Aug.	<input type="checkbox"/> Sep.
4 th Qtr:	<input type="checkbox"/> Oct.	<input type="checkbox"/> Nov.	<input type="checkbox"/> Dec.

Follow-up (repeat) Sample Locations:

1. _____
(routine sample location name or address)

2. _____
(location name or address up-stream)

3. _____
(location name or address down-stream)

4. _____
(source)

Routine Sample Location:

1. _____
(location name or address)

Description: _____
(hose bib, sink faucet, etc.)

Water samples will be collected from this location during the months of (circle):

1 st Qtr:	<input type="checkbox"/> Jan.	<input type="checkbox"/> Feb.	<input type="checkbox"/> Mar.
2 nd Qtr:	<input type="checkbox"/> Apr.	<input type="checkbox"/> May	<input type="checkbox"/> Jun.
3 rd Qtr:	<input type="checkbox"/> Jul.	<input type="checkbox"/> Aug.	<input type="checkbox"/> Sep.
4 th Qtr:	<input type="checkbox"/> Oct.	<input type="checkbox"/> Nov.	<input type="checkbox"/> Dec.

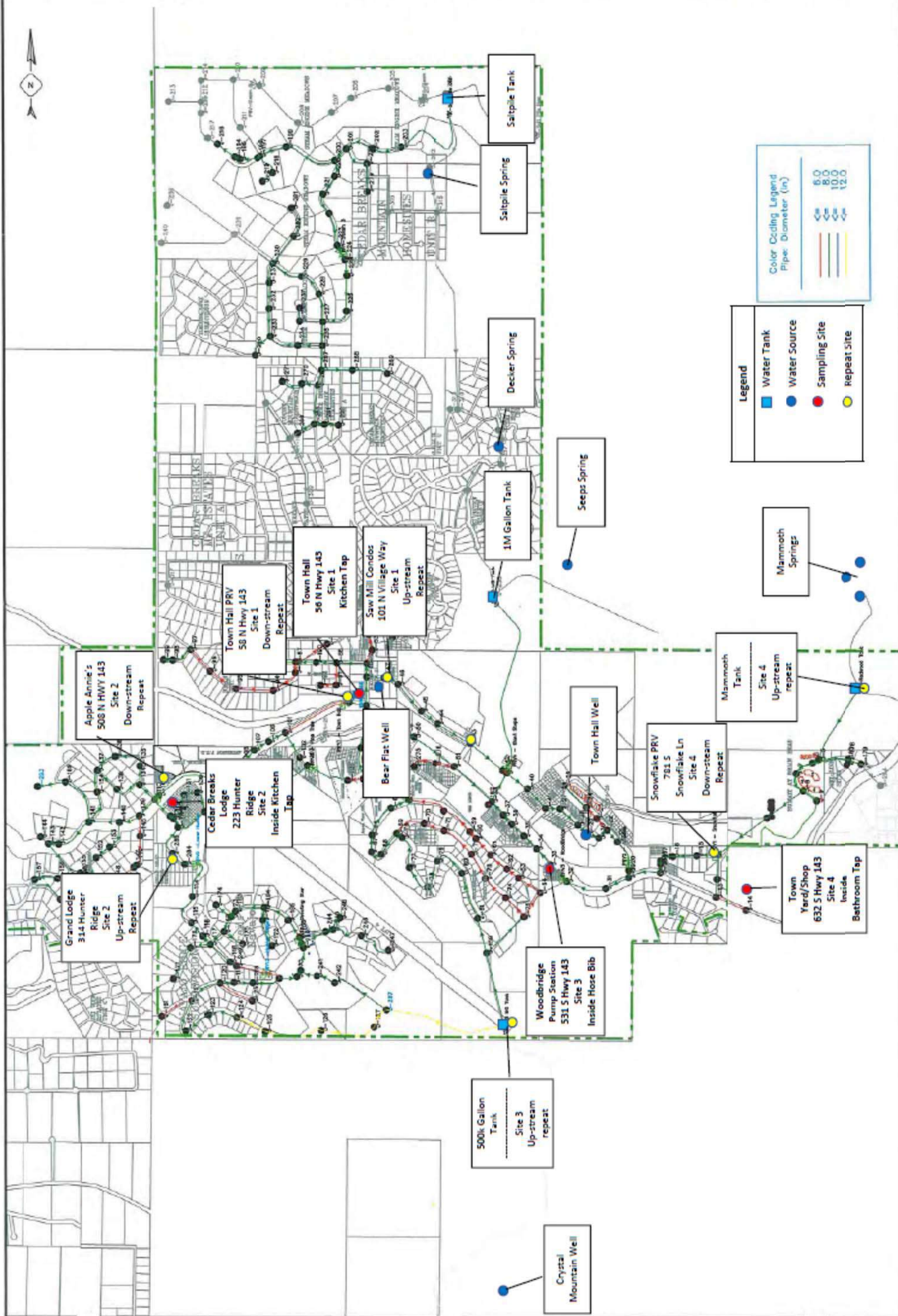
Follow-up (repeat) Sample Locations:

1. _____
(routine sample location name or address)

2. _____
(location name or address up-stream)

3. _____
(location name or address down-stream)

4. _____
(source)



**Brian Head Town
Sampling Site Plan Schedule
Updated September 2017**

*Samples Take on the First Monday of Each Month
Samples Tested by the Southern Utah University Water Lab*



January		
Location	Address	Sample Point
Town Hall	56 N Hwy 143	Kitchen Tap
Repeat Samples Location		
Up-stream	101 N Village Way	Yard Hydrant
Down-stream	58 N Hwy 143	Hose Bib

April		
Location	Address	Sample Point
Town Yard/Shop	632 S Hwy 143	Bathroom Tap
Repeat Samples Location		
Up-stream		
Mammoth Tank		Hose Bib
Down-stream	781 S Snowflake Ln	Hose Bib

July		
Location	Address	Sample Point
Woodbridge Pump Station	531 S Hwy 143	Hose Bib
Repeat Samples Location		
Up-stream		
500K Gallon Tank		Hose Bib
Down-stream	259 S Village Way	Bathroom Faucet

October		
Location	Address	Sample Point
Cedar Breaks Lodge	223 Hunter Ridge	Kitchen Tap
Repeat Samples Location		
Up-stream		
Grand Lodge	314 Hunter Ridge	Kitchen Tap
Down-stream	508 N Hwy 143	Kitchen Tap

February		
Location	Address	Sample Point
Cedar Breaks Lodge	223 Hunter Ridge	Kitchen Tap
Repeat Samples Location		
Up-stream	314 Hunter Ridge	Kitchen Tap
Down-stream	508 N Hwy 143	Kitchen Tap

May		
Location	Address	Sample Point
Town Hall	56 N Hwy 143	Kitchen Tap
Repeat Samples Location		
Up-stream		
Sawmill Condos	101 N Village Way	Yard Hydrant
Down-stream	58 N Hwy 143	Hose Bib

August		
Location	Address	Sample Point
Town Yard/Shop	632 S Hwy 143	Bathroom Tap
Repeat Samples Location		
Up-stream		
Mammoth Tank		Hose Bib
Down-stream	781 S Snowflake Ln	Hose Bib

November		
Location	Address	Sample Point
Town Yard/Shop	632 S Hwy 143	Bathroom Tap
Repeat Samples Location		
Up-stream		
Mammoth Tank		Hose Bib
Down-stream	781 S Snowflake Ln	Hose Bib

March		
Location	Address	Sample Point
Woodbridge Pump Station	531 S Hwy 143	Hose Bib
Repeat Samples Location		
Up-stream		
500K Gallon Tank		Hose Bib
Down-stream	259 S Village Way	Bathroom Faucet

June		
Location	Address	Sample Point
Cedar Breaks Lodge	223 Hunter Ridge	Kitchen Tap
Repeat Samples Location		
Up-stream		
Grand Lodge	314 Hunter Ridge	Kitchen Tap
Down-stream	508 N Hwy 143	Kitchen Tap

September		
Location	Address	Sample Point
Town Hall	56 N Hwy 143	Kitchen Tap
Repeat Samples Location		
Up-stream		
Sawmill Condos	101 N Village Way	Yard Hydrant
Down-stream	58 N Hwy 143	Hose Bib

December		
Location	Address	Sample Point
Woodbridge Pump Station	531 S Hwy 143	Hose Bib
Repeat Samples Location		
Up-stream		
500K Gallon Tank		Hose Bib
Down-stream	259 S Village Way	Bathroom Faucet



**TOWN OF BRIAN HEAD
PUBLIC WORKS DEPARTMENT**

**SAFETY; POLICIES AND
PROCEDURES
MANUAL
OCTOBER 2007**

TOWN OF BRIAN HEAD

PUBLIC WORKS DEPARTMENT

SAFETY

AND

POLICY MANUAL

INTRODUCTION

This manual has been established in a cooperative effort between the employee and management. It is our goal to inform all personnel of the rules and regulations we feel are mandatory to operate in a safe working environment. We must adopt the attitude that safety is the most important part of our job and adjust our actions accordingly to ensure the safety of not only ourselves, but also our co-workers. All of our actions in the work place must exercise safety precautions. If you have doubts about the safety of a particular job, contact your supervisor so that such precautions can be taken to ensure the safe completion of the job. Standards of performance will be maintained.

A safe working environment depends on your observance of these best practices, and any violation of these safety instructions may result in disciplinary action as defined in the Town of Brian Head Policy and Procedures Manual. Chronic offenders will be dismissed per the Policy and Procedure manual.

In conjunction with the best practices outlined in this Safety Manual an investigative procedure will be used to identify and document accidents resulting in lost worktime to arrive at solutions that will ensure that those types of accidents do not re-occur. We will also investigate and document all injuries resulting in first aid, medical treatment or near misses so that we can protect the workforce in the future.

The guidelines listed here are best practices intended to augment: task training, MSHA or OSHA, and all other applicable regulatory requirements.

GENERAL

1. Make sure you know the safest way to lift and handle all materials. Lift with your leg muscles, keeping your back straight. Never lift a load that you know is too heavy. Always get help.
2. Keep refuse and dust swept up to prevent slipping or stumbling.
3. All employees are required to maintain good housekeeping conditions within their work area.
4. If it is necessary for you to talk to someone operating a machine, do so only when he is free to talk to you safely.
5. File drawers and desk drawers should be kept closed to prevent stumbling and injury.
6. Never open more than one file drawer at a time. If more than one is open, it may over balance the cabinet causing serious injury.
7. Sharp articles should never be thrown into wastebaskets.
8. Know where your fire extinguishers are located and how to use them.
9. Be alert to notice and report any fire hazard.
10. Earplugs and/or shall be worn in areas where noise levels exceed permissible noise exposure.
11. Respirators must be worn in all operations where dust and/or fumes exist above legal exposure limits.
12. Safety glasses will be worn during any grinding, cutting, drilling or welding.
13. Hard hats will be worn in all work areas, excluding offices, breakrooms and shop.
14. Fall protection will be used when required.
15. Horseplay, scuffling, playing practical jokes, throwing articles or any other activity which could result in injury or damage to others will not be permitted.
16. Defective equipment must be locked out or red tagged, and reported immediately.
17. Gasoline will not be used to clean parts; use approved solvents.
18. All mobile equipment will be chocked as required.
19. Only those that have task training may operate mobile equipment.
20. Operate all equipment at a safe speed at all times.
21. All mobile equipment will be inspected prior to use each shift.
22. Do not operate any equipment with faulty steering, brakes or other defects as identified on the pre-shift inspection list.
23. Make sure the area is clear prior to moving equipment. There will be no passengers in mobile equipment unless training to operate. All mobile equipment training must be authorized.
24. Keep all cab windows and windshield clean at all times.
25. Make sure mobile equipment operator has eye contact with you, prior to moving equipment.
26. Reduce speed in traffic areas and intersections.
27. All gasoline – powered engines will be shut off and no cell phones/radios will be used when fueling.

CONFINED SPACE

1. Never enter a confined space or enclosed area where the air is insufficient or stagnant. Wait for the air to be tested and purged.
2. Never enter a confined space without wearing a safety harness complete with safety line which must be monitored by another employee outside.
3. Never enter a confined space where material may cave in on you.

TRENCH SAFETY

1. All construction shall be performed in accordance with the provision and regulations of the State of Utah Industrial Commission and OSHA regulations. Trenches shall not be left open at any time unless guarded with adequate barricades, warning lights and signs.
2. When required, excavations shall be braced and shored to support the walls of the excavation to eliminate sliding and settling and as may be required to protect the workers, the work in progress and existing utilities and improvements. All such support devices shall comply with the requirements of the applicable regulations.
3. All trenches deeper than 3-1/2 feet shall be cut at a 1:1 minimum slope unless conditions require otherwise.

CLOTHING

1. All personnel in operating areas must wear appropriate safety equipment.
2. Safety boots must be worn at all times.
3. Loose or ragged clothing is not to be worn by personnel engaged at any machine where they might get items caught.
4. Long hair must be contained.
5. Respirators must be worn in all operations where dust and/or fumes exist.
6. Gloves must be worn on all jobs where rough and sharp material is being handled. Special gloves (i.e.: chemical resistant) are to be worn as required.
7. Always wear appropriate protective clothing and equipment as required for each job.
8. Air hoses shall never be directed at you or fellow employees.
9. Greasy rags or waste material shall not be left in pockets of overalls, other work clothes in a locker, but placed in a closed metal container.

CONVEYORS

1. Never step through, crawl under, step over or ride on moving conveyor.
2. Caution must be taken when belts are in motion.
3. Do not operate a screw conveyor without having the cover securely fastened. If it is necessary to operate a screw without cover for the purpose of checking or freeing equipment, extreme caution must be exercised and only authorized persons are permitted to do this work.
4. Do not walk on screw conveyor covers while screw conveyor is in operation.
5. Do not sweep or clean between moving belts and rollers.
6. While equipment is in motion, the worker shall not move or pull on drive belts by hand.
7. When cleaning head, tail or counterweight pulleys, belts must be shut off and follow lock out and tag out procedures.

SNOWBLOWER

1. If operator finds it necessary to enter equipment to remove or dislodge foreign material;
 - a. All equipment, engine, belts, chains, driveshafts and screws must be shut down and the equipment must not be entered until all equipment has come to a complete stop. System must be locked out prior to entry.
2. All personnel should stand clear when loader/snowblower is in operation.
3. Exercise extreme caution when operating equipment.

DUMP TRUCK

1. When necessary to work on dump truck with dump body elevated, the body must be propped in the elevated position and must be properly blocked.

ELECTRICAL

1. Lockout tag out procedures should be posted and adhered to in every MCC area.
2. All persons working on electrical equipment must be familiar with the nature, phase and voltage of systems before attempting to work on lines.
3. Never use a two-wire cord for an extension to power tools; use a three-wire plug.
4. Frayed or damaged electrical cords will be repaired or replaced.

5. The metal frames and housing of all electrical equipment must be adequately grounded before it is released for operation.
6. Never open or close switch without full knowledge of a circuit.
7. Never disconnect knife switches with the load on.
8. When replacing or inserting cartridge fuses, use special insulated tongs.
9. Eye protection and gloves must be worn when replacing light bulbs. The bulbs may explode
10. Do not leave a socket empty. Install a new bulb.
11. Never pick up any wire until you know what it is connected to.
12. All temporary wiring must be properly insulated.
13. In the case of any electrical fire concerning wires, motors and transformers, use a class C fire extinguisher
14. Workers shall stand to the side of electrical switches with face turned away when throwing in a starter or switch.
15. An electrical starter shall not be blocked or tied in.
16. Do not bypass fuses.

FIRES EXTINGUISHERS

1. CLASS A: Fires are those that occur in common combustible materials i.e.: wood, paper and rags.
2. CLASS B: Fires are those that occur involving flammable liquids i.e.: grease and oil.
3. CLASS C: Fires are those involving electrical equipment or in close proximity to electrical circuits.
4. CLASS ABC: To be used on all of the above.
5. CLASS D: Metal fires.

FIRST AID

1. All injuries regardless of how slight must be reported to your Supervisor and an incident report must be completed.
2. Do not attempt to remove slivers or particle from the eyes. Get the assistance of your Supervisor or a co-worker.
3. Do not attempt to do more than your first aid training allows you to do..

FORK LIFT

1. Operators must not permit anyone to ride on forks
2. If you strike something or someone, report details to your Supervisor at once.

3. Use horn as warning in congested areas or when approaching corners or blind spots.
4. Never attempt to move loads of greater weight than rated capacity.
5. Avoid making quick jerky stops.
6. Always transport loads at as low a level as possible.
7. When lowering loads, make sure other personnel are in the clear and that no part of their body is under the load.
8. Tilt forks back when transporting loads.
9. Do not stand, walk or work under elevated loads.
10. After use always lower forks to floor/ground and apply parking brake.

FRONT END LOADER

1. Employees should stay clear of front-end loader when it is operating.
2. Do not overload bucket or over balance loader.
3. No passengers except loader trainee's inside the cab.
4. Never oil or grease machine while engine is running.
5. Lower bucket and park on level ground prior to leaving cab. Set parking brake, and chock if necessary.

GUARDS ON MACHINERY

1. Do not operate any equipment unless all protective guards provided are in place.
2. Do not remove any guard while machinery is in motion.
3. Operational guards should only be removed to adjust or make repairs to the machine. They must be replaced before the machine is put into operation again.
4. Never block, bypass or otherwise render inoperative any protective device while machine is in use.
5. Report defective guards immediately.

LADDERS AND SCAFFOLDS

1. Never use ladders in need of repair.
2. Before climbing a ladder, be sure that it has safety shoes and that it has been securely tied, or has someone holding it.
3. Watch the angle when placing a ladder. Place the base out from the object the ladder leans against about $\frac{1}{4}$ of the ladder length.
4. Always face the ladder when going up and down.
5. While working from a ladder, always maintain a three-point contact.

6. Do not leave tools or loose materials on top of ladder or scaffolds where they may be knocked off and injure someone below.
7. Move ladders as work progresses; do not reach from ladders.
8. If it is necessary to place a ladder near a door or aisle through which there is traffic, warning signs must be placed.
9. Do not use makeshift ladders, boxes or barrels etc.
10. Ladders must be securely lashed at the top and blocked at the bottom where there is any possibility of slipping out of place.
11. Never drop or throw tools from ladders on overhead jobs.
12. Do not use metal ladders near electrical equipment. Ladders must be made of non-conductive materials or fiberglass and kept dry.
13. Never work from top three steps of a straight ladder.
14. Be aware of what is overhead before proceeding up the ladder.
15. Never wear a safety belt that is worn or frayed or with an expired date.
16. Do not use a ladder for transversal scaffold planks.
17. No plank smaller than 2"X10" is to be used for scaffold decking.
18. Scaffolds shall have standard handrails and toe boards on all four sides.
19. When planning to work on scaffolds or other overhead places, the dangerous area below must be roped off before work is started. Warning sign must be posted.
20. Never use a rope ladder that is worn or frayed. (research for expiration date requirements)

LOCKOUTS

1. No work is to be performed on moving, electrical or pressure equipment unless the equipment is locked out and tagged. If the machinery cannot be locked out then the employee must discontinue work and contact his Supervisor so suitable precautions can be taken.
2. Always try starter button to make sure the right switch is disconnected.
3. Do not start, operate or work any machine or other piece of moving equipment unless you are authorized to do so.
4. Do not set any machine in motion without first knowing that no one is in a position to be injured.
5. No person shall work where the accidental starting of equipment is likely to endanger the safety of any person unless effective precautions to prevent such accidental starting are taken, including the locking out of control switches or other control mechanisms.
6. When locking out at disconnect, never disconnect switches with the load on, turn system off at circuit breaker or stop station, then disconnect knife switch and lock out.
7. Never, under any circumstances, use or attempt to repair defective electrical equipment. Contact supervisor immediately.
8. Only authorized persons are to open motor control centers and control panels.
9. No person shall tamper with locked out switch or starter button.

MAINTENANCE

1. Before any work is done on equipment, machinery or pressure piping, the following three conditions must be completed with:
 - a. Lock & tag out all electrical switches, to be turned to the off position and locked and tagged with employee's own lock with key kept in employee's possession. Start button must be pressed to ensure that the proper equipment and switch is locked out.
 - b. All pressure lines are to be shut off and pressure relieved prior to work,
 - c. Mobile equipment should be blocked and secured and keys removed. If the above conditions cannot be complied with, no work is to be undertaken. Talk to Supervisor or on call person for further help.
2. The job is not complete until all guards have been replaced and the area cleaned up.
3. Regular greasing, oiling and service work in hazardous places should be done when machines are not operating.
4. All grease and oil spots must be removed from the floor or covered immediately with absorbent.
5. When changing bits on drills, discs on grinders or blades on saws or other power tools, the equipment must be unplugged.
6. Only authorized, trained and qualified persons shall use the oxygen and acetylene equipment.
7. Approved eye protection must be worn when using torches or welders.
8. When cutting or welding in confined places, adequate ventilation must be maintained.
9. Cylinders shall not be tanks, bins or enclosed areas where cutting or welding is being done.
10. Fire extinguishers must be stationed near by when cutting, welding or grinding.
11. Prior to cutting, welding or grinding precautions must be taken to clear the area of combustible or flammable materials. When cutting, welding or grinding on lines in flammable gas or liquid service, lines must be emptied and inert prior to beginning work.
12. Flame must never be used to thaw frozen cylinder valves. Use warm water only.
13. Connections between cylinders and regulators shall be made in such a manner that connection on oxygen cylinder points away from the one on the acetylene cylinder.
14. Only hose made specifically for cutting or welding shall be used.
15. Grease or oil must never be used on hose connections, regulators or cylinder valves or other oxyacetylene equipment.
16. Cylinder valves must be closed and properly guarded when moving cylinders.
17. When cylinders must be moved by hand, roll on bottom edge, never on side.
18. Cylinder valves must be closed when work is completed.
19. Keep top of cylinder free of tools or other obstructions so those valves are readily accessible.
20. Do not expose cylinders to excessive heat or open flame.

21. Oxygen and acetylene cylinders must always be stored in the designated place and properly secured.
22. Never lay acetylene bottles down.
23. Guards must be in place on all designated equipment.
24. Arc curtains must be used when welding in the shop.
25. Suitable goggles or face shields shall be worn when;
 - a. Are welding
 - b. Using acetylene torch
 - c. Grinding
 - d. Chipping material
 - e. Using compressed air
 - f. Handling acids
 - g. Using steam cleaner
 - h. When cutting

VEHICLES

1. All vehicles and equipment must be operated at safe speed at all times and observe all traffic rules.
2. Do not operate vehicles/equipment with faulty steering or brakes.
3. Check vehicles/equipment completely each shift and report defects at once. Keep windshields, lights and reflectors clean at all times.
4. The driver is responsible for persons riding in vehicles.
5. No one will ride in the bed of a truck.

STAIRWAYS

1. Never go up or down stairs with hands in your pockets, always use handrails.
2. Never run up or down stairs.
3. Stairways and catwalks must be kept clear.
4. Do not slide down handrails.
5. Report loose stairs and platforms.

TOOLS AND EQUIPMENT

1. Learn how to use your tools and equipment and check them before you begin using them.
2. Do not use defective tools or equipment; report all defects and unsafe conditions to your Supervisor.
3. Always use the proper tools for the job.

4. Sharp tools must never be carried in the pocket.
5. When using sledgehammers on drift pins or other objects, tongs must be used for holding and safety glasses must be worn.

WHEELBARROWS

1. Do not use defective wheelbarrows.
2. Balance all loads carefully placing the center of the weight well forward to save lifting strain.

TOWN OF BRIAN HEAD PUBLIC WORKS DEPARTMENT GENERAL POLICY

SUBJECT: Accident with Town vehicle/Equipment

EFFECTIVE DATE: 11-1-07

APPROVED:

NOTE: This rule or policy is for internal use only. It should not be construed as the creation of a higher standard for safety or care. Violations of the directive, if proven, may form the basis of a complaint by this department, and may result in a non-judicial administrative corrective action or discipline.

POLICY

The Town of Brian Head Public Works Department regarding accidents involving vehicles and equipment owned by the Town of Brian Head.

PURPOSE

To have written record and accountability of all vehicle/equipment accidents.

PROCEDURE

All accidents:

1. Notify your Supervisor immediately and obtain report from your Supervisor
2. Fill out accident report completely.
3. Identify the type of vehicle involved on the applicable form.
4. Show how accident happened on applicable form.
5. Return completed reports to your supervisor. (within 4 hours of accident)
6. Damage of any kind will be reported to the Director of Public Works. All damage will be reviewed by the Director of Public Works.
7. If needed, Supervisor will arrange to have report and any statements typed and signed by employee on next working day after the accident.
8. Submit to drug/alcohol test as soon as possible after accident.

TOWN OF BRIAN HEAD PUBLIC WORKS DEPARTMENT GENERAL POLICY

SUBJECT: Standby Time/Call Out Time

EFFECTIVE DATE: 11-1-07

APPROVED:

NOTE: This rule or policy is for internal use only. It should not be construed as the creation of a higher standard for safety or care. Violations of the directive, if proven, may form the basis of a complaint by this department, and may result in a non-judicial administrative corrective action or discipline.

POLICY

The Town of Brian Head Public Works Department recognizes the need for Standby/Call Out Time for the Public Works Department

PURPOSE

To provide guidelines for the procedures of Standby/Call Out Time

PROCEDURE

1. All Public Works Department employees shall rotate standby time on a weekly basis. Employee on standby is responsible for coverage if standby time is traded. Trades must be approved by the Public Works Director.
2. Employee that is on Call, shall take all calls from the Town Office during normal working shifts. Unless otherwise specified.
3. Employee on standby time shall be compensated \$1.00 per hour for every hour while on standby time.
4. While on standby time, employee will be accessible by telephone or by other means of communication and will refrain from the consumption of alcohol.
5. On call employee will notify dispatch of on call status. On call time shall start at 5:00 pm Friday night and end on the following Friday at 5:00 pm.
6. If an employee goes home sick or calls in sick, next week's on call employee will cover standby time
7. Employee will not be paid for standby time when the employee is on sick leave.

CALL OUTS

1. Employee will remain on standby time until such time that the employee is called out by dispatch or the Public Works Director. At which time the employee will then be on normal pay status and the time deducted from the standby time.
2. The minimal time for call out shall be 1 hour.

TOWN OF BRIAN HEAD PUBLIC WORKS DEPARTMENT GENERAL POLICY

SUBJECT: Public Works – Job Site Conduct

EFFECTIVE DATE: 11-1-07

APPROVED:

NOTE: This rule or policy is for internal use only. It should not be construed as the creation of a higher standard for safety or care. Violations of the directive, if proven, may form the basis of a complaint by this department, and may result in a non-judicial administrative corrective action or discipline.

POLICY

It shall be the Policy of the Town of Brian Head Public Works Department; to present a safe, courteous and professional job site at all times.

PURPOSE

To provide and ensure proper conduct of personnel and usage of materials including, but not limited to traffic control, other safety items, personal protective equipment, tools and equipment on the job site.

PROCEDURE

1. Preplan job needs before arrival at job site, i.e. manpower, traffic control, materials, tools equipment and coordination with other departments. Take into consideration residents and businesses in job site area.
2. Place traffic and pedestrian control devices, and don required safety attire before commencing repairs/construction as per UDOT and/or MUTCD standards.
3. Perform job in a professional and timely manner with consideration of acceptable language and courtesy to the public.
4. When finished, leave a clean and safe area. Notify proper departments and people of completion. Return all items used to their proper places.

ON-SITE CONDUCT

Plan your work and stay with your equipment so as not to present the impression that you are standing around watching others work.

1. When on the job, personnel are not to stand and watch other personnel work.
2. Personnel should stay on their equipment or find something to keep busy.
3. If no longer needed, they should move onto another job.

MATERIALS HANDLING

1. Materials used on a job site should be placed so they are convenient to the job, out of the way of the public and do not cause a hazard.
2. Tools should be similarly handled.
3. If material is to be left overnight, they are to be secured in a safe manner, large tools and equipment should be secured also and hand tools properly stored.

TOWN OF BRIAN HEAD PUBLIC WORKS DEPARTMENT GENERAL POLICY

SUBJECT: Vehicle and Equipment Safety

EFFECTIVE DATE: 11-1-07

APPROVED:

NOTE: This rule or policy is for internal use only. It should not be construed as the creation of a higher standard for safety or care. Violations of the directive, if proven, may form the basis of a complaint by this department, and may result in a non-judicial administrative corrective action or discipline.

POLICY

Town of Brian Head employees who drive or operate Town owned vehicles/equipment are responsible for the safe operation of the pieces of equipment and for the safety of passengers. No Town employee may operate a Town owned vehicle without an appropriate and current drivers license.

PURPOSE

For the safety of employees and the public.

PROCEDURE

1. Whenever driving Town vehicles or equipment, employees must have in their possession a valid driver's license. Employees will notify their supervisor if their license is suspended, revoked or expired.
2. Employees who drive vehicles which require a Class A or Class B license will comply with the State of Utah Department of Motor Vehicle requirements for medical examinations and license renewal, and with USDOT testing requirements.
3. Public Works Director will maintain a system that insures all employees operating Town owned vehicles have the proper class of license and will check licenses for status at frequent intervals.
4. The Town of Brian Head may review the driving record of persons hired or promoted into jobs that require operation of a Town owned vehicle. An invalid license or a poor driving record may result in disqualification for the position. Records of employees in driving jobs may be checked periodically. Driving with a suspended license may result in disciplinary action, demotion or termination.

TRAINING

1. Employees being trained in the operation of a vehicle or piece of equipment will have an instruction permit for the class of vehicle they are learning to drive and a qualified trainer with them at all times.

GENERAL OPERATOR RESPONSIBILITIES

1. The operator is responsible for checking the safety and general condition of the vehicle, including gas, oil and other fluid levels, lights and brakes. With the assistance of vehicle maintenance, supervisor will provide a checklist for each vehicle. If there is something wrong with the vehicle which in the opinion of the driver and/or the Public Works Director may affect safety, repairs will be made before use. Operators will initiate work order requests for all items needing repair that are found during pre/post trip checks and/or operation.
2. The operator is responsible for the safety of passengers, cargo and equipment including proper tie down and the attachment of towed equipment is the responsibility of the operator also.

TRANSPORTING EMPLOYEES IN VEHICLES

1. No more than three persons will ride in the front seat or cab of a vehicle. Each position will be equipped with a seat belt; each person will use the seat belt provided. No employee will be authorized to ride in the bed or rear of a vehicle, unless there is a factory installed jump seat with a seat belt.

TRAFFIC LAWS

1. All employees will adhere to all traffic laws and regulations when operating Town of Brian Head vehicles. An employee will at all times operate a Town owned vehicle in such a manner as to avoid injury to person or damage to property.

RED TAG VEHICLE AND EQUIPMENT

Lock out Tag out

1. All employees will report any perceived safety deficiency to the Public Works Director, and will be red tagged until safety deficiency is corrected.
2. Red tagged equipment will not be operated until cleared for operation by vehicle/equipment maintenance personnel and the Public Works Director.

TOWN OF BRIAN HEAD PUBLIC WORKS DEPARTMENT GENERAL POLICY

SUBJECT: Vehicle/Equipment Maintenance

EFFECTIVE DATE: 1-1-07

APPROVED:

NOTE: This rule or policy is for internal use only. It should not be construed as the creation of a higher standard for safety or care. Violations of the directive, if proven, may form the basis of a complaint by this department, and may result in a non-judicial administrative corrective action or discipline.

POLICY

The Town of Brian Head Public Works Maintenance Shop will provide service and repair for all Public Works Vehicles and Equipment if possible. Breakdowns and tire problems will get top priority on an as needed basis and will be completed ASAP. All repairs must be accompanied by a work order describing the needed repair or service. All normal service, oil and filter changes will be scheduled a minimum of two (2) days in advance to avoid conflicts. Installation of new or special equipment will be scheduled one (1) week in advance unless it is an emergency.

PURPOSE

To provide guidelines for vehicle maintenance.

PROCEDURE

1. Snow removal equipment will receive top priority.
2. All breakdowns (out of service) and tire problems (flats) will be handled ASAP at the Public Works Shop if possible.
3. Alternative repair methods will be negotiated with local merchants.
4. All repairs will be scheduled through the Public Works Director.
5. All normal lube, oil and filter changes will be by appointment. Such scheduling is important to avoid any conflicts with other units or tasks.
6. Unless work load permits otherwise, a normal appointment will be made at least two days in advance.

TOWN OF BRIAN HEAD PUBLIC WORKS DEPARTMENT GENERAL POLICY

SUBJECT: Town of Brian Head Issued Equipment

EFFECTIVE DATE: 1-1-07

APPROVED:

NOTE: This rule or policy is for internal use only. It should not be construed as the creation of a higher standard for safety or care. Violations of the directive, if proven, may form the basis of a complaint by this department, and may result in a non-judicial administrative corrective action or discipline.

POLICY

The Town of Brian Head Public Works Department regarding Town owned equipment that has been issued to employees.

PURPOSE

To keep a current inventory of Town owned items, which have been issued to Public Works employees.

PROCEDURE

1. Complete form of Town owned equipment issued at time of hire and during employment.
2. Equipment to be checked in when item is no longer needed.
3. Equipment to be checked in at time of termination and completed form turned into Human Resource Office.

ISSUANCE AND RETURN OF TOWN PROPERTY

PURPOSE	Initial issue _____ Replacement _____ Termination _____	ALL ITEMS CHECKED OUT DATE/INITIAL	ALL ITEMS CHECKED IN DATE/INITIAL
1. All keys issued to employee		_____	_____
2. Employee I.D..Card		_____	_____
3. Radio & Charger Serial# _____		_____	_____
4. Pager Serial # _____		_____	_____
5. Cell Phone Serial # _____		_____	_____
6. Uniforms: Eleven Shirts & Eleven Pants		_____	_____
7. Safety Equipment: see attached (if applicable)		_____	_____
8. Rain Gear and rubber boots, if issued		_____	_____
9. Winter Gear, if issued		_____	_____
10. Tools: see attached (if applicable)		_____	_____
11. Employee handbook and any paperwork		_____	_____
12. Town issued Credit Cards		_____	_____

**I UNDERSTAND MY FINAL CHECK WILL BE WITHHELD UNTIL
RETURN OF ALL TOWN OF BRIAN HEAD EQUIPMENT**

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

Please forward this completed form to Human Resources so proper paperwork for final check can be completed.



STAFF REPORT TO THE TOWN COUNCIL

ITEM: 3 HORIZON MODEL FOR STRATEGIC CAPITAL PLANNING

AUTHOR: Shane Williamson
DEPARTMENT: Administration
DATE: January 28, 2026
TYPE OF ITEM: Discussion

SUMMARY:

At the Fiscal Year 2026 Strategic Planning Retreat in January 2025, Town Council and Staff were introduced to the 3 Horizons Model as a framework for thinking more strategically about capital planning over the short, mid, and long term. At that time, preliminary Horizon 2 and Horizon 3 project lists were developed to initiate discussion and establish a shared planning lens.

This agenda item is intended to revisit that framework, provide background on its original purpose, and facilitate a discussion with Council on updating, refining, or reprioritizing the Horizons based on Council feedback, evolving priorities, and new information gained over the past year.

BACKGROUND:

During the FY26 Strategic Planning Retreat, Council expressed interest in moving beyond reactive or siloed capital planning and toward a more deliberate, long-range, and strategic approach. In response, staff presented the 3 Horizons Model for Strategic Capital Planning as a way to organize projects, ideas, and investments across different timeframes while still allowing flexibility.

The intent at that time was not to finalize a capital plan, but rather to:

- Establish a shared framework for discussion
- Encourage Council and Staff to think about capital needs beyond the current budget year
- Create a living document that could evolve annually as priorities, conditions, and opportunities change

Preliminary Horizon 2 and Horizon 3 project lists were drafted as starting points for discussion, not as commitments. Since that initial presentation, Council has provided additional feedback, priorities have continued to evolve, and new considerations have emerged—making this an appropriate time to revisit and update the Horizons.

ANALYSIS:

The 3 Horizons Model, originally developed by McKinsey & Company, organizes planning into three overlapping timeframes:

- **Horizon 1 (0–2 years):**
Focuses on maintaining and optimizing existing operations and delivering projects already embedded in the current strategic plan and budget cycles.

- **Horizon 2 (2-5 years):**
Captures emerging needs, service improvements, and projects that typically require planning, engineering, cost estimating, or funding exploration before moving forward.
- **Horizon 3 (5-10+ years):**
Envisions transformational or foundational projects that shape the long-term future of the Town. These projects may not have immediate action steps but require early positioning, land use decisions, or long-range financial awareness.

A key principle discussed during the original presentation – and worth reinforcing – is that the Horizons are not sequential. The Town should be thinking about all three simultaneously. Horizon 3 ideas, in particular, often require early discussion well before they appear in a capital improvement plan or budget.

Staff is now seeking Council input to:

- Confirm whether the current Horizon definitions still align with Council's expectations
- Adjust, add, remove, or reclassify projects within Horizons 2 and 3
- Identify any new long-term ideas or concerns that should be captured
- Provide general direction on how this framework should continue to inform future strategic planning and capital discussions

The attached Horizon lists are provided as a reference point for this discussion and are intentionally flexible.

FINANCIAL IMPLICATIONS:

There are no immediate financial impacts associated with this discussion. However, as projects are refined and move between Horizons, future financial implications—including funding strategies, timing, and capacity—will naturally follow and be addressed through the budget and capital planning processes.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends using this agenda item as a working session to update the 3 Horizons framework based on Council direction and to reaffirm its role as a living, annually reviewed strategic planning tool.

PROPOSED MOTION:

For discussion/informational items: No motion is necessary, the item is discussion/informational only

ATTACHMENTS:

A – Horizons 2 & 3 Project Lists

Attachment A

Brian Head Town Horizon 2 Projects

Department	Division	Project Description	Horizon	Proposed by	Potential Funding Sources
Public Works	Water Department	Water & Sewer Expansion	Horizon 2: Emerging Innovations & Enhancements (2-5 years)	Town Council	Bond Issuance, Grants, SAA, IFD, PID
Public Works	Asset Management	Expanding Existing PW Facility	Horizon 2: Emerging Innovations & Enhancements (2-5 years)	Town Staff	Bond Issuance, Tax Levy, Budget Surplus
Administration	Asset Management	Hard Surface Parking Lots	Horizon 2: Emerging Innovations & Enhancements (2-5 years)	Town Staff	Bond Issuance, Grants
Administration	Economic Development	Improve Canyon Transit	Horizon 2: Emerging Innovations & Enhancements (2-5 years)	Town Council	Transit Tax, Collaboration, Grants
Administration	Community Development	Town Hall and Town-owned property master planning	Horizon 2: Emerging Innovations & Enhancements (2-5 years)	Town Council	Bond Issuance, Tax Levy, Budget Surplus
Public Safety	Marshals Office	Heli-pad	Horizon 2: Emerging Innovations & Enhancements (2-5 years)	Town Council	Bond Issuance, Tax Levy, Budget Surplus
Administration	Community Development	Memorial Park/Cemetery	Horizon 2: Emerging Innovations & Enhancements (2-5 years)	Town Staff	Bond Issuance, Tax Levy, Budget Surplus
Administration	Recreation	Campground/Bear Flat Camping Improvements	Horizon 2: Emerging Innovations & Enhancements (2-5 years)	Town Council	Bond Issuance, Tax Levy, Budget Surplus
Public Works	Recreation	Pickleball Courts	Horizon 2: Emerging Innovations & Enhancements (2-5 years)	Town Council	Bond Issuance, Grants

Brian Head Town

Horizon 3 Projects

Department	Division	Project Description	Horizon	Proposed by	Potential Funding Sources
Public Works	Streets	Undergrounding Utilities along Hwy 143	Horizon 3: Transformative Future (5-10 years)	Town Council	Bond Issuance, Grants, Tax Levy
Public Works	Streets	Paving Dirt Roads	Horizon 3: Transformative Future (5-10 years)	Town Council	Bond Issuance, Tax Levy
Public Works	Sewer Department	Sewer Treatment Plant	Horizon 3: Transformative Future (5-10 years)	Town Staff	Bond Issuance, Grants
Public Works	Streets	Increasing Hwy 143 Capacity	Horizon 3: Transformative Future (5-10 years)	Town Council	UDOT, Bond Issuance, Grants
Administration	Community Development	Affordable Housing	Horizon 3: Transformative Future (5-10 years)	Town Council	Bond Issuance, Developers, Grants
Public Works	Asset Management	Building New PW Facility - Aspen Meadows	Horizon 3: Transformative Future (5-10 years)	Town Staff	Bond Issuance, Grants
Administration	Asset Management	Town Hall/Center Expansion & Upgrade	Horizon 3: Transformative Future (5-10 years)	Town Council	Bond Issuance, Grants
Administration	Asset Management	Parking Structure	Horizon 3: Transformative Future (5-10 years)	Town Council	Bond Issuance, Grants
Public Safety	General Public Safety	New PS Building - Aspen Meadows	Horizon 3: Transformative Future (5-10 years)	Town Council	Developer, Bond Issuance, Grants
Administration	Community Development	Community Center	Horizon 3: Transformative Future (5-10 years)	Town Council	Bond Issuance, Tax Levy, Budget Surplus
Public Safety	Fire Department	Full-time Fire Dept	Horizon 3: Transformative Future (5-10 years)	Town Council	Taxes, Fees
Administration	Public Information	Separate/Enhanced Visitors Center	Horizon 3: Transformative Future (5-10 years)	Town Council	Bond Issuance, Tax Levy, Budget Surplus
Public Safety	Fire Department	Medical Center	Horizon 3: Transformative Future (5-10 years)	Town Council	TBD



STAFF REPORT TO THE TOWN COUNCIL

ITEM: STRATEGIC PLANNING TOUR – FALL 2026

AUTHOR: Ciera Claridge
DEPARTMENT: Administration
DATE: January 28, 2026
TYPE OF ITEM: Discussion

SUMMARY:

Council will discuss possible destinations for the 2026 Strategic Planning Tour

BACKGROUND:

In January 2022, the Town Council decided during the Strategic Planning Retreat to visit another ski town and learn what we could from those communities. We ultimately selected Telluride & Mountain Village as our destination. The Council and some Planning Commissioners and staff visited the communities in fall 2022 and learned a great deal that has influenced our strategic planning since. The Council decided that they felt it was appropriate to repeat the exercise, visiting different resort communities we feel we can learn from, every other year.

In January 2024, the Council decided to take its 2nd Strategic Planning Tour to Durango CO (Purgatory) via Snowbowl AZ (with a potential side trip to Silverton, CO). Primarily the idea was to visit resorts owned by Mountain Capital Partners (which owns Brian Head Resort) and get to know them better. However, when the date of the trip approached, several council members found they were not able to attend. Ultimately, we decided to scrap the trip and try again in 2025. But the Mayor and Town Manager did make a short trip to Durango (also visiting Purgatory and Silverton), met with MCP leadership, and reported to the Council.

In January 2025, the Council decided to plan another Strategic Planning Tour to Northern Utah and visit Alta, Brighton, and Park City. The benefit of this selection was the hope that a closer location would allow for more attendance and Brian Head Town could learn from our neighboring resorts. However, as the date of travel in September closely approached, there were multiple individuals unable to attend. Along with the factor of changing council members and resident observations, it was ultimately determined that it would be best financially and effectively to cancel the Strategic Planning Tour for 2025.

ANALYSIS/RECOMMENDATION:

The Council should hold a discussion on what dates and where to take the Strategic Planning Tour in fall 2026. Staff has looked around for destinations that might have value in terms of similar setups or situations, and the following may be considered as options:

- Northern Utah – Cottonwoods/Park City: This is what was planned for the previous year. With full transparency, Brian Head Town would not have gained the utmost information and experience from this trip. The various resort towns/cities were behind Brian Head's development, experience, and expectations.
 - Alta and Brighton have some similar challenges to Brian Head
 - Brighton does not have full-time staff members
 - Close by allows us to better suit individual council members' travel schedules

- Sun Valley, ID
 - Similar size to what Brian Head Resort aims to be
 - Dynamic with a nearby city (Ketchum) of 3,000 population
 - Various opportunities for summer recreation with an intricate trail system
- Winter Park, CO
 - Larger resort (about 23 Lifts) but smaller population (about 1,200)
 - Shares similar visionary aspects that Brian Head Town is aiming to achieve
 - Can visit neighboring towns that share the tourism / resort experience
- Durango, CO; Silverton, CO; & Snowbowl AZ
 - Redo the trip that those missed on in 2024
- Kellogg/Silver Mtn, ID
 - Similar sized ski resort, relatively small town
- Crested Butte, CO
 - Comes up on all the lists of best small ski towns
 - More of a valley Town

In reviewing places we could visit, one thing that I noticed is that it's difficult to find any ski towns that are like Brian Head. On the one hand, that's concerning because to some degree we want to follow in the footsteps of successful ski towns. On the other hand, it's encouraging that we have the opportunity to be a very unique place. Looking to travel to a location that has attributes of where Brian Head Town would like to be is where we should spend time on these Strategic Planning Tours.

In that spirit, staff recommends that we visit one of the more successful ski resorts on the list, such as Sun Valley, ID, or Winter Park, CO. These two areas can give a multitude of learning opportunity along with ability to inspire future Strategic Planning Agenda Items. Although the Northern Utah trip is close, it is with staff recommendation that we look to gain experience elsewhere.