

**REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL**

March 19, 2026

6:00 p.m.

PRESENT:	DJ Bott	Mayor
	Dave Hipp	Councilmember
	Dave Jeffries	Councilmember
	Matthew Jensen	Councilmember
	Robin Troxell	Councilmember

ALSO PRESENT:	Mark Bradley	City Planner
	Nicole Cottle	City Attorney
	Tom Kotter	Community and Economic Development Director
	Derek Oyler	City Administrator
	Tyler Pugsley	Power Director
	Kristina Rasmussen	City Recorder
	Chief Reyes	Police Chief
	Jeff Schmitt	Finance Director
	Chief Thueson	Fire Chief

EXCUSED:	Ryan Smith	Councilmember
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Mayor Bott called the meeting to order at 6:00 p.m. The invocation was offered by Pastor Kirk Probasco, Community Presbyterian Church. The Pledge of Allegiance followed.

CONSENT ITEMS

Mayor Bott introduced four consent items:

1. Approval of the March 5, 2026 City Council Meeting Minutes.
2. Appointments of Rachel Ekman and Jake Barker as alternate members of the Planning Commission.
3. Request to Write-Off \$2,918.39 in Utility Accounts due to balances being sent to collections.
4. Request to Write Off \$1,103.89 in Library Accounts due to balances being sent to collections.

Councilmember Hipp made a motion to approve the consent items as presented. Councilmember Jensen seconded the motion. The vote was unanimous in favor.

PUBLIC HEARINGS

Consideration of Ordinance Approving the Annexation of 5.59 acres located at approximately SR-13 and 2400 West into Brigham City Corporate Limits

Mark Bradley presented an overview of the proposed annexation, explaining that the request includes approximately 5.59 acres located near SR-13 and 2400 West. He noted the annexation area consists of a single parcel, as well as portions of roadway and Union Pacific Railroad right-of-way.

MOTION: Councilmember Troxell made a motion to open the public hearing regarding the Ordinance Approving the Annexation of 5.59 acres located at approximately SR-13 and 2400 West into Brigham City Corporate Limits. Councilmember Hipp seconded the motion. Motion passed unanimously.

There were no public comments.

MOTION: Councilmember Jensen made a motion to close the public hearing regarding the Ordinance Approving the Annexation of 5.59 acres located at approximately SR-13 and 2400 West into Brigham City Corporate Limits. Councilmember Jeffries seconded the motion. Motion passed unanimously.

MOTION: Councilmember Jensen made a motion to approve the Ordinance Approving the Annexation of 5.59 acres located at approximately SR-13 and 2400 West into Brigham City Corporate Limits. Councilmember Jeffries seconded the motion.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Troxell– Aye;
Councilmember Jeffries – Aye

Consideration of Ordinance approving the Annexation of 495.17 Acres Located at Approximately SR-13 and 1200 West and the North Side of The Brigham City Airport into Brigham City Corporate Limits

Mr. Bradley presented the proposed annexation, explaining that the request includes approximately 495.17 acres consisting of multiple parcels owned by Brigham City Corporation. He displayed the annexation area on a map, noting the parcels are currently located in unincorporated county areas and would be incorporated into the City limits.

MOTION: Councilmember Hipp made a motion to open the public hearing regarding the Ordinance approving the Annexation of 495.17 Acres Located at Approximately SR-13 and 1200 West and the North Side of The Brigham City Airport into Brigham City Corporate Limits. Councilmember Troxell seconded the motion. Motion passed unanimously.

There were no public comments.

MOTION: Councilmember Hipp made a motion to close the public hearing regarding Ordinance approving the Annexation of 495.17 Acres Located at Approximately SR-13 and 1200 West and the North Side of The Brigham City Airport into Brigham City Corporate Limits. Councilmember Jeffries seconded the motion. Motion passed unanimously.

MOTION: Councilmember Hipp made a motion to approve the Ordinance approving the Annexation of 495.17 Acres Located at Approximately SR-13 and 1200 West and the North Side of The Brigham City Airport into Brigham City Corporate Limits. Councilmember Jeffries seconded the motion.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Troxell– Aye;
Councilmember Jeffries – Aye

Consideration of Ordinance Amending the Brigham City General Plan Future Land Use Map to Change the Land Use Designation From Office/Light Industrial to Low Density Residential and Medium Density Residential on Approximately 74 Acres Located Between SR-13 and 1500 North and Between 1000 West and Union Pacific Railroad

Mark Bradley clarified that this request is for a General Plan amendment, not a zoning change, as the property is not currently within Brigham City limits. He explained that the amendment is intended to guide future land use prior to a potential annexation request.

Mr. Bradley presented the location of the approximately 74-acre property, noting it is situated west of the Union Pacific Railroad and along SR-13. He explained that the current Future Land Use Map designates the area as Office/Light Industrial and that the applicant is requesting to change the designation to Low Density Residential and Medium Density Residential. He described the proposed concept, indicating the northern portion would be low-density residential, while the southern portion would be medium-density residential, including a transition of housing types.

Mr. Bradley reported that the Planning Commission held a public hearing and recommended approval of the amendment by a 5–1 vote. He noted concerns raised during that meeting regarding the site's relative isolation, access constraints, and connectivity challenges related to SR-13, 1500 North, and the railroad corridor.

Council discussion followed regarding the purpose of the General Plan amendment as a precursor to annexation and zoning, potential future development impacts, access and infrastructure considerations, and long-term growth patterns. Staff clarified that approval of the General Plan amendment does not approve a specific development or zoning designation and that additional review would occur during future annexation and zoning processes. It was also noted that the City currently has limited remaining land designated for single-family residential development in the General Plan.

MOTION: Councilmember Troxell made a motion to open the public hearing regarding Amending the Brigham City General Plan Future Land Use Map to Change the Land Use Designation From Office/Light Industrial to Low Density Residential and Medium Density Residential on Approximately 74 Acres Located Between SR-13 and 1500 North and Between 1000 West and Union Pacific Railroad. Councilmember Jensen seconded the motion. Motion passed unanimously.

There were no public comments.

MOTION: Councilmember Jeffries made a motion to close the public hearing regarding Amending the Brigham City General Plan Future Land Use Map to Change the Land Use Designation From Office/Light Industrial to Low Density Residential and Medium Density Residential on Approximately 74 Acres Located Between SR-13 and 1500 North and Between 1000 West and Union Pacific Railroad. Councilmember Jensen seconded the motion. Motion passed unanimously.

At the request of the Council, the applicant, Clark Conway of Stewart Land Company, addressed the Council. He provided an overview of the proposed development concept, including a mix of housing types with an estimated yield of approximately 300 units at an average density of approximately four units per acre. He explained the intent to provide a transition of housing types and noted potential infrastructure improvements, including addressing access challenges and coordination with UDOT and the railroad crossing. He indicated flexibility in the mix of housing densities based on Council feedback.

Council and staff further discussed the flexibility of future zoning designations following annexation and clarified that additional approvals would be required prior to any development.

MOTION: Councilmember Hipp made a motion to approve the Ordinance Amending the Brigham City General Plan Future Land Use Map to Change the Land Use Designation From Office/Light Industrial to Low Density Residential and Medium Density Residential on Approximately 74 Acres Located Between SR-13 and 1500 North and Between 1000 West and Union Pacific Railroad.. Councilmember Jeffries seconded the motion.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Troxell– Aye;
Councilmember Jeffries – Aye

Consideration of Ordinance enacting Brigham City Code Title 5, Consolidated Fee Schedule, and Repealing all Ordinances, Resolutions, Policies and Procedures enacting fees, except that the Ordinance enacting the current Impact Fees shall remain in place and the current Impact Fees chapter shall now be included in Title 5 and renumbered

Nicole Cottle explained that Title 5 is a new title to the Brigham City Code created to consolidate the City's various fees into a single location. She stated that the purpose of the ordinance is to gather all historical fees adopted across multiple departments into one document for improved transparency, accessibility, and administrative efficiency. She emphasized that the ordinance does not change any fee amounts and does not create any new fees, but simply consolidates existing fees into one place for ease of use by residents, staff, and the public.

Ms. Cottle further explained that many of the fees had previously been adopted by resolution or policy rather than codified in ordinance, which required staff to locate and verify fee authority from multiple historical sources. She stated that consolidating the fees into Title 5 would help ensure consistency and compliance moving forward. She also clarified that the current impact fee ordinance would remain in effect as required by state law, but the impact fee chapter would be renumbered and included within Title 5 for organizational purposes.

Ms. Cottle noted that although most of the fees being consolidated did not require a public hearing, the City elected to conduct one to ensure the fee schedule was clearly and properly adopted in a unified format. She also explained that ordinance language had been included to ensure continuity of fee enactment during the transition period between adoption and posting.

City Administrator Derek Oyler added that additional fee adjustments would be brought back to the Council through the budget process and future ordinance amendments, but the current ordinance serves as a clean starting point for the consolidated fee schedule. Ms. Cottle also acknowledged the substantial staff effort involved in collecting and verifying the historical fee information from all departments.

During Council discussion, questions were asked regarding whether the fees had previously been codified. Ms. Cottle explained that many had been properly adopted by resolution rather than ordinance and that, for this reason, a code amendment matrix was not used in the same manner as with prior ordinance enactments. She again confirmed that no fee amounts or line items were changed or added as part of this ordinance.

MOTION: Councilmember Troxell made a motion to open the public hearing regarding Ordinance enacting Brigham City Code Title 5, Consolidated Fee Schedule, and Repealing all Ordinances, Resolutions, Policies and Procedures enacting fees, except that the Ordinance enacting the current Impact Fees shall remain in place and the current Impact Fees chapter shall now be included in Title 5 and renumbered. Seconded by Councilmember Jensen. Motion passed unanimously.

There were no public comments.

MOTION: Councilmember Jeffries made a motion to close the public hearing regarding Ordinance enacting Brigham City Code Title 5, Consolidated Fee Schedule, and Repealing all Ordinances, Resolutions, Policies and Procedures enacting fees, except that the Ordinance enacting the current Impact Fees shall remain in place and the current Impact Fees chapter shall

now be included in Title 5 and renumbered. Seconded by Councilmember Hipp. Motion passed unanimously.

MOTION: Councilmember Troxell made a motion to approve the Ordinance enacting Brigham City Code Title 5, Consolidated Fee Schedule, and Repealing all Ordinances, Resolutions, Policies and Procedures enacting fees, except that the Ordinance enacting the current Impact Fees shall remain in place and the current Impact Fees chapter shall now be included in Title 5 and renumbered. Councilmember Hipp seconded the motion.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Troxell– Aye;
Councilmember Jeffries – Aye

PUBLIC COMMENT

There were no public comments.

COUNCILMEMBER AND CITY ADMINISTRATOR COMMENTS

Councilmember Jensen – expressed appreciation for the recent caucus meetings and noted it was encouraging to see community members actively participating in local government.

Councilmember Jeffries - reminded the public of the upcoming ribbon cutting for the Box Elder County Community Campus for the Boys and Girls Club.

Councilmember Hipp – reported on attending a Youth City Council event in the Mayor’s absence and conveyed appreciation for the youth’s engagement and representation of the community.

Councilmember Troxell - reported on several meetings and community initiatives, including:

- Participation in a key leader coalition meeting through the Bear River Health Department focused on prevention services for youth.
- Promotion of the “Freedom 250” community activity program, which provides family-oriented activities throughout the city.
- Attendance at a Library Board meeting, including a presentation by Tom Kotter regarding updated budgeting processes.
- Library resources made available to the public regarding small modular reactor (SMR) technology.
- Attendance at a Coalition Against Domestic Violence meeting, including a presentation by Restoring Ancestral Winds on culturally appropriate services for Native American communities.
- Participation in a Utah State University advisory meeting, including efforts to support student recruitment and program expansion, as well as a public invitation to a university watch party event.
- Reminder of the Boys and Girls Club ribbon cutting event.

ACTION ITEMS

Consideration of Ordinance Amending The Brigham City Zoning Map to Assign a Zoning District to Land Associated With An Annexation Petition Located at the Northeast Corner of the Intersection of 2400 West and SR-13

Mark Bradley explained that this item corresponds with the annexation approved under Public Hearing #1. He stated that following annexation, the City is required to assign a zoning designation to the

property. He noted that the Planning Commission held a public hearing and recommended approval of the General Commercial (GC) zoning designation for the subject property, with a unanimous 3–0 vote.

MOTION: Councilmember Hipp made a motion to approve the Ordinance Amending The Brigham City Zoning Map to Assign a Zoning District to Land Associated With An Annexation Petition Located at the Northeast Corner of the Intersection of 2400 West and SR-13. Councilmember Jensen seconded the motion.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Troxell– Aye;
Councilmember Jeffries – Aye

Consideration of Ordinance Amending The Brigham City Zoning Map to Assign Zoning Districts to Land Associated With An Annexation Petition Located at Approximately 1200 West and SR-13 and the North Side of the Brigham City Airport

Mr. Bradley explained that this item corresponds with the annexation approved under Public Hearing #2. He stated that the zoning designation for the subject property includes two districts: Manufacturing Distribution (MD) Industrial and Agricultural. He noted that these designations are consistent with the City’s General Plan, with the industrial zoning aligning with the airport and SR-13 corridor and the agricultural zoning aligning with surrounding land uses. He further stated that the Planning Commission recommended approval.

MOTION: Councilmember Troxell made a motion to approve the Ordinance Amending The Brigham City Zoning Map to Assign Zoning Districts to Land Associated With An Annexation Petition Located at Approximately 1200 West and SR-13 and the North Side of the Brigham City Airport. Councilmember Hipp seconded the motion.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Troxell– Aye;
Councilmember Jeffries – Aye

Approval of Resolution Authorizing Brigham City To Enter Into Interlocal Agreements For Mutual Aid With Northview, Weber, Tremonton, Ogden and Garland Fire Departments

Derek Oyler explained that interlocal agreements for mutual aid require approval by the City Council in a public meeting pursuant to state law. He stated that the agreements provide for reciprocal assistance between Brigham City and neighboring fire departments, allowing for additional support during emergency situations. He noted that some agreements are updates to existing arrangements, while others are new, particularly with departments in Weber County.

Mr. Oyler highlighted a recent example in which Northview Fire Department assisted Brigham City with a structure fire response, demonstrating the value of these agreements. He emphasized that the agreements are reciprocal in nature, meaning Brigham City will also provide assistance to other jurisdictions as needed, and that no direct cost is incurred by either party under these agreements.

Council discussion included clarification regarding the Northview Fire District’s location in Weber County and confirmation that mutual aid responses are initiated as needed through direct communication between fire departments.

MOTION: Councilmember Hipp made a motion to approve the Interlocal Agreements for Fire Services with Northview, Weber, Tremonton, Ogden and Garland. Councilmember Jeffries seconded the motion.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Troxell– Aye;
Councilmember Jeffries – Aye

DISCUSSION ITEM

Electric Rate Study Updates

Mayor Bott introduced the discussion item and invited power consultant Dave Berg, participating remotely, along with City Administrator Derek Oyler, to present an update on the electric rate study.

Mr. Berg provided an overview of the electric utility's current financial outlook and key assumptions used in the rate study analysis. He explained that the analysis assumes significant future sales growth driven by both residential development and large industrial load growth. He noted that this projected growth will require substantial capital improvements, including several new substations and additional system infrastructure. He also stated that the analysis assumes use of remaining bond proceeds, the issuance of additional future debt, the addition of another line crew, and the collection of impact fees associated with certain new growth.

Mr. Berg reviewed projected capital improvement costs over the coming years and explained that, under existing electric rates, operating revenues are expected to increase due to projected growth in sales. However, he noted that despite this growth, projected reserve levels would decline significantly over the study period due to capital costs, debt service, and operational needs. He stated that under the current assumptions, reserve levels would fall substantially below the City's target reserve goal of 50% of operating expenses.

Based on the analysis, Mr. Berg recommended annual rate increases of approximately 4% over a four-year period beginning in Fiscal Year 2027. He explained that the recommendation is based on the best information currently available, but actual needs may vary depending on future growth, wholesale power costs, and actual capital expenditures.

Mr. Berg also reviewed cost-of-service findings and stated that, overall, the major customer classes are currently paying amounts generally consistent with the cost to serve them. He indicated that he was not recommending different rate adjustments among customer classes beyond the proposed average increase.

The discussion then focused primarily on residential rate design. Mr. Berg explained that the current residential customer charge is below the cost-based level identified in the study, while energy charges are correspondingly somewhat high. He presented several scenarios showing how a 4% overall residential revenue increase could be structured through different combinations of customer charge and energy charge adjustments. He explained that a more aggressive increase in the fixed customer charge would reduce the need for energy charge increases, while a smaller adjustment to the customer charge would place more of the increase into volumetric rates.

Council discussion included questions regarding:

- the relationship between rate increases and growth-related capital improvements;
- the extent to which new growth will pay for infrastructure through impact fees, development agreements, and other funding sources;
- the effect of customer charge increases on low-usage and lower-income customers;
- whether reserve targets should remain at 50% of operating expenses as the utility grows;
- the fairness of existing tiered residential energy rates; and
- possible future consideration of residential time-of-use or demand-based rate structures.

Mr. Oyler clarified that staff had reviewed capital projects individually to determine which portions are attributable to new growth and which portions are system-wide costs to be borne by the broader customer base. He noted that some projects will be largely offset by one-time revenues tied to specific developments, while other costs, such as an additional line crew, would serve the entire utility system. He also emphasized the importance of maintaining adequate reserves as the City's electric infrastructure expands and ages, citing the substantial replacement cost of major system components.

Mr. Berg advised that, based on his experience, gradually increasing the residential customer charge over time—rather than making a large single adjustment—would likely be the most reasonable approach. He suggested that annual increases of approximately \$2 to the residential customer charge, combined with corresponding energy rate adjustments, may provide a balanced path forward. He also indicated that future reporting would include additional discussion regarding residential time-of-use and demand-based rates, though those options were not being recommended for immediate implementation.

No formal action was taken on the discussion item. Mr. Berg stated that he would return with a more complete recommendation addressing all rate classes over the four-year period, including impacts on operating results and reserve levels.

At 7:52 PM Councilmember Jensen made a motion to proceed into closed session to discuss the purchase/exchange/lease of real property. The motion was seconded by Councilmember Hipp.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Troxell– Aye;
Councilmember Jeffries – Aye

At 8:27 PM The council returned to opened and a motion was made by Councilmember Jensen to adjourn. Seconded by Councilmember Troxell and approved unanimously.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the March 19, 2026 City Council Meeting.

Dated this 3rd of April, 2026.

Kristina Rasmussen

Kristina Rasmussen, City Recorder

** These meeting minutes were generated with the assistance of artificial intelligence and have been reviewed, edited and approved by Brigham City Staff.