

Brigham City Municipal Building Authority
Date: Thursday, June 5, 2025
Time: 6:00 PM
Location: City Council Chambers, 20 North Main

PRESENT:	D.J. Bott	Committee Chair
	Dave Hipp	Committee Member
	Dave Jeffries	Committee Member
	Matthew Jensen	Committee Member
	Ryan Smith	Committee Member
	Robin Troxell	Committee Member
ALSO PRESENT:	Tom Cooper	Power Director – <i>via Zoom</i>
	Chris Howard	Police Commander
	Tom Kotter	Finance Director
	Paul Larsen	Community and Economic Development Director
	Derek Oyler	City Administrator
	Tyler Pugsley	Assistant City Administrator
	Kristina Rasmussen	Secretary
	Casey Smith	Power Superintendent
	Brandon Thueson	Fire Chief

The Brigham City Council reconvened immediately following the adjournment of the Redevelopment Agency (RDA) meeting, now sitting as the Municipal Building Authority (MBA).

Chairman Bott called the MBA meeting to order and welcomed those in attendance. No separate invocation or pledge was offered, as these had already been provided during the RDA meeting.

Approval of Minutes

Chairman Bott requested a motion to approve the minutes from the previous MBA meeting.

- Motion: Committee Member Jensen moved to approve the Municipal Building Authority meeting minutes from June 20, 2024.
- Second: Committee Member Smith.
- Discussion: None.
- Vote: Motion passed unanimously.

Public Hearing – Consideration of Resolution Adopting the FY 2025-26 Final MBA Budget

Finance Director Tom Kotter presented the final proposed budget for the Municipal Building Authority for the 2025–2026 fiscal year.

Mr. Kotter explained that the Municipal Building Authority is a distinct legal entity under Utah State Code, created for the purpose of financing and managing public infrastructure and facilities. Although its operations are minimal, the MBA remains active due to outstanding financial obligations from prior city projects.

Key points from the presentation included:

- The MBA was previously used as the financing mechanism for the construction of the Academy Building and potentially other municipal facilities.
- As of the current fiscal year, the MBA holds approximately \$1.5 million in outstanding debt, which is scheduled to be fully retired by the year 2035.
- No major changes were proposed in the budget from the prior year. The figures align with the Mayor's larger proposed citywide budget and reflect the continuation of existing debt service.
- The MBA budget is integrated into the City's published financial documents, though it functions independently as a reporting entity.

"We are in the final stretch of repayment," Mr. Kotter noted, "and while this entity is relatively quiet in terms of activity, it remains important for transparency and compliance purposes."

Motion to Open the Public Hearing

- Motion: Committee Member Jensen moved to open the public hearing.
 - Second: Committee Member Smith.
 - Vote: Motion passed unanimously.
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Public Comments

- Public Input: No comments were offered.
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Motion to Close the Public Hearing

- Motion: Committee Member Jensen moved to close the public hearing.
 - Second: Committee Member Smith.
 - Vote: Passed unanimously.
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Budget Adoption

Chairman Bott asked if there was any additional discussion regarding the resolution to adopt the MBA budget. Hearing none, the board proceeded to a vote.

- Motion: Committee Member Smith moved to adopt the resolution approving the FY 2025–2026 Municipal Building Authority Budget.
- Second: Committee Member Hipp.
- Discussion: None.

Roll Call Vote – Approval of MBA Budget

- Committee Member Jeffries; Aye
- Committee Member Hipp; Aye
- Committee Member Jensen; Aye
- Committee Member Smith; Aye
- Committee Member Troxell; Aye

Result: Motion passed unanimously by roll call vote.

Adjournment

With no further business before the board:

- Motion: Committee Member Jensen moved to adjourn the MBA meeting.
- Second: Committee Member Smith.
- Vote: Motion carried unanimously.

The meeting of the Brigham City Municipal Building Authority adjourned at approximately 6:20 PM, immediately followed by the convening of the Regular City Council Meeting.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the June 5, 2025 Municipal Building Authority Meeting.

Dated this 22 day of June, 2026.

Kristina Rasmussen

Kristina Rasmussen, Secretary

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