



The Regular Meeting of the
Brian Head Town Council
Brian Head Town Hall – Council Chambers
56 North Highway 143 – Brian Head, UT 84719
www.Zoom.us ([Click Here](#))
Via Zoom Meeting ID# 839 0083 8628
TUESDAY, JUNE 23, 2026 @ 1:00 PM

AGENDA

- A. **CALL TO ORDER**
- B. **PLEDGE ALLEGIANCE**
- C. **DISCLOSURES**
- D. **APPROVAL OF THE MINUTES:**
 - June 9, 2026, Town Council/SSD/RDA/MBA Meeting
- E. **REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.** Public input is limited to three (3) minutes on non-agenda items.
- F. **AGENDA ITEM:**
 - 1. **FISCAL YEAR 2026 AMENDED BUDGET ADOPTION.** Shane Williamson, Town Treasurer. The Council will consider an ordinance amending the FY2026 Town Budget.
 - 2. **FRAUD RISK ASSESSMENT.** Shane Williamson, Administrative Service Director. A Fraud Risk Assessment will be presented to the Council for their review.
 - 3. **2026 BRIAN HEAD ARBOR DAY PROCLAMATION.** Nancy Leigh, Town Clerk. The Council will consider a proclamation declaring July 24, 2026, as Brian Head Arbor Day.
 - 4. **FISCAL YEAR 2027 CONSOLIDATED FEE SCHEDULE.** Nancy Leigh, Town Clerk. The Council will consider a resolution adopting the Consolidated Fee Schedule (schedule of all Town fees) for fiscal year 2027.
 - 5. **LAND MANAGEMENT CODE, CH. 7 (ZONE DISTRICT REGULATIONS) AMENDMENT.** Greg Sant, Planning & Building Administrator. The Council will consider an ordinance amending the Land Management Code, Chapter 7 for allowance of residential dwellings in conjunction with commercial space for owner/employee housing only.
 - 6. **EASEMENT REQUESTS.** Greg Sant, Planning & Building Administrator. The Council will consider two requests for easements; 1) Rocky Mountain Power; and 2) DTD Holdings
 - 7. **TOWN HALL EXTERIOR PROJECT, CHANGE ORDER REQUEST.** Bret Howser, Town Manager The Council will consider a change order for the Town Hall Exterior Project.
 - 8. **RURAL WATER ASSOCIATION APPOINTMENT, COUNCIL SUPPORT.** Bret Howser, Town Manager The Council will consider supporting the appointment of Bret Howser to the Rural Water Association Board.
 - 9. **FUTURE AGENDA ITEMS.** Discussion on potential items for future Council agendas.
- G. **ADJOURNMENT**



Date: June 19, 2026.

Available to Board Members as per Ordinance No. 11-003 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 public board may participate by means of electronic communications. 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 on the Brian Head Town website, Utah Public Meeting website, and at the Town Hall according to Utah Code Annotated §63A-20-102 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

BRIAN HEAD

ITEM: ORDINANCE AMENDING THE FY 2026 BUDGETS

AUTHOR: Shane Williamson
DEPARTMENT: Administration
DATE: June 23, 2026
TYPE OF ITEM: Legislative Action

SUMMARY:

Ordinance No 26-010, amending the FY 2026 Brian Head Town Budgets.

BACKGROUND:

The Public Hearing on the FY 2026 Budget Amendments was held on June 9, 2026. No comments were made at the public hearing.

ANALYSIS:

The proposed amended budget(s) are found in the general fund. The adjustments are as follows:

General Fund (10)

Revenue

- 3312 - Public Safety Fed Grant: +\$ 60,965 - to account for the grant received
- 3314 - Public Safety State Grant: +\$ 3,255 - to account for the grant received

Expenses

- 4140.245 - Admin - Bank Charges: +\$3,550 - to account for credit card fees for collected payments.
- 4210.451 - Police - EMT Supplies: +\$3,255 - to account for supplies purchased with PS grants funds (see revenue adjustment).
- 4220.250 - Fire - Equipment - Supplies & Maintenance: +\$60,965- to account for the purchase of monitors funded by grant (see revenue adjustment).
- 4890 - Budgeted Increase in Fund Balance: -\$3,550 - reduced amount sent to fund balance to cover bank charges increase.

FINANCIAL IMPLICATIONS:

The amended FY 2026 budget needs to allow for invoices coming in for the month of June. Staff feel that there are enough funds in the budget to cover these expenses. The Town will also be receiving tax revenue for June in July.

STAFF RECOMMENDATION:

Staff recommends adopting the budgets as amended.

PROPOSED MOTION:

Town Budget:

I move to adopt Ordinance No 26-010, amending the FY 2026 Brian Head Town budgets, as presented.

ATTACHMENTS:

- A: Budget Reports
- B: Ordinance No 26-010

**Brian Head Town
Budgeting Worksheet**

10 10 General Fund - 07/01/2025 to 06/04/2026

| | Account No. | 2023 Actual | 2024 Actual | 2025 Actual | 2026 Actual | Original Budget | Revised Budget |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------|-----------------------|
| Revenue: | | | | | | | |
| Taxes | | | | | | | |
| 3110 General Property Tax (Current Year) | 3110 | 876,729 | 1,006,078 | 1,038,391 | 1,017,056 | 1,043,500 | 1,043,500 |
| 3120 General Property Tax (Delinquent) | 3120 | 91,101 | 79,421 | 107,771 | 131,248 | 87,300 | 87,300 |
| 3130 Sales and Use Taxes | 3130 | 302,001 | 298,965 | 288,434 | 295,857 | 296,800 | 296,800 |
| 3135 PAR Tax | 3135 | 54,752 | 54,902 | 52,350 | 53,614 | 55,500 | 55,500 |
| 3140 Franchise Tax | 3140 | 2,668 | 912 | 0 | 0 | 4,700 | 4,700 |
| 3145 Telecommunication Tax | 3145 | 4,306 | 3,860 | 3,932 | 3,442 | 5,900 | 5,900 |
| 3151 Resort Tax | 3151 | 869,243 | 876,613 | 837,226 | 856,508 | 887,800 | 887,800 |
| 3152 Highway Tax | 3152 | 164,201 | 164,687 | 157,028 | 160,847 | 166,000 | 166,000 |
| 3153 Municipal Energy Tax | 3153 | 159,485 | 161,174 | 159,234 | 117,827 | 156,400 | 156,400 |
| 3154 Municipal Transient Room Tax | 3154 | 181,255 | 186,688 | 184,225 | 211,797 | 182,000 | 182,000 |
| 3170 Fee in Lieu | 3170 | 9,504 | 10,759 | 13,937 | 11,552 | 9,300 | 9,300 |
| 3190 Penalties on Delinquent Taxes | 3190 | 1,731 | 1,552 | 2,712 | 3,195 | 3,400 | 3,400 |
| 3200 Personal Property Taxes | 3200 | 32,389 | 47,133 | 36,334 | 17,673 | 34,600 | 34,600 |
| Total Taxes | | 2,749,365 | 2,892,744 | 2,881,573 | 2,880,615 | 2,933,200 | 2,933,200 |
| Licenses and permits | | | | | | | |
| 3210.1 Business Licenses - New | 3210.1 | 29,649 | 43,778 | 43,933 | 1,474 | 36,900 | 36,900 |
| 3210.2 Business Licenses - Renewal | 3210.2 | 0 | 0 | 2,170 | 4,385 | 0 | 0 |
| 3212.1 STR Business Licenses - New | 3212.1 | 0 | 0 | 3,921 | 15,351 | 0 | 0 |
| 3212.2 STR Business Licenses - Renewal | 3212.2 | 0 | 0 | 2,658 | 50,095 | 0 | 0 |
| 3215 Alcohol Licenses | 3215 | 0 | 600 | 400 | 550 | 1,100 | 1,100 |
| 3220 Enhanced Services Business License Fee | 3220 | 649,917 | 622,557 | 623,621 | 592,143 | 675,000 | 675,000 |
| 3221.1 Building Permit Fees | 3221.1 | 42,158 | 122,176 | 82,348 | 58,533 | 103,200 | 103,200 |
| 3221.2 Plan Check Fee | 3221.2 | 19,809 | 75,169 | 53,685 | 36,434 | 15,900 | 15,900 |
| 3221.3 Tree and Grading Permit Fee | 3221.3 | 7,315 | 17,314 | 8,675 | 6,850 | 6,000 | 6,000 |
| 3221.4 State Building Permit Fee 1% | 3221.4 | 313 | 1,221 | 822 | 692 | 1,032 | 1,032 |
| 3222 Land Use Permit Fees | 3222 | 3,445 | 7,756 | 3,223 | 6,750 | 5,000 | 5,000 |
| 3223 Disproportionate Service STR Fee | 3223 | 40,428 | 67,935 | 68,412 | 123,006 | 73,480 | 73,480 |
| 3224 Winter ROW Permit Fees | 3224 | 0 | 0 | 0 | 3,000 | 0 | 0 |
| 3230 Other Permits | 3230 | 140 | 0 | 0 | 0 | 0 | 0 |
| Total Licenses and permits | | 793,174 | 958,506 | 893,867 | 899,263 | 917,612 | 917,612 |
| Intergovernmental revenue | | | | | | | |
| 3312 Public safety fed grant | 3312 | 0 | 0 | 0 | 0 | 0 | 60,965 |
| 3314 Public Safety State Grant | 3314 | 6,283 | 39,958 | 120,295 | 3,255 | 0 | 3,255 |
| 3341 General gov't state grant | 3341 | 80,328 | 256,633 | 451,460 | 99,088 | 385,000 | 385,000 |
| 3356 Class C Road Funds | 3356 | 77,061 | 110,159 | 107,778 | 112,247 | 100,000 | 100,000 |
| 3358 State Liquor Fund Allotment | 3358 | 3,168 | 3,546 | 4,628 | 4,699 | 3,000 | 3,000 |
| 3373 County - fire agreements | 3373 | 40,000 | 40,000 | 40,000 | 40,000 | 80,000 | 80,000 |
| Total Intergovernmental revenue | | 206,839 | 450,295 | 724,161 | 259,289 | 568,000 | 632,220 |
| Charges for services | | | | | | | |
| 3419 Administrative Charges | 3419 | 66,400 | 71,000 | 80,000 | 82,600 | 82,600 | 82,600 |
| 3422 Retail Fuel | 3422 | 96,388 | 87,993 | 78,377 | 66,964 | 92,900 | 92,900 |
| 3426 Fire Department Revenue | 3426 | 4,190 | 12,355 | 6,630 | 9,800 | 11,400 | 11,400 |
| 3428 Misc Police Revenue (Police Reports) | 3428 | 45 | 45 | 60 | 20 | 0 | 0 |
| 3429 GRAMMA Requests (other than Police Reports) | 3429 | 490 | 0 | 5 | 0 | 0 | 0 |
| 3435 Shop Charges | 3435 | 120,800 | 155,000 | 189,438 | 192,989 | 192,989 | 192,989 |
| 3442 Transportation Utility Fee | 3442 | 0 | 0 | 0 | 0 | 158,825 | 158,825 |
| Total Charges for services | | 288,313 | 326,393 | 354,510 | 352,373 | 538,714 | 538,714 |
| Fines and forfeitures | | | | | | | |
| 3510 Court Fines | 3510 | 12,288 | 3,271 | 2,743 | 2,297 | 1,000 | 1,000 |
| 3520 Administrative Fines (Code Violations) | 3520 | 4,450 | 400 | 1,300 | 7,100 | 2,000 | 2,000 |
| Total Fines and forfeitures | | 16,738 | 3,671 | 4,043 | 9,397 | 3,000 | 3,000 |

| | | | | | | | |
|---|----------|------------------|------------------|------------------|------------------|------------------|------------------|
| Interest | | | | | | | |
| 3610 Interest | 3610 | 83,645 | 126,903 | 126,333 | 77,610 | 100,000 | 100,000 |
| Total Interest | | 83,645 | 126,903 | 126,333 | 77,610 | 100,000 | 100,000 |
| Special Events | | | | | | | |
| 3540 Registration Fees | 3540 | 0 | 0 | 420 | 4,520 | 0 | 4,520 |
| 3550 Donations | 3550 | 0 | 1,000 | 4,025 | 0 | 0 | 0 |
| Total Special Events | | 0 | 1,000 | 4,445 | 4,520 | 0 | 4,520 |
| Miscellaneous revenue | | | | | | | |
| 3650 Sales of materials and supplies | 3650 | 0 | 0 | 0 | -32 | 250 | 250 |
| 3680 Building/Pavilion Rentals | 3680 | 3,845 | 5,902 | 2,495 | 3,005 | 3,600 | 3,600 |
| 3685 Annexation Cost Reimburesments | 3685 | 0 | 44,425 | 0 | 0 | 0 | 0 |
| 3690 Sundry (Miscellaneous) | 3690 | 0 | 251 | 0 | 0 | 0 | 0 |
| 3691 Health Insurance reimbursement (to be cleared) | 3691 | 3,687 | 6,586 | 8,510 | 0 | 4,200 | 4,200 |
| Total Miscellaneous revenue | | 7,532 | 57,164 | 11,005 | 2,973 | 8,050 | 8,050 |
| Contributions | | | | | | | |
| 3802.2 Public Safety Impact Fee/3059 | 3802.2 | 1,224 | 4,590 | 3,519 | 1,989 | 1,000 | 1,000 |
| Total Contributions | | 1,224 | 4,590 | 3,519 | 1,989 | 1,000 | 1,000 |
| Transfers from other funds | | | | | | | |
| 3825 Transfer from RDA | 3825 | 8,667 | 23,500 | 35,258 | 29,500 | 29,500 | 29,500 |
| 3851 Transfer from Water Fund | 3851 | 0 | 0 | 1,080,000 | 0 | 0 | 0 |
| 3890 Fund Balance Appropriated | 3890 | 0 | 0 | 0 | 0 | 55,000 | 93,132 |
| Total Transfers from other funds | | 8,667 | 23,500 | 1,115,258 | 29,500 | 84,500 | 122,632 |
| Total Revenue: | | 4,155,498 | 4,844,766 | 6,118,715 | 4,517,529 | 5,154,076 | 5,260,948 |
| Expenditures: | | | | | | | |
| General government | | | | | | | |
| Council | | | | | | | |
| 4111.110 Council - Salaries | 4111.11 | 16,225 | 20,230 | 19,676 | 22,025 | 20,600 | 20,600 |
| 4111.130 Council - Benefits | 4111.13 | 1,546 | 1,981 | 1,923 | 1,054 | 1,576 | 1,576 |
| 4111.230 Council - Travel, Conferences & Training | 4111.23 | 8,686 | 1,938 | 3,505 | 2,244 | 12,550 | 12,550 |
| 4111.240 Council - Office Supplies & Expense | 4111.24 | 2,030 | 242 | 42 | 491 | 250 | 250 |
| 4111.290 Council - Telephone/Data Plans | 4111.29 | 562 | 813 | 733 | 613 | 700 | 700 |
| 4111.330 Council - Training & Education | 4111.33 | 0 | 0 | 77 | 0 | 0 | 0 |
| 4111.450 Council - Expenses | 4111.45 | 55 | 0 | 0 | 0 | 150 | 150 |
| 4111.610 Council - Miscellaneous Expense | 4111.61 | 54 | 258 | 0 | 0 | 0 | 0 |
| Total Council | | 29,157 | 25,462 | 25,957 | 26,428 | 35,826 | 35,826 |
| Administrative | | | | | | | |
| 4140.110 Admin - Salaries & Wages | 4140.11 | 130,049 | 154,031 | 238,050 | 236,711 | 242,292 | 248,792 |
| 4140.111 Admin - Overtime Wages (Administrative) | 4140.111 | 794 | 924 | 1,723 | 1,526 | 0 | 0 |
| 4140.130 Admin - Employee Benefits | 4140.13 | 57,039 | 59,170 | 99,413 | 90,962 | 112,478 | 113,528 |
| 4140.210 Admin - Books/Subscriptions/Memberships | 4140.21 | 2,978 | 4,359 | 4,886 | 5,225 | 5,290 | 5,290 |
| 4140.220 Admin - Publishing/Legal Notices | 4140.22 | 611 | 267 | 131 | 58 | 600 | 600 |
| 4140.230 Admin - Meetings, Travel, Conferences & Training | 4140.23 | 2,962 | 5,265 | 7,165 | 5,811 | 9,005 | 9,005 |
| 4140.240 Admin - Office Supplies/Reimb Expenses | 4140.24 | 6,105 | 8,808 | 7,381 | 5,074 | 6,000 | 6,000 |
| 4140.245 Admin - Bank Charges | 4140.245 | 2,069 | 2,419 | 4,103 | 5,637 | 3,200 | 6,750 |
| 4140.250 Admin - Equipment Supplies/Maintenance | 4140.25 | 3,434 | 4,919 | 4,241 | 4,109 | 3,400 | 3,400 |
| 4140.254 Admin - Vehicle Repair & Maintenance | 4140.254 | 764 | 2,782 | 1,134 | 1,219 | 1,800 | 1,800 |
| 4140.255 Admin - Fuel & Oil | 4140.255 | 2,629 | 2,103 | 1,943 | 1,472 | 2,000 | 2,000 |
| 4140.270 Admin - Bldgs/Grounds - Supplies/Maint | 4140.27 | 11,623 | 12,043 | 10,564 | 10,039 | 12,690 | 12,690 |
| 4140.280 Admin - Utilities | 4140.28 | 6,118 | 6,344 | 5,017 | 3,283 | 6,000 | 6,000 |
| 4140.290 Admin - Telephone | 4140.29 | 8,252 | 6,282 | 6,881 | 5,684 | 6,600 | 6,600 |
| 4140.310 Admin - Professional & Technical Services | 4140.31 | 19,494 | 23,576 | 22,347 | 23,668 | 22,235 | 22,235 |
| 4140.312 Admin - Audit & Accounting | 4140.312 | 15,500 | 17,700 | 18,300 | 19,900 | 18,000 | 18,000 |
| 4140.330 Admin - Training & Education | 4140.33 | 0 | 0 | 0 | 3,000 | 0 | 0 |
| 4140.450 Admin - Elections | 4140.45 | 0 | 305 | 0 | 350 | 300 | 300 |
| 4140.470 Admin - Uniforms | 4140.47 | 180 | 344 | 138 | 0 | 250 | 250 |

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|--|----------|----------------|------------------|------------------|------------------|------------------|------------------|
| 4140.510 Admin - Insurance Expense | 4140.51 | 53,290 | 58,589 | 64,390 | 76,683 | 77,450 | 77,450 |
| 4140.540 Admin - Promotions/Incentives | 4140.54 | 3,933 | 4,838 | 8,467 | 5,704 | 16,190 | 16,190 |
| 4140.610 Admin - Miscellaneous Expense | 4140.61 | 333 | 365 | 150 | 207 | 250 | 250 |
| 4150.610 NonDept - Miscellaneous Expense | 4150.61 | 0 | -95 | 0 | 0 | 0 | 0 |
| Total Administrative | | 328,154 | 375,338 | 506,425 | 506,323 | 546,030 | 557,130 |
| Legal | | | | | | | |
| 4145.310 Legal - Professional & Technical Services | 4145.31 | 3,375 | 5,068 | 3,680 | 5,600 | 7,000 | 7,000 |
| Total Legal | | 3,375 | 5,068 | 3,680 | 5,600 | 7,000 | 7,000 |
| Planning and zoning | | | | | | | |
| 4180.110 P&Z - Salaries & Wages | 4180.11 | 76,839 | 127,559 | 101,547 | 95,089 | 104,501 | 105,591 |
| 4180.111 P&Z - Overtime Wages (P & Z) | 4180.111 | 816 | 150 | 1,020 | 583 | 0 | 0 |
| 4180.130 P&Z - Employee Benefits | 4180.13 | 43,456 | 49,168 | 55,234 | 51,554 | 57,894 | 58,069 |
| 4180.210 Admin - Books/Subscriptions/Memberships | 4180.21 | 348 | 561 | 633 | 367 | 850 | 850 |
| 4180.220 Planning & Bldg - State Bldg Permit Fee | 4180.22 | 0 | 1,304 | 699 | 286 | 900 | 900 |
| 4180.230 P&Z - Travel, Conferences & Training | 4180.23 | 0 | 1,488 | 9,528 | 3,909 | 6,380 | 6,380 |
| 4180.240 P&Z - Office Supplies & Expense | 4180.24 | 1,293 | 1,071 | 906 | 1,079 | 2,500 | 2,500 |
| 4180.290 P&Z - Telephone | 4180.29 | 392 | 924 | 1,548 | 1,498 | 1,600 | 1,600 |
| 4180.310 P&Z - Professional & Technical Services | 4180.31 | 34,417 | 33,699 | 9,843 | 11,927 | 11,540 | 11,540 |
| 4180.313 P&Z - Engineer | 4180.313 | 0 | 172 | 0 | 0 | 0 | 0 |
| Total Planning and zoning | | 157,562 | 216,095 | 180,959 | 166,293 | 186,165 | 187,430 |
| Marketing & Events | | | | | | | |
| 4660.230 Marketing & Events - Travel and Training | 4660.23 | 63 | 0 | 0 | 0 | 0 | 0 |
| 4660.250 Marketing & Events - Equip Supplies/Maint | 4660.25 | 2,625 | 4,568 | 1,441 | 913 | 2,000 | 2,000 |
| 4660.310 Marketing & Events - Prof & Technical Services | 4660.31 | 16,809 | 562 | 7,800 | 7,800 | 7,500 | 7,500 |
| 4660.610 Marketing & Events - Miscellaneous Expense | 4660.61 | 1,723 | 0 | 70,473 | 25,130 | 0 | 14,947 |
| 4660.612 Marketing & Events - Advertising/Marketing | 4660.612 | 122,943 | 426,898 | 363,902 | 330,369 | 363,250 | 363,250 |
| 4660.615 Marketing & Events - Entertainment | 4660.615 | 9,958 | 17,900 | 7,385 | 137,528 | 128,300 | 128,300 |
| Total Marketing & Events | | 154,121 | 449,928 | 451,001 | 501,739 | 501,050 | 515,997 |
| Retail Fuel | | | | | | | |
| 4640.245 Retail Fuel - Bank Charges | 4640.245 | 4,668 | 4,629 | 3,868 | 4,043 | 5,620 | 5,620 |
| 4640.250 Retail Fuel - Supplies & Maintenance | 4640.25 | 1,481 | 120 | 0 | 0 | 1,500 | 1,500 |
| 4640.260 Retail Fuel - Retail Fuel (Town Pump) | 4640.26 | 71,081 | 81,335 | 67,093 | 59,579 | 72,600 | 72,600 |
| 4640.310 Retail Fuel - Professional & Technical Services | 4640.31 | 2,426 | 2,086 | 2,794 | 1,386 | 725 | 725 |
| 4640.510 Retail Fuel - Insurance Expense | 4640.51 | 0 | 0 | 0 | 0 | 560 | 560 |
| Total Retail Fuel | | 79,655 | 88,169 | 73,756 | 65,007 | 81,005 | 81,005 |
| Transit | | | | | | | |
| 4650.250 Transit - Supplies & Maintenance | 4650.25 | 447 | 1,769 | 15 | 56 | 1,000 | 1,000 |
| 4650.310 Transit - Professional & Technical Services | 4650.31 | 15,500 | 15,450 | 15,675 | 8,750 | 11,000 | 11,000 |
| 4650.485 Transit - Transportation Service | 4650.485 | 138,000 | 145,000 | 149,000 | 147,650 | 152,700 | 152,700 |
| Total Transit | | 153,947 | 162,219 | 164,690 | 156,456 | 164,700 | 164,700 |
| Total General government | | 905,971 | 1,322,528 | 1,406,469 | 1,427,846 | 1,521,776 | 1,549,088 |
| Public safety | | | | | | | |
| Police | | | | | | | |
| 4210.110 Police - Salaries & Wages | 4210.11 | 379,884 | 414,351 | 463,696 | 472,523 | 519,336 | 523,126 |
| 4210.111 Police - Overtime Wages (Police) | 4210.111 | 24,803 | 35,200 | 32,582 | 45,120 | 32,400 | 32,400 |
| 4210.120 Police - Part-time Officers | 4210.12 | 24,046 | 16,541 | 22,683 | 23,672 | 27,456 | 27,456 |
| 4210.130 Police - Employee Benefits | 4210.13 | 292,549 | 294,136 | 338,113 | 327,046 | 363,304 | 363,304 |
| 4210.210 Police - Books/Subscriptions/Memberships | 4210.21 | 644 | 668 | 1,061 | 1,144 | 810 | 810 |
| 4210.230 Police - Travel, Conferences & Training | 4210.23 | 4,008 | 4,615 | 3,743 | 6,234 | 10,810 | 10,810 |
| 4210.240 Police - Office Supplies & Expense | 4210.24 | 727 | 553 | 280 | 222 | 650 | 650 |
| 4210.250 Police - Equipment Supplies & Maintenance | 4210.25 | 24,221 | 12,507 | 3,863 | 26,892 | 14,200 | 14,200 |
| 4210.254 Police - Vehicle Repair & Maintenance | 4210.254 | 5,991 | 5,337 | 8,362 | 10,150 | 6,680 | 6,680 |
| 4210.255 Police - Fuel | 4210.255 | 27,216 | 22,462 | 22,033 | 20,124 | 22,900 | 22,900 |
| 4210.270 Police - Bldg/Grounds Supplies & Maintenance | 4210.27 | 7,116 | 5,977 | 6,160 | 5,690 | 5,900 | 5,900 |
| 4210.275 Police - Public Safety Building Payment (MBA) | 4210.275 | 60,612 | 60,260 | 60,310 | 60,335 | 60,335 | 60,335 |
| 4210.280 Police - Utilities | 4210.28 | 5,495 | 5,803 | 4,298 | 3,871 | 6,000 | 6,000 |

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|---|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 4210.290.1 Police - Telephone | 4210.290.1 | 10,194 | 5,408 | 5,964 | 5,778 | 5,820 | 5,820 |
| 4210.290.2 Police - Communications | 4210.290.2 | 30,158 | 43,597 | 37,475 | 38,466 | 39,550 | 39,550 |
| 4210.310 Police - Professional & Technical Services | 4210.31 | 8,145 | 11,190 | 9,232 | 9,171 | 10,600 | 10,600 |
| 4210.450 Police - Uniforms | 4210.45 | 2,827 | 2,204 | 1,693 | 2,989 | 3,500 | 3,500 |
| 4210.451 Police - EMT Supplies | 4210.451 | 1,582 | 4,561 | 3,324 | 8,075 | 1,750 | 5,005 |
| 4210.452 Police - EMT Training & Travel | 4210.452 | 4,627 | 4,245 | 6,051 | 2,368 | 6,750 | 6,750 |
| 4210.453 Police - Search & Rescue | 4210.453 | 0 | 0 | 0 | 0 | 500 | 500 |
| 4210.610 Police - Miscellaneous Expense | 4210.61 | 430 | 885 | 54 | 550 | 500 | 500 |
| Total Police | | 915,273 | 950,502 | 1,030,979 | 1,070,420 | 1,139,751 | 1,146,796 |
| Fire | | | | | | | |
| 4220.110 Fire - Salaries & Wages | 4220.11 | 120,621 | 147,263 | 145,803 | 158,854 | 182,055 | 185,845 |
| 4220.111 Fire - Overtime Wages (Fire) | 4220.111 | 8,253 | 11,716 | 10,848 | 15,678 | 10,800 | 10,800 |
| 4220.120 Fire - Part Time Wages | 4220.12 | 792 | 2,556 | 2,760 | 1,876 | 4,500 | 4,500 |
| 4220.130 Fire - Employee Benefits | 4220.13 | 95,535 | 96,167 | 106,777 | 108,583 | 138,308 | 138,308 |
| 4220.210 Fire - Books/Subscriptions/Memberships | 4220.21 | 899 | 671 | 227 | 384 | 310 | 310 |
| 4220.230 Fire - Travel, Conferences & Training | 4220.23 | 430 | 689 | 641 | 3,207 | 1,575 | 1,575 |
| 4220.240 Fire - Office Supplies & Expense | 4220.24 | 358 | 130 | 393 | 67 | 200 | 200 |
| 4220.250 Fire - Equipment - Supplies & Maintenance | 4220.25 | 15,392 | 7,439 | 141,902 | 66,882 | 4,400 | 65,365 |
| 4220.254 Fire - Vehicle Repair & Maintenance | 4220.254 | 8,014 | 3,971 | 9,460 | 5,088 | 10,200 | 10,200 |
| 4220.255 Fire - Fuel | 4220.255 | 1,446 | 2,795 | 2,778 | 3,031 | 2,500 | 2,500 |
| 4220.270 Fire - Bldgs/Grounds - Supplies & Maintenance | 4220.27 | 6,562 | 6,020 | 6,091 | 6,857 | 5,700 | 5,700 |
| 4220.275 Fire - Public Safety Building Payment (MBA) | 4220.275 | 60,185 | 60,260 | 60,310 | 60,335 | 60,335 | 60,335 |
| 4220.280 Fire - Utilities | 4220.28 | 5,495 | 5,803 | 4,282 | 3,699 | 6,000 | 6,000 |
| 4220.290 Fire - Telephone | 4220.29 | 5,376 | 4,943 | 5,495 | 4,788 | 5,820 | 5,820 |
| 4220.310 Fire - Professional & Technical Services | 4220.31 | 11,114 | 10,654 | 9,888 | 7,700 | 11,100 | 11,100 |
| 4220.330 Fire - Training & Education | 4220.33 | 0 | 0 | 0 | 0 | 250 | 250 |
| 4220.450 Fire - Uniforms | 4220.45 | 0 | 0 | 470 | 483 | 750 | 750 |
| 4220.610 Fire - Miscellaneous Expense | 4220.61 | 450 | 351 | 254 | 750 | 2,100 | 2,100 |
| 4220.810 Fire - Debt service principal | 4220.81 | 0 | 0 | 0 | 173 | 0 | 0 |
| Total Fire | | 340,921 | 361,428 | 508,379 | 448,434 | 446,903 | 511,658 |
| Total Public safety | | 1,256,194 | 1,311,930 | 1,539,358 | 1,518,855 | 1,586,654 | 1,658,454 |
| Highways and public improvements | | | | | | | |
| Highways | | | | | | | |
| 4410.110 Streets - Salaries & Wages | 4410.11 | 171,653 | 262,605 | 333,886 | 269,279 | 339,494 | 349,244 |
| 4410.111 Streets - Overtime Wages (Streets) | 4410.111 | 8,466 | 32,318 | 21,712 | 27,002 | 16,500 | 16,500 |
| 4410.130 Streets - Employee Benefits | 4410.13 | 110,586 | 167,426 | 196,157 | 151,049 | 221,014 | 222,574 |
| 4410.230 Streets - Travel, Conferences & Training | 4410.23 | 4,562 | 4,933 | 6,520 | 10,004 | 10,471 | 10,471 |
| 4410.240 Streets - Office Supplies & Expense | 4410.24 | 132 | 120 | 22 | 0 | 0 | 0 |
| 4410.250 Streets - Equipment - Supplies & Maintenance | 4410.25 | 1,952 | 1,242 | 579 | 242 | 1,200 | 1,200 |
| 4410.253 Streets - Snow Removal | 4410.253 | 101,948 | 119,554 | 66,102 | 72,521 | 90,000 | 90,000 |
| 4410.254 Streets - Vehicle Repair & Maintenance | 4410.254 | 0 | 0 | 0 | 1,642 | 0 | 0 |
| 4410.261 Streets - Equipment Lease | 4410.261 | 4,026 | 0 | 0 | 0 | 0 | 0 |
| 4410.269 Streets - Equipment Rental | 4410.269 | 14,182 | 7,995 | 2,500 | 0 | 8,750 | 8,750 |
| 4410.270 Streets - Bldgs/Grounds - Supplies & Maint | 4410.27 | 0 | 89 | 0 | 0 | 0 | 0 |
| 4410.280 Streets - Utilities (Area Lights) | 4410.28 | 11,262 | 14,630 | 12,134 | 6,046 | 12,000 | 12,000 |
| 4410.310 Streets - Professional & Technical Services | 4410.31 | 9,054 | 2,769 | 871 | 3,514 | 2,090 | 2,090 |
| 4410.411 Streets - Street Signs & Signals | 4410.411 | 1,406 | 2,422 | 2,357 | 2,361 | 5,500 | 5,500 |
| 4410.415 Streets - Skier bridge O&M | 4410.415 | 0 | 2,600 | 0 | 0 | 2,600 | 2,600 |
| 4410.420 Streets - Road Maintenance/Improvements | 4410.42 | 60,548 | 43,318 | 22,391 | 43,195 | 56,080 | 56,080 |
| Total Highways | | 499,777 | 662,020 | 665,232 | 586,856 | 765,699 | 777,009 |
| Shop & garage | | | | | | | |
| 4440.230 Shop - Travel, Conferences & Training | 4440.23 | 383 | 2,164 | 1,186 | 638 | 2,000 | 2,000 |
| 4440.240 Shop - Office Supplies & Expenses | 4440.24 | 548 | 1,468 | 1,333 | 701 | 1,500 | 1,500 |
| 4440.250 Shop - Equipment - Supplies & Maintenance | 4440.25 | 15,594 | 28,657 | 19,759 | 9,516 | 11,150 | 11,150 |
| 4440.252 Shop - Heavy Equipment Maintenance | 4440.252 | 42,942 | 67,119 | 30,436 | 37,837 | 47,500 | 47,500 |
| 4440.254 Shop - Vehicle Repair & Maintenance | 4440.254 | 20,765 | 16,671 | 12,383 | 18,771 | 15,000 | 15,000 |
| 4440.255 Shop - Fuel | 4440.255 | 155,377 | 144,027 | 91,298 | 86,742 | 95,000 | 95,000 |
| 4440.261 Shop - Equipment Lease (operating) | 4440.261 | 103,904 | 120,968 | 159,798 | 121,634 | 119,800 | 119,800 |
| 4440.270 Shop - Bldgs/Grounds - Supplies & Maint | 4440.27 | 2,465 | 3,228 | 4,520 | 5,200 | 5,150 | 5,150 |

| | | | | | | | |
|---|----------|------------------|------------------|------------------|------------------|------------------|------------------|
| 4440.280 Shop - Utilities | 4440.28 | 13,330 | 15,180 | 11,802 | 9,050 | 12,000 | 12,000 |
| 4440.290 Shop - Telephone | 4440.29 | 5,416 | 6,513 | 9,527 | 7,212 | 9,600 | 9,600 |
| 4440.310 Shop - Professional & Technical Services | 4440.31 | 1,364 | 2,638 | 3,637 | 2,364 | 2,100 | 2,100 |
| 4440.450 Shop - Uniforms | 4440.45 | 6,485 | 10,084 | 13,050 | 11,234 | 13,400 | 13,400 |
| Total Shop & garage | | 368,572 | 418,717 | 358,729 | 310,898 | 334,200 | 334,200 |
| Total Highways and public improvements | | 868,349 | 1,080,738 | 1,023,961 | 897,753 | 1,099,899 | 1,111,209 |
| Parks, recreation, and public property | | | | | | | |
| Recreation | | | | | | | |
| 4560.110 Recreation - Salaries & Wages | 4560.11 | 32,604 | 36,385 | 34,415 | 36,920 | 48,150 | 48,150 |
| 4560.111 Recreation - Overtime Wages (Recreation) | 4560.111 | 864 | 1,483 | 162 | 140 | 0 | 0 |
| 4560.130 Recreation - Employee Benefits | 4560.13 | 19,187 | 18,022 | 18,344 | 17,518 | 23,217 | 23,217 |
| 4560.230 Recreation - Travel, Conferences & Training | 4560.23 | 38 | 129 | 268 | 1,316 | 1,200 | 1,200 |
| 4560.240 Recreation - Office Supplies & Expense | 4560.24 | 132 | 99 | 162 | 0 | 0 | 0 |
| 4560.250 Recreation - Supplies & Maintenance | 4560.25 | 1,149 | 2,429 | 382 | 688 | 1,000 | 1,000 |
| 4560.254 Recreation - Vehicle Repair & Maintenance | 4560.254 | 141 | 1,329 | 1,970 | 977 | 900 | 900 |
| 4560.265 Recreation - Fuel | 4560.265 | 0 | 0 | 56 | 0 | 0 | 0 |
| 4560.269 Recreation - Equipment Rental | 4560.269 | 1,844 | 7,903 | 0 | 0 | 0 | 0 |
| 4560.270 Recreation - Bldgs/Grounds - Supplies & Maint | 4560.27 | 1,246 | 6,609 | 3,229 | 649 | 2,800 | 2,800 |
| 4560.310 Recreation - Professional & Technical Services | 4560.31 | 633 | 39 | 184 | 0 | 90 | 90 |
| 4560.450 Recreation - Uniforms | 4560.45 | 0 | 35 | 0 | 0 | 200 | 200 |
| 4560.621 Recreation - Beautification | 4560.621 | 3,496 | 5,945 | 7,954 | 7,243 | 6,000 | 6,000 |
| 4560.631 Recreation - Walking Trails | 4560.631 | 425 | 7,554 | 1,474 | 447 | 100 | 100 |
| 4560.633 Recreation - ATV/Snowmobile Trails | 4560.633 | 8,327 | 8,683 | 3,546 | 2,283 | 7,500 | 7,500 |
| 4560.634 Recreation - Trail Signs | 4560.634 | 99 | 874 | 226 | 908 | 750 | 750 |
| Total Recreation | | 70,185 | 97,518 | 72,373 | 69,088 | 91,907 | 91,907 |
| Total Parks, recreation, and public property | | 70,185 | 97,518 | 72,373 | 69,088 | 91,907 | 91,907 |
| Miscellaneous | | | | | | | |
| 4900 Operating Contingency | 4900 | 20,386 | 14,999 | 41,297 | 13,266 | 43,900 | 43,900 |
| Total Miscellaneous | | 20,386 | 14,999 | 41,297 | 13,266 | 43,900 | 43,900 |
| Transfers | | | | | | | |
| 4846 Transfer to Capital Projects | 4846 | 1,196,100 | 820,000 | 625,000 | 433,825 | 433,825 | 433,825 |
| 4847 Transfer to Asset Replacement | 4847 | 156,000 | 320,000 | 335,000 | 354,000 | 354,000 | 354,000 |
| 4851 Transfer to Water Fund | 4851 | 0 | 0 | 1,080,000 | 0 | 0 | 0 |
| 4890 Budgeted Increase in Fund Balance | 4890 | 0 | 0 | 0 | 0 | 22,115 | 18,565 |
| Total Transfers | | 1,352,100 | 1,140,000 | 2,040,000 | 787,825 | 809,940 | 806,390 |
| Total Expenditures: | | 4,473,185 | 4,967,713 | 6,123,458 | 4,714,633 | 5,154,076 | 5,260,948 |
| Total Change In Net Position | | -317,687 | -122,947 | -4,743 | -197,104 | 0 | 0 |



ORDINANCE NO. 26-__

AN ORDINANCE AMENDING THE FISCAL YEAR 2026 BUDGET OF FUNDS AND ACCOUNTS ENDING JUNE 30, 2026, FOR THE TOWN OF BRIAN HEAD, UTAH.

WHEREAS, the Town Council determined a budget adjustment was needed in for a final budget ending June 30, 2026; and,

WHEREAS, in accordance with the Uniform Fiscal Procedures Act for Utah Towns, Brian Head Town, Utah, has amended its budget for the fiscal year ending June 30, 2026; and

WHEREAS, in accordance with Utah State law, a public hearing was held on June 9, 2026, on the amended budget and no public comments were received relating thereto, and;

WHEREAS, the Town Council determined an adjustment was needed for the purpose of unforeseen expenditures that have taken place since the adoption of the fiscal year 2026 Town Budget, and;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF BRIAN HEAD, STATE OF UTAH:

ADOPTION: The Fiscal Year 2026 budget hereby be amended, including all funds and accounts listed below:

General Fund (10)

Revenue

- 3312 - Public Safety Fed Grant: +\$ 60,965 - to account for the grant received
- 3314 - Public Safety State Grant: +\$ 3,255 - to account for the grant received

Expenses

- 4140.245 - Admin - Bank Charges: +\$3,550 - to account for credit card fees for collected payments.
- 4210.451 - Police - EMT Supplies: +\$3,255 - to account for supplies purchased with PS grants funds (see revenue adjustment).
- 4220.250 - Fire - Equipment - Supplies & Maintenance: +\$60,965- to account for the purchase of monitors funded by grant (see revenue adjustment).



BRIAN HEAD

- 4890 - Budgeted Increase in Fund Balance: -\$3,550 - reduced amount sent to fund balance to cover bank charges increase.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF BRIAN HEAD on this ____ day of June 2026.

TOWN COUNCIL VOTE:

| | | |
|-------------------------------|--------|-------|
| Mayor Clayton Calloway | Yes___ | No___ |
| Council Member Larry Freeberg | Yes___ | No___ |
| Council Member Mitch Ricks | Yes___ | No___ |
| Council Member Duane Nyen | Yes___ | No___ |
| Council Member Martin Tidwell | Yes___ | No___ |

BRIAN HEAD TOWN

By: _____
Clayton Calloway, Mayor

ATTEST:

Nancy Leigh, Town Clerk

(SEAL)

CERTIFICATE OF PASSAGE AND POSTING

I hereby certify that the above Ordinance is a true and accurate copy, including all attachments, of the Ordinance passed by the Town Council on the 28th day of October 2025 and have posted a complete copy of the ordinance on the Utah Public Meeting Notice Website and the Town's website as per UCA § 63G-30-102.

Nancy Leigh, Town Clerk

STAFF REPORT TO THE TOWN COUNCIL



ITEM: FY 2026 FRAUD RISK ASSESSMENT

AUTHOR: Shane Williamson
DEPARTMENT: Administration
DATE: June 23, 2026
TYPE OF ITEM: Informational

SUMMARY:

The Council will review and discuss the results and mitigation recommendations from the Fiscal Year 2026 Fraud Risk Assessment as required by the State Auditor.

BACKGROUND:

The Office of the State Auditor (Office) regularly receives complaints of fraud or abuse by local government officials. The Office is also aware of internal investigations performed by local governments of their own officials and employees. Some of these situations receive significant media coverage, while others are resolved with less publicity. In either case, the level of concern by the public and local and state officials is significant. Many have asked the Office for more direction on how to prevent such occurrences in the future. The program outlined in this guide is designed to help measure and reduce the risk of undetected fraud, abuse, and noncompliance in local governments of all types and sizes. This assessment is a starting point; it is the hope of the Office that local governments will add to and adapt this form to improve how they manage their internal controls and the risk of fraud, waste, and abuse.

ANALYSIS:

The Fraud Risk Assessment examines several operational categories that may or may not pose potential risks to the Town and its finances. Additionally, the assessment and corresponding guidelines offer insight and recommendations for improving operations in categories deemed risky. As such, the results of the assessment deliver an organization in various ranges from Very High Risk to Very Low Risk, depending on the overall score. For FY 2026, Brian Head Town maintained its score of 335 points, placing our organization in the low range of riskiness. That said, Staff feels this is a good spot to be given our limited staff and operational size.

FINANCIAL IMPLICATIONS:

N/A

STAFF RECOMMENDATION:

N/A

PROPOSED MOTION:

No motion necessary, item is discussion/informational only.

ATTACHMENTS:

A - FY 2026 Fraud Risk Assessment

Fraud Risk Assessment

Continued

*Total Points Earned: 335 /395 *Risk Level: **Very Low** > 355 **Low** 316-355 **Moderate** 276-315 **High** 200-275 **Very High** < 200

| | Yes | Pts |
|---|-----|-----|
| 1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire? | ✓ | 200 |
| 2. Does the entity have governing body adopted written policies in the following areas: | | |
| a. Conflict of interest? | ✓ | 5 |
| b. Procurement? | ✓ | 5 |
| c. Ethical behavior? | ✓ | 5 |
| d. Reporting fraud and abuse? | ✓ | 5 |
| e. Travel? | ✓ | 5 |
| f. Credit/Purchasing cards (where applicable)? | ✓ | 5 |
| g. Personal use of entity assets? | ✓ | 5 |
| h. IT and computer security? | ✓ | 5 |
| i. Cash receipting and deposits? | ✓ | 5 |
| 3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team? | | 20 |
| a. Do any members of the management team have at least a bachelor's degree in accounting? | ✓ | 10 |
| 4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior? | ✓ | 20 |
| 5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date? | ✓ | 20 |
| 6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year? | ✓ | 20 |
| 7. Does the entity have or promote a fraud hotline? | ✓ | 20 |
| 8. Does the entity have a formal internal audit function? | | 20 |
| 9. Does the entity have a formal audit committee? | | 20 |

*Entity Name: Brian Head Town

*Completed for Fiscal Year Ending: June 30, 2026 *Completion Date: Jun 30, 2026

*CAO Name: Bret Howser *CFO Name: Shane Williamson

*CAO Signature: _____ *CFO Signature: 

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

| | Yes | No | MC* | N/A |
|---|-----|----|-----|-----|
| 1. Does the entity have a board chair, clerk, and treasurer who are three separate people? | ✓ | | | |
| 2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries? | | ✓ | ✓ | |
| 3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A". | | ✓ | ✓ | |
| 4. Are all the people who have access to blank checks different from those who are authorized signers? | ✓ | | | |
| 5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements? | ✓ | | | |
| 6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts? | ✓ | | | |
| 7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A". | ✓ | | | |
| 8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A". | ✓ | | | |
| 9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A". | ✓ | | | |
| 10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services? | ✓ | | | |
| 11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A". | ✓ | | | |
| 12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A". | ✓ | | | |

* MC = Mitigating Control



STAFF REPORT TO THE TOWN COUNCIL

BRIAN HEAD

ITEM: 2026 BRIAN HEAD ARBOR DAY PROCLAMATION

AUTHOR: Nancy Leigh, Town Clerk
DEPARTMENT: Administration
DATE: June 23, 2026
TYPE OF ITEM: Legislative Action

SUMMARY:

The council will consider a proclamation declaring July 24, 2026, as Brian Head Arbor Day.

BACKGROUND:

In 2011 the Council first identified Arbor Day by proclamation when it became a Tree City USA member and since that time, the council adopted a proclamation declaring an annual date for Arbor Day in Brian Head. The Tree Commission was also formed to give recommendations on the Arbor Day event and planting trees within town.

ANALYSIS:

This year we decided to celebrate Arbor Day as part of Brian Head Days and identified July 24, 2026, as Brian Head Arbor Day. This year we will be planting 25 trees that will be either replacing trees that have died also at new locations around Bristlecone Park/Pond.

Ryan Johnson, Tree Commission's Arborist, will give a presentation at this year's Brian Head Arbor Day which is scheduled will begin at 9:00 am at the Town Pavilion. Volunteers will plant trees, receive a spade and lunch for their efforts.

The Tree Commission reviewed the list of proposed trees for the 2026 Arbor Day and made its selection of trees that have been ordered for July 2026 in anticipation of the Brian Head Days events.

The final step is for the council to authorize the Mayor to sign a proclamation declaring July 24, 2026, as Arbor Day for Brian Head Town.

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

The Tree Commission recommends that the proclamation declaring July 24, 2026, as Brian Head Arbor Day be approved by the Town Council and executed by Mayor Calloway.

STAFF RECOMMENDATION:

It is the recommendation of the staff that the proposed proclamation declaring July 24, 2026, be adopted by Council.

PROPOSED MOTION:

I move to authorize Mayor Calloway to sign the Proclamation declaring July 24, 2026, as Brian Head Town Arbor Day.

ATTACHMENTS:

A - 2025 Arbor Day Proclamation



2026 BRIAN HEAD ARBOR DAY PROCLAMATION

WHEREAS, Brian Head Town wishes to observe Arbor Day each year and plant trees; and

WHEREAS, Arbor Day is observed throughout the nation and world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, and fuel for our fires; and

WHEREAS, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community.

NOW THEREFORE, I, Clayton Calloway, Mayor of Brian Head Town, Utah do hereby proclaim **JULY 24, 2026 AS ARBOR DAY** for the 2026 year for Brian Head Town, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

I FURTHER urge all citizens to volunteer in planting trees around Bristlecone Pond/Park during the Brian Head Days event on July 24, 2026.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the Town of Brian Head this ____ day of June 2026.

Brian Head Town

ATTEST:

Clayton Calloway, Mayor

Nancy Leigh, Town Clerk

(SEAL)



STAFF REPORT TO THE TOWN COUNCIL

BRIAN HEAD

ITEM: FY 2027 CONSOLIDATED FEE SCHEDULE ADOPTION

AUTHOR: Nancy Leigh, Town Clerk
DEPARTMENT: Administration
DATE: June 23, 2026
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will consider a resolution adopting the fiscal year 2027 Consolidated Fee Schedule.

BACKGROUND:

Every June the Consolidated Fee Schedule is presented to the council for review and adoption. Any fee changes will take effect July 1st with the new fiscal year budget.

Typically, there are a few fees that will change annually, such as the Nightly Rental Disproportionate Fee and the utilities. These are based on an analysis that has either been completed and following a schedule (utilities) or after an annual review and analysis (Disproportionate Fee). This year the utilities are not scheduled for an increase.

Staff have reviewed the existing fees to determine if a change is needed due to inflation or a new fee needs to be added or a fee needs to be removed. Staff is asked to give justification for the change, so the Council and public are aware of why there are proposed changes.

ANALYSIS:

For the fiscal year 2027 Consolidated Fee Schedule, there are a few proposed changes in the fees which are listed below, all other fees have remained the same as FY2026.

1. Nightly Rental Disproportionate Fee has decreased this year after staff completed their annual analysis of the fee. This is calculated at the 80% criteria that Council approved in 2026. The proposed fees are \$515 p/cabin and \$190 p/condo.
2. Road Bonds: two new bonds have been added to the fee schedule this year; a) Gravel Road Bond of \$5,000 and is refundable after the compaction test has been approved; and 2) Paved Road Bond of \$8,000 which is refundable after one (1) year.
3. Water Meters: The residential water meters decreased in cost year while commercial water meters increased. The cost reflected in the fee schedule is the Town's cost for the meter, installation and MXU. This increase/decrease is due to the actual cost to the Town that is passed onto the consumer.
4. Technology Fee: This is a new fee of \$1.50 per utility bill which will be added to the utility bill unless the customer is enrolled in paperless and/or auto pay at which time the fee will be waived. This is to encourage our customers to go paperless due to the cost of postage and to avoid late fees by enrolling in autopay.

FINANCIAL IMPLICATIONS:

The Consolidated Fee Schedule is a schedule of all of the Town's fees that are charged for services.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommend that the Council approve the fee schedule and adopt resolution No. 26-576 as proposed.

PROPOSED MOTION:

I move to adopt resolution No. 26-576 adopting the FY2027 Consolidated Fee Schedule as presented with an effective date of July 1 2026.

ATTACHMENTS:

A – FY 2027 Consolidated Fee Schedule Resolution



BRIAN HEAD TOWN
PROPOSED CONSOLIDATED FEE SCHEDULE

Fiscal Year ~~2026~~2026-7

Effective Date: ~~July 1, 2026~~July 8, 2025

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Land Use Fees

| | |
|---|--|
| General Plan Amendment | \$1,000/Application |
| Zoning Amendment | \$1,000/Application |
| Special Assessment Area (SAA) | \$1,000/Application |
| Building Concept Review | \$100 Application |
| Conditional Use | \$500 |
| Amended Conditional Use Permit | \$250 |
| Variance | \$500 |
| Subdivision/PUD Approval Process: | |
| • Subdivision/PUD Preliminary Plat | \$1800 application fee |
| • Subdivision/PUD Final Plat | \$2,300 application fee |
| Subdivision/PUD Infrastructure Building Permit | 1% of Engineer's infrastructure costs. |
| Plat Amendment w/ Public Hearing | \$500 application fee + postage for public notices |
| Plat Amendment w/out Public Hearing | \$250 application fee |
| Subdivision by Metes & Bounds | \$500 application fee |
| Lot Line Vacation | \$250 application fee |
| (Additional mailing costs may be applied if application fee is exceeded) | |
| Development Agreement | \$5,000 Down payment to be applied to actual cost incurred by Town staff to prepare and/or present agreement. A positive balance must be maintained or work on agreement will cease. |
| Annexation Petition | \$1000, plus cost associated w/ feasibility impact, infrastructure & admin analysis. |
| Planning Commission Special Meeting | \$500 |
| Trenching and Grading Permit: | |
| • For each single street cut (utility trenching) | \$100 + Encroachment Bond* |
| • For Single Family Residential | \$350 |
| • For All Other Zones | \$600 |
| <i>*Verification as licensed contractor, \$5,000 encroachment bond on paved road or \$3,500 encroachment bond on unpaved road, and \$1,000,000 insurance policy with Town as additional insured must be on file with Brian Head Town for any work in any public right-of-way or connection to Town sewer or water mains or grading permit issued prior to an associated building permit. Soil compaction test results must be submitted to the Town. Additional bond requirements may be applied based on the size, scope, and complexity of the project.</i> | |
| Logging/Tree Removal Permit: | |
| • Fire Mitigation | No Fee |
| • Residential | \$75 |
| • Construction (w/ building permit) | \$100/Application |
| Burn Permit | \$10 Residential / \$100 Commercial |
| Sign Permit, Permanent | \$50/Application |
| Sign Permit, Temporary (<i>Banner</i>) | No Charge |



Right-of-Way Permit Violations

All violations will result in a flag being placed on the violators' permit, and no inspections will be conducted on their property until the violation has been resolved, and the fine is paid.

| | |
|---|--|
| 1 st Violation Notice & Reinspection | No Charge, w/ deadline for correction within five (5) days |
| 2 nd Violation or Recurrence | \$500, w/ deadline for correction within five (5) days |
| 3 rd Violation or Recurrence | \$1,000, w/ deadline for correction within five (5) days |

Egregious Violations can be given a Class A misdemeanor Citation by Public Safety and the fine will be determined by the Court.

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Administrative Code Violations

| | |
|---|--|
| 1 st Violation Notice & Reinspection | No Charge |
| 2 nd Violation or Recurrence | (a) \$100 fine & \$50 per day of continuing violation for the 14 days immediately following notice of violation and \$100 per day thereafter; or (b) any higher penalty amount otherwise provided by Town Code |
| Repeat Inspection Fee | \$50 |
| 3 rd Violation or Recurrence | Citation / To Be Determined by Court |

Egregious Violations may be issued an immediate citation.

Licensing Fees

| | |
|-------------------------------------|---|
| Business Licenses: | \$108 / New Business Application |
| | \$62 / Renewal of Business License |
| | \$10.00 / Door-to-Door Solicitation Employee Permit |
| | \$50.00 / Sexually Oriented Employee Permit |
| | \$200.00 / Sexually Oriented Business |
| | \$151 / New Nightly Rental, Application |
| | \$122 / Renewal Nightly Rental Application |
| Nightly Rental Disproportionate Fee | \$36 \$36 \$15 per cabin |
| | \$197 197 190 per condominium unit |
| No Charge for Special Event Vendor | |
| Dog License | \$10 Neutered / \$20 Non-neutered |
| Alcohol License, Initial | \$100 |
| Alcohol License, Renewal | \$50 |

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Publications

| | |
|----------------------------------|-------------------------------------|
| Land Management Code | \$30.00 bound copy |
| General Plan | \$20.00 bound copy |
| Public Works Construction Manual | \$30.00 bound copy |
| Maps | \$0.25 for 11"x17" black/white copy |
| | \$0.50 for 11"x17" color copy |
| | \$0.50 for photocopy |
| | \$35 for Small Map |
| | \$60 for Large Map |



Administrative Fees

| | |
|-------------------|---|
| NSF Check | \$25/Returned Check |
| Copies | \$0.05 per B/W Copy \$0.10 per Color Copy |
| Faxes- | \$0.10 per page for outgoing faxes |
| GRAMA Request | \$0.10 per page for incoming faxes determined on an individual basis per UCA 63-2-203. |

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Inspection Fees

| | |
|-------------------------------------|--|
| One-time Building Inspection | \$100 |
| Re-inspection Fee for building | \$100 |
| Nightly Rental Fire Inspection | \$30 + \$30 increase per re-inspection (3x\$30 3 rd Re-inspection = \$90) |
| Commercial Business Fire Inspection | \$50 |

Bonds (Refundable)

| | |
|---|------------------------------------|
| Subdivision Completion Bonds | 110% of Engineers Cost to Complete |
| Building Permit Cleanup Bond | \$1,000 |
| Grading & Landscaping Bond | \$2,500 |
| Gravel Road Bond (after approved compaction) | \$5,000 |
| Paved Road Bond (after one (1) year) | \$8,000 |

(Additional bond requirements may be applied based on size, scope, and complexity of the project.)

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Building Permit Fees

VALUATIONS

1. New Construction Per current IRC valuation data
2. Unfinished basements Per current IRC valuation data
3. Decks, Porches, and Carports \$25/sq ft
4. Remodeling: Value determined by the contractor and approved by the Building and Planning Official to reflect the cost of work for code-related items.
5. Valuations may be modified by the Building Official when evidence supports raising or lowering the valuation due to circumstances outside the norm or specifically mentioned above.

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Sewer

a. For the Town-Wide Service Area:

i. Single-family residence - \$1,810.89

ii. Multi-family development - \$1,810.89 per residential unit

— iii. All other development based on water meter size:

—

—

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| Size of Meter (in) | AWWA Capacity Ratios | Impact Fee |
|--------------------|----------------------|--------------|
| 3/4 (or smaller) | 1 | \$1,810.89 |
| 1 | 1.67 | \$3,024.19 |
| 1.5 | 3.33 | \$6,030.26 |
| 2 | 5.33 | \$9,652.04 |
| 3 | 11.67 | \$21,133.09 |
| 4 | 20 | \$36,217.80 |
| 6 | 41.67 | \$75,459.79 |
| 8 | 60 | \$108,653.40 |
| 10 | 96.67 | \$175,058.74 |
| 12 | 143.33 | \$259,554.86 |

b. For the Snowshoe & Toboggan Service Area:

i. Single-family residence - \$5,651.33

ii. Multi-family development - \$5,651.33 per residential unit

iii. All other development based on water meter size:

| Size of Meter (in) | AWWA Capacity Ratios | Impact Fee |
|--------------------|----------------------|------------|
| 3/4 (or smaller) | 1 | \$5,651.33 |
| 1 | 1.67 | \$9,437.72 |



| | | |
|-----|--------|--------------|
| 1.5 | 3.33 | \$18,818.93 |
| 2 | 5.33 | \$30,121.59 |
| 3 | 11.67 | \$65,951.02 |
| 4 | 20 | \$113,026.60 |
| 6 | 41.67 | \$235,490.92 |
| 8 | 60 | \$339,079.80 |
| 10 | 96.67 | \$546,314.07 |
| 12 | 143.33 | \$810,005.13 |

Public Safety **\$153.00** x Conversion Factor

**Individuals who extend water or sewer lines may qualify for an impact fee reduction equal to their incurred costs for the extension, up to the full amount of the impact fee, with verification of submitted construction costs.

IMPACT FEE CONVERSION FACTOR

| | |
|----------------------------|---|
| Single Family/Condo | 1 ERC |
| All Others | Per Actual Fixture Unit Calculations |

*One ERC (Equivalent Residential Connection) is equivalent to 24 water fixture units as calculated in Table 604.3 of the 2006 International Plumbing Code, and 20 drainage fixture units as calculated in Table 709.1 of the 2009 International Plumbing Code.

Connection Fees

Water

Residential:

¾" Meter: ~~\$1,460~~ \$1,050.00
 1" Meter: ~~\$1,550~~ \$1,150.00

Town Provides Meter, MXU and Inspection.

Contractor Provides barrel, curb-stop, corp-stop, foam pad installation, and installation per Town Public Works Standards.

Commercial:

~~1" Meter: \$1,550~~
 2" Meter: ~~\$2,230~~ \$2,790.00
 3" Meter: ~~\$2,550~~ \$2,950.00
 4" Meter: ~~\$4,090~~ \$5,690.00
 6" Meter: ~~\$6,620~~ \$7,590.00
 8" Meter: ~~\$11,550~~ \$12,690.00

Town provides meter, MXU, hot tap, and inspection.

Contractor provides saddle, vault, and all associated materials per Brian Head Public Works Standards.

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Inspection services by Town, Street opening & closing by separate permit.

Sewer \$375

Utility Service Fees

| Water | Monthly Base Rate/Demand Charge |
|--|--|
| Residential .5 ERC ¹ | \$42.50 |
| Residential 1ERC ² | \$85 |
| Commercial | \$168 |
| Commercial Business in a Multi-family complex ³ | \$168 |

¹One Half (.5) ERC- A single unit (regardless of ownership) consisting of (1) room, intended for temporary living and sleeping purposes and including a separate, exclusive bathroom and food storage, preparation and serving accommodations consisting of not more than a single bowl sink, a refrigerator of not more than 5 cubic feet, and an electrical outlet which may be used for a microwave oven. Water consumption for this type of unit will be calculated at .5 of an ERC with a maximum calculated consumption of 2500 gallons per unit per month.

²Full ERC (1), Residential Unit, Dwelling Unit, or Condo Unit- A single unit providing completely independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. Water consumption for this type of unit will be calculated at 1 ERC with a maximum calculated consumption of 5,000 gallons per unit per month.

³Where a commercial business shares a water meter within a multi-family residential or hotel project, and installing a separate commercial meter is not feasible, the Town shall calculate estimated monthly water consumption for the commercial business based on comparable businesses (in Brian Head or other communities) and bill that amount in addition to the base monthly charge.

Residential (Single Family, Condo, Townhouses)

Base Rate includes 5,000-gallon allowance.

| | |
|--|---------------|
| Above 5,001 but less than 10,000 gallons | \$3.79/K-gal |
| Above 10,001 gallons but less than 15,000 gallons | \$4.57/K-gal |
| Above 15,001 gallons but less than 20,000 gallons | \$5.30/K-gal |
| Above 20,001 gallons | \$12.56/K-gal |
| Monthly rate for disconnected Service (5/8", 3/4", 1") | \$60.50 |

Commercial Uses ⁴

Base Rate includes 10,000-gallon allowance.

| | |
|---------------------------------------|--------------|
| 10,001 to 150,000 gallons | \$4.57/K-gal |
| Above 150,000 gallons | \$5.30/K-gal |
| Monthly rate for disconnected Service | \$121 |

Construction Water

| | |
|---|---------------|
| Monthly hydrant meter rental | \$125 p/month |
| Deposit for hydrant meter rental | \$1,500 |
| Water rate for water used | \$10.25 K-gal |
| Penalty for missed monthly inspection/reading | \$100 |

Bulk Water

| | |
|-------------|--------------|
| \$100/K-gal | Non-Resident |
| \$75/K-gal | Resident |

⁴Where a commercial business is located within a multi-family residential or hotel project, and installing a separate commercial meter is not feasible, the Town shall calculate estimated monthly water consumption for the commercial business based on comparable businesses (in Brian Head or other communities) and bill that amount in addition to the base monthly charge. The monthly utility bill shall be calculated by adding the base allowance



(5,000 gal for 1 ERC, 2,500 gal for .5 ERC) use for each unit in the building and subtracting that from the total water meter reading. The remainder (if there is any) shall be charged using the commercial water rate table.

Example #1: 50-unit condo with a shared meter commercial facility having 30,000 gallon and a meter reading of 300,000 gallons of water.
 50 ERC X 5,000 gallons= 250,000 gallons
 300,000 gallon meter read – 250,000= 50,000 gallon remainder.
 50,000 remainder – 10,000 credits for commercial allowance = 40, 000 gallon excess use
 40,000 gallon excess use x 4.57 per thousand gallons= \$182.80.

| | |
|------------------------------------|------------|
| Resulting Bill: 50 ERC x \$84.00 = | \$4,250 |
| Commercial Base Fee= | \$168 |
| Excess Water Use= | \$182.80 |
| Total= | \$4,600.80 |

Example #2: 50 unit condo with a shared meter commercial facility having 30,000 gallon and a meter reading of 230,000 gallons of water.
 50 ERC X 5,000 gallons= 250,000 gallons
 230,000 gallon meter read – 250,000= -20,000 gallon remainder.
 Where the remainder is a negative there is no overage charge

| | |
|--------------------------------|---------|
| Resulting Bill: 50 ERC x \$85= | \$4,250 |
| Commercial Base Fee = | \$168 |
| Total = | \$4,418 |

| Sewer | Monthly Base Rate/Demand Charge |
|--------------------|--|
| Residential .5 ERC | \$23.50 per month |
| Residential 1ERC | \$47.00 plus 60% of water overuse charge |
| Commercial | \$101 |

Monthly rate for disconnected service for single family house \$36.50
 Monthly rate for disconnected commercial service \$76.00

| Trash | |
|-----------------------------------|-------|
| Residential (.5 and 1 ERC)/Office | \$15 |
| Retail | \$97 |
| Restaurant/Lounge | \$133 |

** Late Penalty 5% / month

Reconnect Fee \$100
 Disconnect Fee \$100
 Meter Re-read \$50

Technology Fee \$1.50 p/utility bill (waived if enrolled in paperless and/or autopay).

Additional Solid Waste Service Fees:

Construction Debris \$300 per dumpster
 Refuse (Appliances, Furniture & Similar materials) \$100 per appliance/mattress, etc.
 Blocked Dumpster: \$100 per dumpster
 Spilled Garbage left outside dumpster: \$100 per dumpster.

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Special Events/Building Rentals

**Special fees or exceptions may be granted by Administration for local, non-profit organizations or civic functions. Additional fees may be charged if there are special needs or setup/~~takedown~~take-down.*

| | |
|-------------------------------|---|
| Town Hall Rental | \$150 p/day – Council Chambers \$75 half day up to four hours \$50 p/day – Conference Room \$25 for half day up to four hours – Conference Room \$25 p/day – Kitchen \$15 for half day up to four hours - Kitchen \$250 Refundable Deposit |
| Public Safety Building Rental | \$200 p/day – Large Multi-Purpose Room \$100 for half day up to four hours – multi-Purpose Room \$100 p/day – Small Conference Room \$50 for half day up to four hours – Conference Room \$25 p/day – Kitchen \$15 for half day up to four hours - Kitchen \$250 Refundable Deposit |
| Town Pavilion Rental | \$50 per day \$25 for half day up to four (4) hours |
| Trail Restoration | Actual Costs to restore trail. |
| Fire Station Tables | \$5 per table |
| Police Officer | \$50 p/hr. |
| Police Officer with Vehicle | \$120 p/hr. |
| Traffic Cone rental | \$0.50 per day per cone minimum \$10.00 |
| Traffic Warning sign rental | \$15 per day per sign |
| Traffic Cone/Sign drop off | \$130 after hours. |
| Garbage Dumpster | \$135 plus after hour costs if applicable |
| Motor Grader | \$190 per hour w/operator |
| Dump Truck | \$135 per hour w/operator |
| Dump Truck w/plow and sander | \$190 per hour w/operator |
| Loader w/operator | \$160 per hour |
| P/W employee | \$60 per hour |
| P/W employee w/pick up | \$130 per hour. |

Miscellaneous Town Code Violations:

| | |
|------------------------|------|
| Alarm System Violation | \$50 |
|------------------------|------|



ITEM: LAND MANAGEMENT CODE, CHAPTER 7 (ZONE DISTRICT REGULATIONS - GENERAL COMMERCIAL) AMENDMENT

AUTHOR: Greg Sant
DEPARTMENT: Planning and Building
DATE: June 23, 2026
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will consider an ordinance amending Title 9, Land Management Code, Chapter 7 (Zone District Regulations, General Commercial Zone).

The Planning Commission directed Staff to add language in the LMC to 9-7-4 regarding residential dwellings in conjunction with commercial space (owner/employee housing only). Council will discuss and decide if this is something we want to add to the General Commercial (GC) zone.

BACKGROUND:

The Planning Commission held a public hearing during their June 16, 2026, meeting and no public comment was presented either by written comment or verbally given at the meeting. The Planning Commission forwarded a recommendation of approval to the Town Council for the proposed amendment.

The language is already in the Light Industrial Zone and Planning Commission felt that it was also appropriate for the General Commercial Zone.

STAFF RECOMMENDATION:

It is Staff's recommendation that Council approve the proposed amendment to the Land Management Code, chapter 7-4 as presented.

PROPOSED MOTION:

I move to adopt ordinance No. 26-011 amending the Land Management Code, Chapter 7-4 as presented.

ATTACHMENTS:

A - Ordinance Amending Chapter 7-4 of the LMC for the General Commercial Zone.



ORDINANCE NO. 26-__

AN ORDINANCE AMENDING BRIAN HEAD TOWN CODE, TITLE 9, LAND MANAGEMENT CODE, CHAPTER 7-4. ZONE DISTRICT REGULATIONS FOR THE GENERAL COMMERCIAL ZONE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Brian Head Town has identified a need to amend the Brian Head Land Management Code to regulate land use within the Town limits of Brian Head, Utah; and,

WHEREAS, it was determined that an allowance for residential dwellings within a commercial building for employer/employee housing only would benefit the Town and support the workforce; and

WHEREAS, the Brian Head Planning Commission held a public hearing on June 16, 2026, giving at least ten (10) days' notice before the public hearing to receive public comment. The Planning Commission forwarded their recommendation of approval for the Brian Head Land Management Code, Chapter 7-4, Zone District Regulations to the Brian Head Town Council for their consideration and adoption; and

WHEREAS, the Brian Head Town Council held a public meeting on June 23, 2026, to receive the Planning Commission's recommendation and consider an ordinance; and

WHEREAS, it is in the best interests of Brian Head Town and the health, safety, and general welfare of its citizens to adopt this ordinance:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF BRIAN HEAD, UTAH, COUNTY OF IRON, STATE OF UTAH, AS FOLLOWS:

Section 1. The Brian Head Land Management Code is hereby amended and incorporated herein by reference as Title 9, Chapter 7-4 Zone District Regulations, General Commercial Zone is identified below. All changes are identified in red font.

Town Code Title 9 - Land Management Code - Chapter 7 - Zone District Regulations

9-7-4: GC GENERAL COMMERCIAL:

- A. Purpose: The general commercial (GC) district is intended to provide sites outside of the village commercial zone, with a mixture of lodges and commercial establishments in an auto oriented setting. The GC district regulations are intended to ensure light, air, open space, and other amenities appropriate to the permitted types of buildings and uses. The GC district regulations, in conjunction with this title, prescribe site development standards that are intended to maintain the unique character and relationship of the town commercial areas and to ensure an attractive, functional commercial setting.
- B. Permitted Uses: Only the following uses are permitted in the GC zone:



Residential dwellings within Commercial building envelope for owner/employee housing only.

Section 2. Effective Date. This Ordinance shall take effect upon its passage by a majority vote of the Brian Head Town Council. Upon this Ordinance being adopted by the Brian Head Town Council of Iron County, Utah. All provisions of this Ordinance shall be incorporated into Title 9 of the Brian Head Town Code.

Section 3. Conflict. To the extent of any conflict between other Town, County, State, or Federal laws, ordinances, or regulations and this Ordinance, the more restrictive is deemed to be controlling.

Section 4. Severability Clause. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 5. Repealer. All provisions of the Brian Head Town Code that are inconsistent with the expressed terms of this Ordinance shall be repealed.

PASSED AND ADOPTED BY THE BRIAN HEAD TOWN COUNCIL OF IRON COUNTY, UTAH this ____ day of June 2026, with the following vote.

TOWN COUNCIL VOTE:

| | | |
|-------------------------------|--------|-------|
| Mayor Clayton Calloway | Yes___ | No___ |
| Council Member Martin Tidwell | Yes___ | No___ |
| Council Member Logan Cruz | Yes___ | No___ |
| Council Member Larry Freeberg | Yes___ | No___ |
| Council Member Duane Nyen | Yes___ | No___ |

BRIAN HEAD TOWN COUNCIL

ATTEST:

By: _____
Clayton Calloway, Mayor

Nancy Leigh, Town Clerk (SEAL)

CERTIFICATE OF PASSAGE AND POSTING

I hereby certify that the above Ordinance is a true and accurate copy, including all attachments, of the Ordinance passed by the Town Council on the ____ day of June 2026, and have posted a copy of the ordinance on the Public Meeting Notice Website and on the Town website: brianheadtown.utah.gov as per UCA 63-30-102.

Nancy Leigh, Town Clerk



AUTHOR: Greg Sant
DEPARTMENT: Planning and Building
DATE: June 23, 2026
TYPE OF ITEM: Administrative Action

SUMMARY:

Two Easements have come to staff that need to be approved and signed by the Town:

Rocky Mountain Power – The first is an easement for a utility on the property owned by the Town in the vicinity of chair #1 and old Vassels Road. The easement is for a power service as shown on the attachments for Rocky Mountain Power.

DTD Holdings – The second is a perpetual access easement on Lot 12, Block F, Mountair Evergreen Estates, Unit A being developed by DTD Holdings, LLC. The easement will give access to the lots on Hwy 143 that are zoned commercial between Fir and Aspen. A water line will be installed in this easement as well so that the lots adjacent to the subject property will have access to water without crossing Hwy 143.

ANALYSIS:

For the Rocky Mountain easement Staff has researched to determine if there are any other utility easements that might conflict with this one and have determined that there are none. There is an easement for the ski run to run across this property for chair #8 to access lift #1.

As for the DTD Holdings easement, Staff had a long discussion about putting a public utility, water, in an easement on private property and determined that it was the only solution. UDOT is allowing this one access point and one boring location under their road for water, therefore it is necessary to supply both access and water through this property to the remaining lots going north to Aspen.

STAFF RECOMMENDATION:

It is Staff's recommendation that Council approve these easements.

PROPOSED MOTION:

I make a motion to approve these easements and direct the Mayor to sign them.

ATTACHMENTS:

- A – Rocky Mountain Easement Documentation
- B – Dennett Construction Easement Documentation

REV05042015

Return to:
Rocky Mountain Power
Ginger Brown
2217 W Kitty Hawk Dr
Cedar City, UT 84721

Project Name: DCED/2026/C/DN1/7605116 HOOPES RES
WO#: 7605116
RW#: 1 of 2

UNDERGROUND RIGHT OF WAY EASEMENT

For value received, **Brian Head Town** (“Grantor”), hereby grants Rocky Mountain Power, an unincorporated division of PacifiCorp its successors and assigns, (“Grantee”), an easement for a right of way 10’ feet in width and 70’ feet in length, more or less, for the construction, reconstruction, operation, maintenance, repair, replacement, enlargement, and removal of underground electric power transmission, distribution and communication lines and all necessary or desirable accessories and appurtenances thereto, including without limitation: wires, fibers, cables and other conductors and conduits therefor; and pads, transformers, switches, cabinets, and vaults on, across, or under the surface of the real property of Grantor in **Iron County**, State of **Utah** more particularly described as follows and as more particularly described and/or shown on Exhibit(s) **A** attached hereto and by this reference made a part hereof:

Legal Description: BEG AT PT S00*00'00"E 1154.59 FT FR NW COR SEC 11,T36S,R9W, SLM; SD PT BE ON N'LY R/W OF 66 FT RD; N47*52'18"E 298.67 FT; N50*52'44"W 285.58 FT; N21*07'16"E 79.57 FT; N88*52'44"W 310.63 FT; S00*37'42"W 558.62 FT; S89*30'14"E 158.02 FT TO PTOF CURV 52 FT RADIUS CURV TO LEFT; ALG ARC OF SD CURV DIST OF 38.64 FT; N47*52'18"E 127.77 FT TO POB. ALSO, BEG AT SW COR OF NW1/4NW1/4 SEC 11,T36S,R9W, SLM; S00*00'00"E 231.04 FT; N89*55'00"W 292.51FT; N00*37'42"E 233.14 FT; S89*30'14"E 159.37 FT TO PT OF CURV OF 118 FT RADIUSCURV TO LEFT; ALG ARC OF SD CURV DIST OF 87.78 FT; N47*51'18"E 68.07 FT TO SEC LN; S00*00'00"E ALG SD SEC LN DIST OF 77.20 FT TO POB; LESS A-1148-1-2-5RD (VASELS RD); LESS A-1148-1150-2-1 & A-1148-17; SUBJ TO EASE DESC REC BK 1277/1062. (LOC SEC 10 & 11,T36S,R9W, SLM)

Assessor Parcel No.

A-1148-0001-0002-05

Together with the right of access to the right of way from adjacent lands of Grantor for all activities in connection with the purposes for which this easement has been granted; and together with the present and (without payment therefor) the future right to keep the right of way clear of all brush, trees, timber, structures, buildings and other hazards which might endanger Grantee’s facilities or impede Grantee’s activities.

At no time shall Grantor place or store any flammable materials (other than agricultural crops), or light any fires, on or within the boundaries of the right of way. Subject to the foregoing limitations, the surface of the right of way may be used for agricultural crops and other purposes not inconsistent, as determined by Grantee, with the purposes for which this easement has been granted.

The rights and obligations of the parties hereto shall be binding upon and shall benefit their respective heirs, successors and assigns.

To the fullest extent permitted by law, each of the parties hereto waives any right it may have to a trial by jury in respect of litigation directly or indirectly arising out of, under or in connection with this agreement. Each party further waives any right to consolidate any action in which a jury trial has been waived with any other action in which a jury trial cannot be or has not been waived.

Dated this _____ day of _____, 20__.

Printed Name of **GRANTOR**

Signature of **GRANTOR**

Acknowledgment by Trustee, or Other Official or Representative Capacity:

STATE OF _____)
) ss.

County of _____)

On this ____ day of _____, 20____, before me, the undersigned Notary Public in and for said State, personally appeared _____ (representative's name), known or identified to me to be the person whose name is subscribed as _____ (title/capacity in which instrument is executed) of _____ and acknowledged to me that (he/she/they) executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

(notary signature)

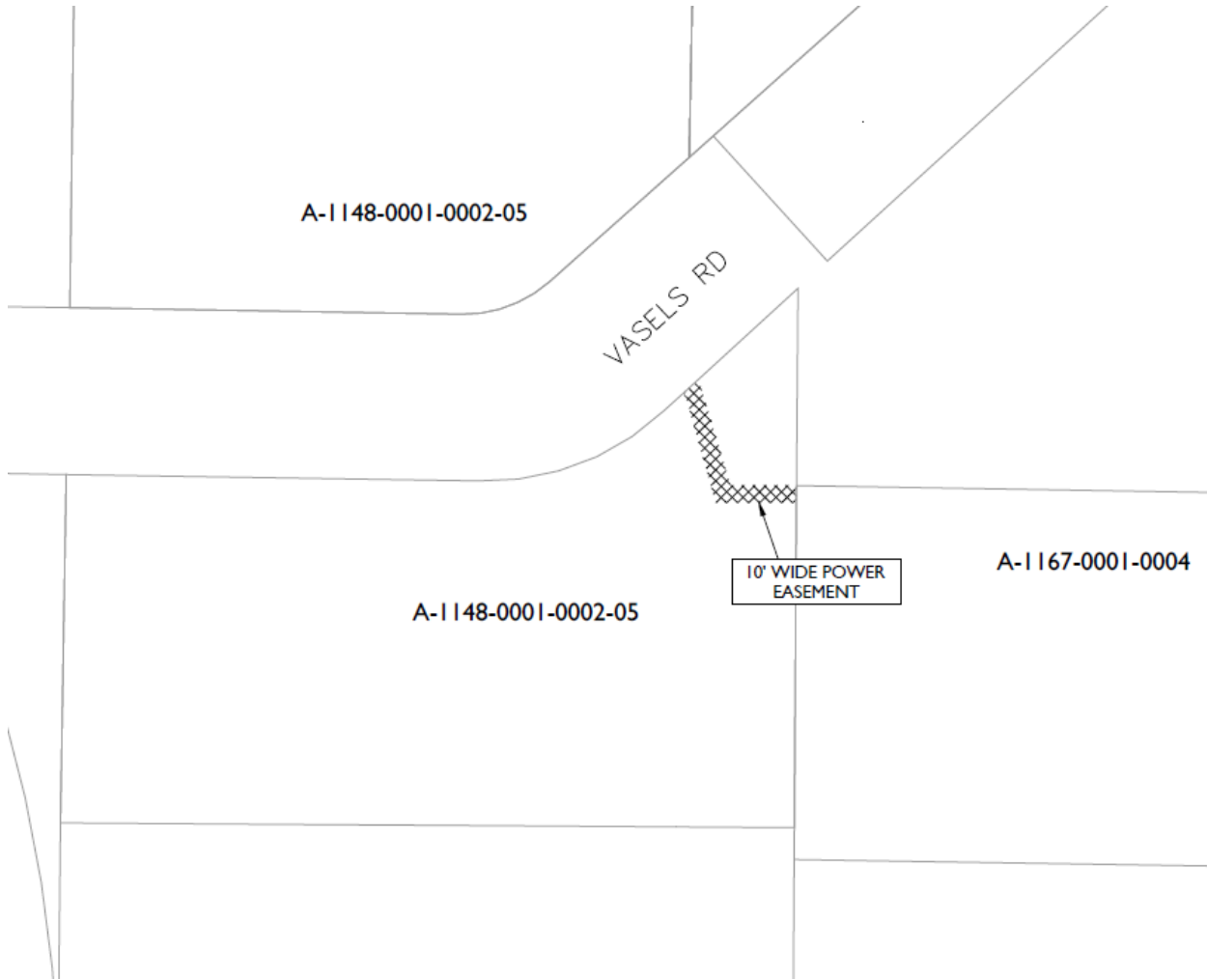
NOTARY PUBLIC FOR _____ (state)

Residing at: _____ (city, state)

My Commission Expires: _____ (d/m/y)

Property Description

Section: 11 Township: 36 S Range: 9 W
Salt Lake Base Meridian
County: Iron State: Utah
Parcel Number: A-1148-0001-0002-05



CC#: 11391 WO#: 7605116

Landowner Name:

Drawn by: N/A

This drawing should be used only as a representation of the location of the easement being conveyed. The exact location of all structures, lines and appurtenances is subject to change within the boundaries of the described easement area.

EXHIBIT A



SCALE: NTS

Recording Requested By:

BRIAN HEAD TOWN
56 N HWY 143
BRIAND HEAD, UT 84719

Above Space for Recorder's Use Only

GRANT OF PERPETUAL EASEMENT

DTD HOLDINGS LLC, a limited liability company ("*Grantor*"), whose address 1928 S Arabian Way, Washington, Utah 84780, hereby grants, a perpetual easement to **BRIAN HEAD TOWN**, a Utah Municipiap Corporation, and its successors-in-interest and assigns ("*Grantee*"), for the sum of Ten Dollars (\$10.00), and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, a non-exclusive perpetual, easement and right-of-way, including the right of ingress and egress thereto ("*Easement*"), to be utilized by Grantee for the purpose of constructing and installing, from time-to-time, and thereafter owning, operating, inspecting, maintaining, repairing, altering, replacing, protecting and making and removing a street and related equipment and facilities (the "*Street Facilities*"), to be situated over, under, across and through the following real property of Grantor (the "*Easement Property*"), located in Iron County, State of Utah:

SEE EXHIBIT "A" and EXHIBIT "B"
attached hereto and incorporated herein by reference EASEMENT PROPERTY.

The Easement ("*Easement*") is granted subject to the following rights, covenants and restrictions:

1. During temporary construction periods, the Grantee shall have the right to utilize such portion of Grantor's property situated within the Temporary Easement Property as described herein as shall be reasonably necessary in connection with the initial construction or upgrade and installation of the Street Facilities.
2. Grantee's construction and operational activities related to its use of the Easement Property and the ("*Easement Property*") as provided herein shall be performed in compliance with all applicable requirements of other governmental entities having jurisdiction.
3. It is understood and agreed that the Easement set forth herein gives, grants and conveys to Grantee, and thereby the public, the right of ingress and egress to and upon the Easement for the purposes set forth herein.
4. Within a reasonable time following completion of construction of any improvements associated with the Street Facilities within the Easement Property, subject to suitable weather and/or soil conditions, Grantee, at its expense, shall reasonably restore the unpaved surface of the Easement Property or any other property of Grantor disturbed by Grantee during construction, as near as practicable to its pre-construction condition.

5. Grantor reserves the right to use and enjoy the Easement Property subject to this Easement and Grantee's rights hereunder and so long as Grantor shall not construct any permanent buildings or other structures or improvements, or otherwise do anything or take any action which would unreasonably obstruct or interfere in any way with the Grantee's rights to the use of the Easement Property and Grantee's rights of ingress or egress as herein set forth.

6. Grantor expressly acknowledges and agrees that Grantee shall have the right, without notice or compensation to the Grantor, to physically remove any structure or other obstruction, and to cut and keep clear all trees, brush, native growth or foliage, which are now or may hereafter be situated within the Easement Property that may, in the Grantee's reasonable opinion, endangers or obstructs its Street Facilities hereunder. Grantee shall have no liability for any damage to any improvements made by Grantor to the extent such damage arises out of or in connection with Grantee's use of the Easement Property consistent with its rights hereunder.

7. Grantee shall obtain and maintain a policy of general liability insurance sufficient to insure its interest against claims for personal injury, death and property damage occurring on, in or about the Easement Property.

8. The Easement and related rights granted hereunder create an equitable servitude on the Easement Property and constitute a covenant running with the land which shall be binding upon Grantor and the Grantee and their respective legal representatives, successors-in-interest and assigns.

9. This Easement, and all rights, covenants and restrictions set forth herein may not be terminated, extended, modified or amended without the consent of Grantor and Grantee, and any such termination, extension, modification or amendment shall be effective only upon recordation in the official records of Uintah County, Utah, of a written document effecting the same, duly executed and acknowledged by Grantor and Grantee.

11. By accepting delivery of and recordation of this Grant of Easement, Grantee acknowledge and agree with the terms and provisions hereof. Grantee accept the Easement in their "As-Is," "Where-Is" condition, without warranties, either express or implied, "with all faults," including, without limitation, both latent and patent defects, and the existence of hazardous materials, if any. Grantee hereby waives all warranties, express or implied, regarding title, condition and use of the Easement.

WITNESS the hand of Grantor this 16 day of June, 2026.

GRANTOR:

**DTD Holdings LLC,
a limited liability company**


By: Douglas T. Dennett, Manager

GRANTEE:

**Brian Head Town, a Utah Municipal
Corporation**

By: _____

STATE OF UTAH)

ss:

COUNTY OF WASHINGTON)

On the 16 day of June, 2026, before me Kiley Blood a Notary Public, appeared Douglas T. Dennett, as Manager of DTD Holdings LLC, a limited liability company, proved on the basis of satisfactory evidence to be the person whose name is subscribed to in this document and acknowledged he executed the same, as manager of said limited liability company.



NOTARY PUBLIC



STATE OF UTAH)

ss:

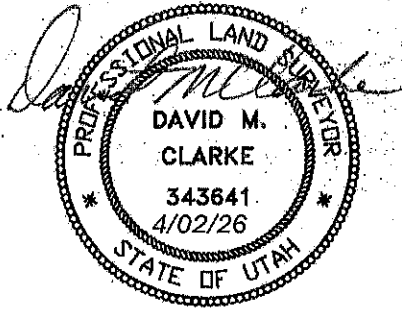
COUNTY OF IRON)

On the _____ day of _____, 2026 before me _____ a Notary Public, appeared _____ as _____ of Brian Head Town, a Utah Municipal Corporation, proved on the basis of satisfactory evidence to be the person whose name is subscribed to in this document and acknowledged he executed the same, as for Brian Head, a Municipality.

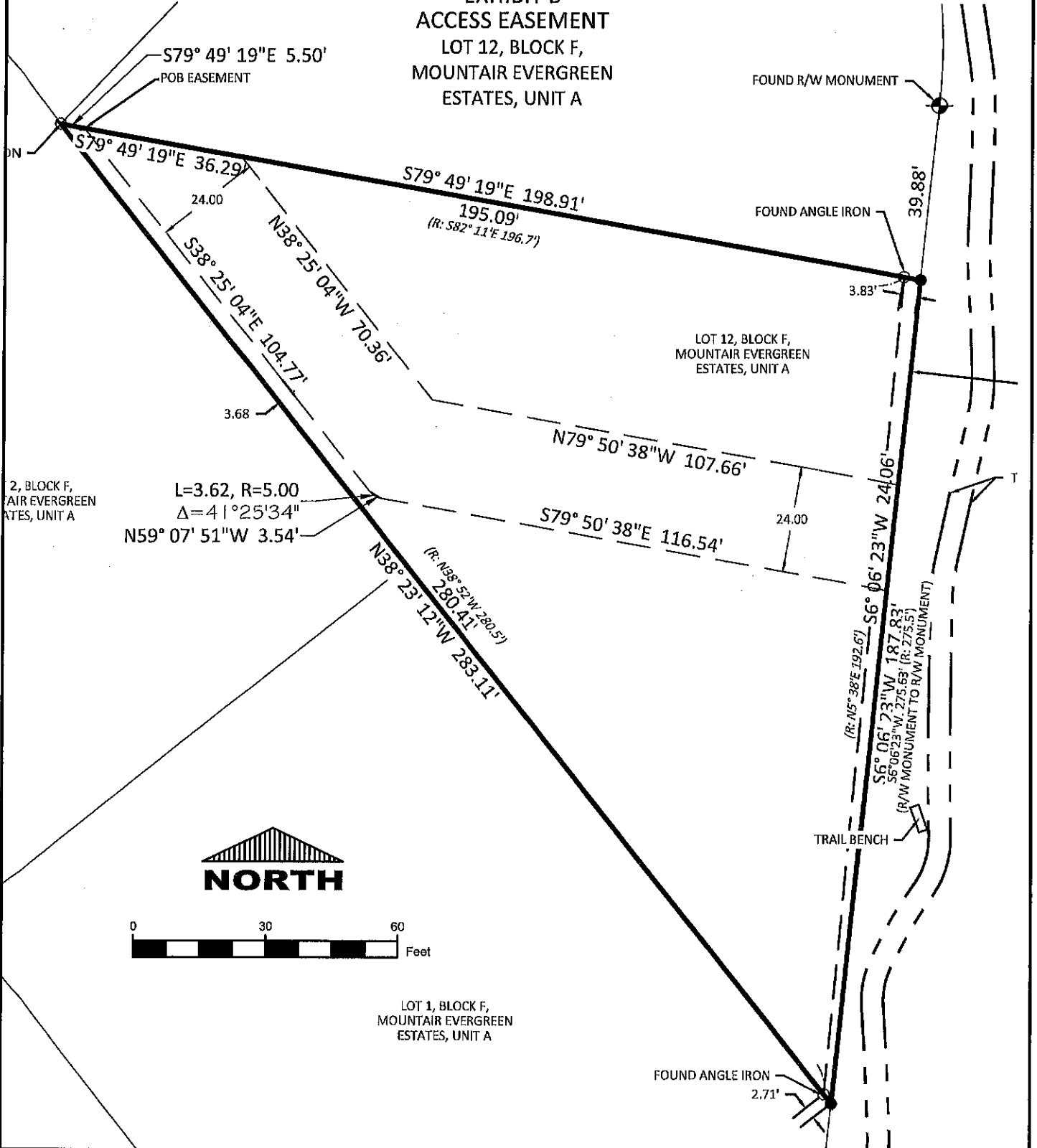
NOTARY PUBLIC

EASEMENT EXHIBIT A

BEGINNING AT A POINT WHICH IS SITUATED S.79°49'19"E. ALONG THE NORTH LOT LINE 5.50 FEET FROM THE NORTHWEST CORNER OF LOT 12, BLOCK F, MOUNTAIR EVERGREEN ESTATES, UNIT A, BRIAN HEAD, UTAH, THENCE S.79°49'19"E. ALONG SAID LOT LINE 36.29 FEET, THENCE S.38°25'04"E. 70.36 FEET, THENCE S.79°50'38"E. 107.66 FEET TO THE EAST LINE OF SAID LOT 12 AND RIGHT OF WAY LINE OF STATE HIGHWAY ROUTE No.143, THENCE S.06°06'23"W. ALONG SAID RIGHT OF WAY LINE 24.06 FEET, THENCE DEPARTING SAID RIGHT OF WAY LINE N.79°50'38"W. 116.54 FEET TO A POINT OF CURVE, THENCE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 5.00 FEET, THROUGH A CENTRAL ANGLE OF 41°25'34", A DISTANCE OF 3.62 FEET (THE CHORD OF SAID CURVE BEARS N.59°07'51"W. 3.54 FEET), THENCE N.38°25'04"W. 104.77 FEET TO THE POINT OF BEGINNING.



**EXHIBIT B
ACCESS EASEMENT
LOT 12, BLOCK F,
MOUNTAIR EVERGREEN
ESTATES, UNIT A**



DRAWN BY: D.M. CLARKE

DATE: 4/02/2026

SCALE: 1"=30'

APPROVED BY: R.B. PLATT



**PLATT &
PLATT, INC.**
 CIVIL ENGINEERS & SURVEYORS
 435-586-6151
 fax 435-586-8567

P:\Dave\2024 Projects\DENNETT BRIAN HEAD\Survey 08302024.dwg

EXHIBIT B

ACCESS EASEMENT
 LOT 12, BLOCK F, MOUNTAIR
 EVERGREEN ESTATES, UNIT A
 WITHIN THE SE1/4
 SEC. 34 T.35S., R.9W., SLB&M
 BRIAN HEAD, IRON COUNTY, UTAH



ITEM: TOWN HALL EXTERIOR REMODEL CHANGE ORDER

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: June 23, 2026
TYPE OF ITEM: Administrative Action

SUMMARY:

The Town Council will discuss a change order for the contract with Pendleton Building for the Town Hall Exterior Remodel project and may authorize staff to enter into an agreement.

BACKGROUND/ANALYSIS:

On March 24, 2026, the Town Council authorized a contract with Larry A. Pendleton Building, Inc, in the amount of \$422,886, for Town Hall Exterior Renovation. This project is being funded with General Obligation (GO) Bond proceeds which were voter approved for Core Beautification Projects. At that time, the project bid did not include replacing the cement island between the parking area and Hwy 143 because staff did not know how that needed to be done to accommodate the new digital sign. Since contracting with Pendleton for the construction, and Yesco for the sign, these two contractors have been able to coordinate and a design for the replacement of the cement island is completed and bids for the work submitted (see attached).

There will be other change orders on this project, most of which will actually reduce the project cost. Staff is working with Pendleton to nail down those figures and bring them to the Council for approval as well. However, since the cement work is ready to go forward, staff is bringing this change order now.

FINANCIAL IMPLICATIONS:

The proposed change order would be for \$54,434.

We originally had a budget of \$200,000 for this project. Bids came in at \$422,886, and while Council awarded contract for that amount, we are removing the heated walkway aspect of the project which will reduce costs by approximately \$220,000. This puts the project at about budget before this change order.

There is another \$582,250 available from bond proceeds which has not been allocated to other projects, which serves as contingency for this project as well as the shuttle stops. Staff suggests using some of these funds to cover the cost of this change order.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends approval of the attached change order for the contract with Pendleton Building for the Town Hall Exterior Remodel.

PROPOSED MOTION:

I move to authorize the Town Manager to increase the existing contract with Larry A. Pendleton Building, LLC, for the Town Hall Exterior Remodel in the amount of \$54,434, in a form approved by the Town Attorney.

ATTACHMENTS:

A - Proposed Change Order

Larry

PENDLETON BUILDING Inc.

600 North 45 West
P.O. Box 639
Parowan, UT 84761

Phone: (435) 477-8880
Fax: (435) 477-8101
E-mail: lpb@netutah.com

BRIAN HEAD TOWN
Sign Concrete
Bret Howser
5-18-26

- Price Includes all Labor & Materials for:

Tearing out and hauling off existing concrete & sign. Bring in new fill material as needed. Grading and compacting new road base material. Install 560 SF of new flat concrete, install new 120 LF of sidewalk, install 292 LF of L curb & gutter. Install Electrical to the sign. Yesco to do sign concrete & hook up electrical to new sign. No permits have been figured in price.

- Total Price \$ 54,434.00

Larry A. Pendleton
Contractor

May 18, 2026
Date

Owner

Date



STAFF REPORT TO THE TOWN COUNCIL

BRIAN HEAD

ITEM: BRIAN HEAD UNIT 3 SAA PROJECT CHANGE ORDER

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: June 23, 2026
TYPE OF ITEM: Administrative Action

SUMMARY:

The Town Council will discuss a change order for the contract with Interstate Rock for the Brian Head Unit 3 SAA project and may authorize staff to enter into an agreement.

BACKGROUND/ANALYSIS:

On December 9, 2025, the Town Council authorized a contract with Interstate Rock for the installation of a water line for the Brian Head Unit 3 subdivision in the amount of \$547,360.75. This project is being funded as a Special Assessment Area (SAA). At that time, staff understood the Council direction was to ensure that, along with the water line installation, the roads were to be constructed to Town gravel road standards allowing for future clearing of snow and passability. Re-grading the road, cut-and-fill, etc, had not been bid out at that point, nor did the Town have encroachment access needed to properly complete cut and fill on neighboring properties. Staff included a budget of up to \$100,000 to complete the road as the assessment ordinance was completed in the following months.

Since that time, staff has acquired the necessary encroachment easements and completed the engineering work for the road re-grading. Bids were received from Interstate Rock to complete the work as a change order to the existing contract. Those bids (summarized by Alpha Engineering into a change order) are attached, along with the engineered drawings of the associated re-grading.

FINANCIAL IMPLICATIONS:

The proposed change order would be for \$61,553.44, which is well within the estimated cost of \$100,000 for road work that was included in the budget for the SAA. This cost will be covered by assessments which have already been levied.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends approval of the attached change order for the contract with Interstate Rock for the BH Unit 3 SAA.

PROPOSED MOTION:

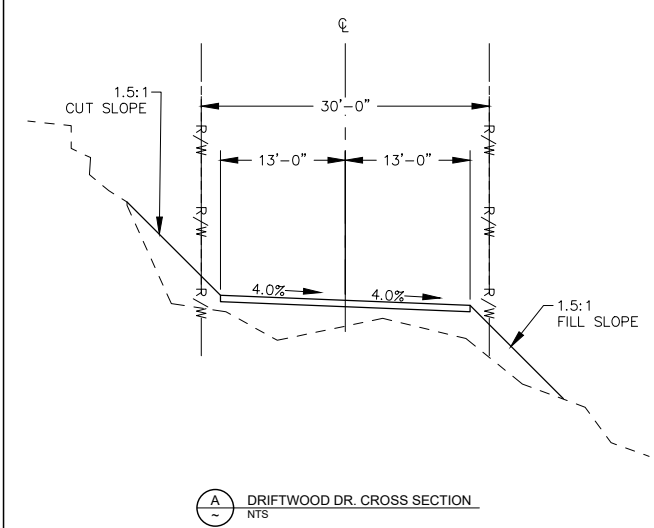
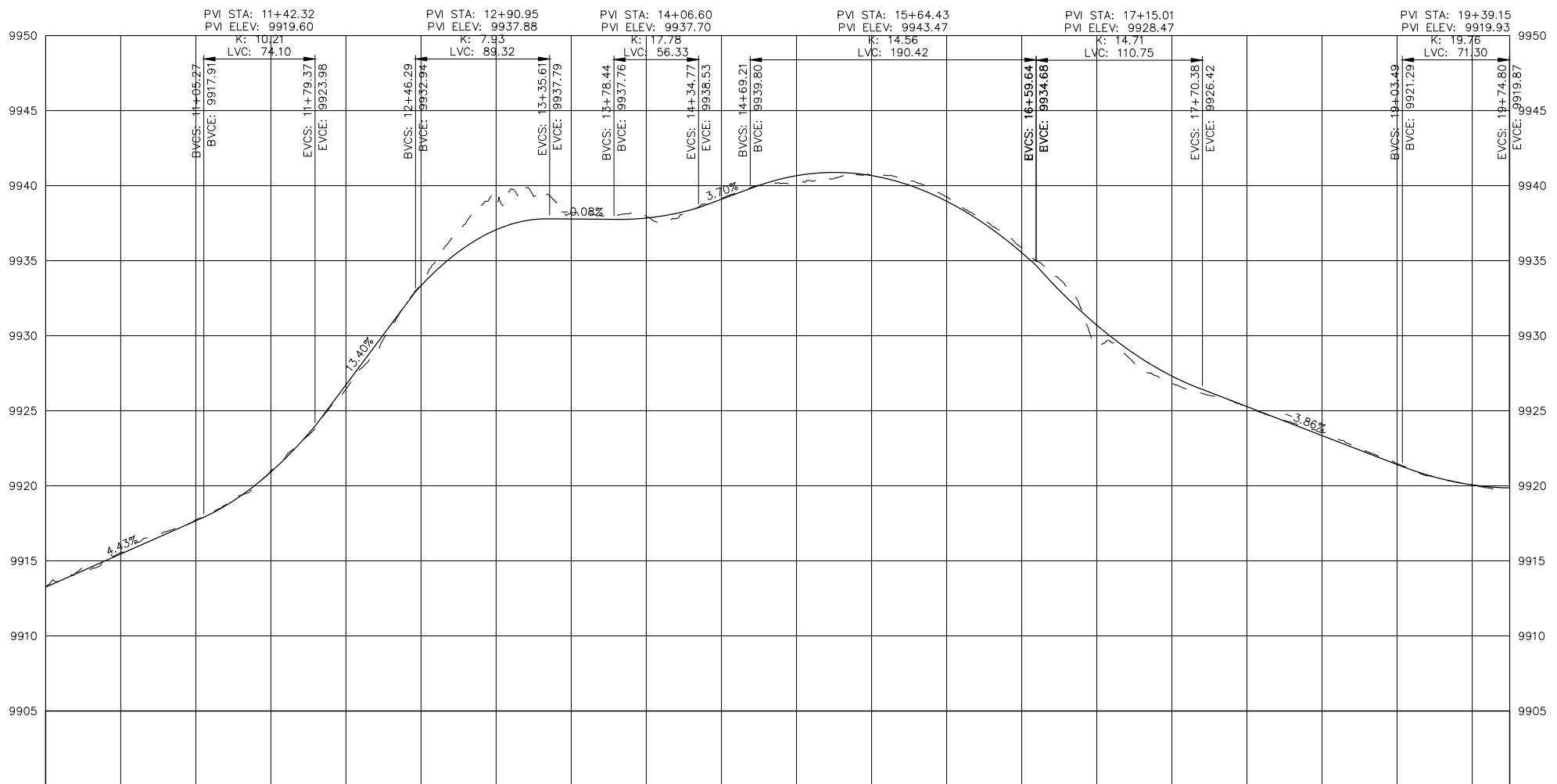
I move to authorize the Town Manager to increase the existing contract with Interstate Rock for improvements in Brian Head Unit 3 subdivision in the amount of \$61,533.44, in a form approved by the Town Engineer and the Town Attorney.

ATTACHMENTS:

A - Driftwood regrading engineered drawings

B - Proposed contract change order

P:\501-62 Brian Head Elk Dr & Unit 3 SAA\Drawings\Exhibit Drawings\501-62 MST DRIFTWOOD DR DESIGN.dwg, DRIFTWOOD DRIVE PROFILE, 12/3/2025 11:39:27 AM, mdutton



DRIFTWOOD DRIVE PROFILE
HORIZONTAL SCALE: 1" = 50' (22" X 34" SHEET)
VERTICAL SCALE: 1" = 5' (22" X 34" SHEET)

| NO. | DATE | BY | DESCRIPTION |
|-----|------|----|-------------|
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| REVISIONS | |
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| | |

ALPHA ENGINEERING
43 South 100 East, Suite 100 • St. George, Utah 84770
T: 435.628.6500 • F: 435.628.6553 • alphaengineering.com

DRIFTWOOD DRIVE PROFILE
DRIFTWOOD DRIVE DESIGN
BRIAN HEAD, UTAH

| | |
|-----------|-------------------------|
| TITLE | DRIFTWOOD DRIVE PROFILE |
| PROJECT # | 501-62 |
| NAME | RKB |
| DATE | DECEMBER 03, 2025 |
| SCALE | AS NOTED |
| SHEET | 1 OF 3 |

CHANGE ORDER

Order No.: ONE
Date: June 15, 2026

NAME OF PROJECT: Brian Head 2026 Waterline Projects
OWNER: Brian Head Town
CONTRACTOR: Interstate Rock Products

The following changes are hereby made to the CONTRACT DOCUMENTS:

Item #1

After being awarded the project, Brian Head Town requested that the Contractor provide costs to widen the existing roadways in the BH Unit 3 SAA Project. This work included earthwork and grading required to widen the existing roads to be 26-foot wide, removal of tree stumps, and subgrade preparation. Bid Item #16 has been added to reflect the work required to widen Driftwood Drive to a 26-foot width, including mobilization and earthwork. A breakdown of the additional work is shown below. Bid Item #17 has been added for the work required to remove the stumps on Paint Brush Street. Bid Item #18 has been added for the excavation and subgrade preparation for Paint Brush Street. Net Increase to Contract Price.

Bid Schedule B - BH Unit 3

| Item # | Item Description | Quantity | Units | Unit Cost | Total |
|----------------------|---|----------|-------|-------------|--------------------|
| 16 | Driftwood Drive - Earthwork | 1 | L.S. | \$33,226.63 | \$33,226.63 |
| 17 | Paint Brush Street - Tree Stump Removal | 1 | L.S. | \$6,600.00 | \$6,600.00 |
| 18 | Paint Brush Street - Roadway Excavation & Subgrade Prep | 34,487 | S.F. | \$0.63 | \$21,726.81 |
| PROJECT TOTAL | | | | | \$61,553.44 |

A breakdown of the additional labor & equipment for the work is as follows:

Bid Item #16:

| | | |
|----------------------|---------------------------|--------------------|
| Mobilization | 1 L.S. @ \$7,721.98 | \$7,721.98 |
| Earthwork - Cut/Fill | 1,413 C.Y. @ \$18.05/C.Y. | \$25,504.65 |
| | | <u>\$33,226.63</u> |

Original CONTRACT PRICE **\$547,360.75**

The CONTRACT PRICE due to this CHANGE ORDER will be increased/(decreased) by: **\$61,553.44**

The CONTRACT PRICE including this CHANGE ORDER will be: **\$608,914.19**

Recommended By: Alpha Engineering Company

Date: 6/16/26  P.E.
Name Title

Accepted By: Interstate Rock Products

Date: 06/16/2026  Ops Manager
Name Title

Approved By: Brian Head Town

Date: _____ _____
Name Title

**ITEM: RURAL WATER ASSOCIATION BOARD APPOINTMENT**

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: June 23, 2026
TYPE OF ITEM: Administrative Action

SUMMARY:

The Town Council will discuss the potential appointment of Brian Head Town Manager, Bret Howser, to the Rural Water Association of Utah (RWAU) Board of Directors. The Council may vote on a motion to support the appointment.

BACKGROUND:

The Rural Water Association of Utah (RWAU) is a statewide nonprofit organization that provides professional training, technical assistance, and representation for Utah's water and wastewater systems. RWAU serves as Utah's affiliate of the National Rural Water Association and works with the vast majority of the state's water and wastewater utilities, including municipalities, special service districts, and small community systems. Through its programs, RWAU provides operator training, regulatory compliance assistance, source water protection planning, emergency response support, management consulting, and advocacy on issues affecting public water systems.

RWAU has been an important resource for Brian Head Town and other rural communities throughout Utah. The organization's field staff and technical specialists provide direct assistance to local water systems on operational, regulatory, and planning matters, helping communities maintain safe and reliable drinking water service while meeting increasingly complex state and federal requirements. In addition to technical support, RWAU offers training opportunities for operators and local officials, guidance on funding and infrastructure projects, and expertise on water system management. The Town has benefited from RWAU's willingness to provide practical, hands-on assistance and its strong advocacy for the interests of rural water systems across the state.

ANALYSIS:

Rick Wixom, the Town Manager for Springdale, had served on the board of RWAU for some years. He recently retired and offered to help find a replacement for himself. He felt like Brian Head, as a small resort community, would bring a perspective similar to what he had brought from Springdale, and suggested that somebody from Brian Head would be a good fit.

Either Jared Tubbs, Public Works Director, or Bret Howser, Town Manager, might be appropriate to serve on the board. Jared felt that (although he is much more technically knowledgeable in the field) now would not be a good time for him to serve as he is still settling into his new role and is very focused on Brian Head Town.

While Bret Howser is not well versed in all things water and sewer, that is not necessarily a requirement for the role. Much of the role of the board is to assist with the semi-annual conferences. Please see attached description of the role of board members.

Bret feels like he would have capacity to serve. The appointment wouldn't happen until after this summer, when much of the summer project workload would be completed. The appointment would also only be for about a year to complete out Rick's term.

FINANCIAL IMPLICATIONS:

Negligible. RWAU would cover much of the cost related to conferences/travel.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends that Bret Howser be appointed to the Board of Directors for RWAU.

PROPOSED MOTION:

I move to authorize Mayor Calloway to sign a letter on behalf of the Town Council in support of the appointment of Bret Howser to the Board of the Rural Water Association of Utah.

ATTACHMENTS:

A - RWAU Board Duties

Rural Water Association Board

Board meetings:

Attend 4 board meetings/per year. Meetings are quarterly, usually held in February, May, August, and November. The February and August Board meetings are held in conjunction with the fall and annual conferences. Board meetings are the Monday of each conference week.

The fall conference is held in Layton, UT and the annual conference is held in St. George. Hotels are arranged and paid for by the Association. Travel in either a POV or work vehicle can be reimbursed to either the member or the city.

The other two board meetings have been virtual (Teams) since 2020.

Conferences:

Board members are expected to attend each conference and assist the Association staff as needed. Members are often tasked with moderating conference sessions, or assisting with conference activities (golf scramble, shooting clays or other activities).

Board Training:

Members are expected to attend a National Rural Water Association (NRWA) training within the first year and retrain every five years. These trainings are two-day sessions held at various locations across the country. Hotel is arranged and paid for by the association. Travel is arranged and paid for by the employee/employer and reimbursed by the Association.

Committees:

The Association includes several standing committees and members of the Board are the chairs/vice chairs of these committees. Committee meetings are held as needed to complete the work needed to be done and some committees meet more often than others.

Other RWAU events:

The Association holds many other trainings and events each year including conference planning sessions, golf tournaments, operator trainings. These events are open to the Board to attend as they are able, but not generally part of the member's duties. Attendance at these events is at the city's cost for travel and lodging, unless the member is assigned to attend by the Board.

NRWA Meetings:

NRWA holds two major events each year, the Water Rally in Washington DC is every February and is an opportunity for state associations to meet with federal representatives and senators. NRWA also holds their national water taste test at this event. RWAU Board attendees generally include the President, National Director, and Legislative Committee Chair. Hotel is arranged and paid for by the association. The National Director is a Board member elected by the Board to serve on the NRWA Board of Directors. Travel is arranged and paid for by the employee/employer and reimbursed by the Association.

The other event is the NRWA WaterPro conference. It is normally held in late summer at various locations across the country. RWAU Board attendees are two members assigned to be delegates to the NRWA business meeting. Generally, this is the President and one other member and rotates through the Board as members are available to attend. The conference is generally similar to the RWAU annual conference. Hotel is arranged and paid for by the association. Travel is arranged and paid for by the employee/employer and reimbursed by the Association.

Leadership:

Board Leadership is longevity based as members move up as leaders change. Each office (President, Vice President, Secretary/Treasurer) is a two-year term. The expectation is that members will join the board and over time take their turn in the leadership offices, even though it may be several years after joining the Board.

Term:

Members are elected by the Association membership to four-year terms. There are two members from each district and elections are staggered so one of the two is up for election every two years.

Time Commitments:

Four Board meetings, each a day in length, quarterly.

Two Conferences, fall conference 2 days in addition to Board meeting, and annual conference 3-4 days in addition to Board meeting.

NRWA training, 2 days + travel time, every five years.

NRWA events, as assigned. Generally, WaterPro is 3-4 days including travel and the Water Rally is 4-5 days including travel.

City Obligations:

While the Association budget covers member attendance at RWAU and NRWA events, the member's compensation is covered by the city.

City Benefits:

Membership on the RWAU Board brings many benefits to both the employee and city, including, but not limited to:

- Recognition of the employee and city at the state and national level, especially when the member is in Association leadership and meeting directly with federal senators and representatives.
- Leadership experience and growth for the employee.
- Training opportunities for the employee.
- Networking opportunities.
- Increased connection to RWAU and Association resources.
- Connection to other communities through Board activities, trainings, and conferences.