

VIRGIN, UTAH
Resolution No. R2026-

A RESOLUTION OF THE TOWN COUNCIL OF VIRGIN UTAH, AUTHORIZING AND APPROVING A PROFESSIONAL SERVICES CONTRACT WITH SUNRISE ENGINEERING FOR IN-HOUSE PLANNING AND ZONING ADMINISTRATOR SERVICES

WHEREAS, at the January Town Council work meeting, discussion occurred regarding the need to increase capacity within the Town's planning and zoning operations due to workload demands and operational needs; and

WHEREAS, the Town currently expends approximately \$70,000 annually for contracted planning services; and

WHEREAS, analysis of staffing options indicates that a full-time Planner/Zoning Administrator position would require an estimated annual cost of approximately \$130,000 and may further affect the Town's existing compensation and benefit structure; and

WHEREAS, the proposed alternative includes contracting with the Town's current planning service provider, Sunrise Engineering, to provide enhanced in-house services, including regular office hours at Town Hall (2-3 days a week), attendance at Planning Commission and Town Council meetings, and expanded accessibility consistent with a full-time staff presence; and

WHEREAS, the estimated annual cost of the proposed contract is \$112,173; and

WHEREAS, this proposal was discussed at the March 11, 2026, Town Council work meeting, and the Council expressed consensus to move forward;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF VIRGIN, UTAH, THAT:

1. The Town Council hereby approves and authorizes the Mayor to execute a professional services contract with Sunrise Engineering for in-house Town Planner/Zoning Administrator services, substantially in the form presented to the Council.
2. The contract shall define the scope of services, including office presence, meeting attendance, and related planning and zoning administrative duties, consistent with the Town's operational needs.
3. Funding for the contract shall be provided within the approved budget for the current fiscal year and any subsequent fiscal years as authorized by the Town Council.

Resolution R2026-
Adopted: March 17, 2026

PASSED AND ADOPTED by the Town Council of Virgin, Utah, this March Day of 17, 2026.

By: _____
Jean Krause, Mayor

Attest: _____
Krystal Percival, Town Clerk/Recorder

<u>Vote</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jean Krause, Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Luwe, Council Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valerie Wenz, Council Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April McKeon, Council Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Kietzman, Council Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECORDED this _____ day of _____ 2026

PUBLISHED or POSTED this _____ day of _____, 2026.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

In accordance with Utah Code Annotated §63G-30-102 as amended, I, the Town Clerk/Recorder of Virgin, Utah, hereby certifies that the foregoing Ordinance was duly passed and published or posted via Class A Notice at:

- 1) Utah Public Notice website
- 2) Virgin Town website, www.virgin.utah.gov
- 3) Virgin Town Hall

Krystal Percival, Town Clerk/Recorder
Virgin Town, Utah