

1  
2  
3  
4  
5  
6  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55

**The Regular Meeting of the  
Brian Head Town Council  
Town Hall Council Chambers  
56 N. Hwy 143, Brian Head, UT 84719  
TUESDAY, JANUARY 28, 2014 @ 1:00 PM**

**Roll Call.**

**Members Present:** Mayor H.C. Deutschlander, Council Member Larry Freeberg, Council Member Clayton Calloway, Council Member Jim Ortler, Council Member Reece Wilson.

**Staff Present:** Bret Howser, Nancy Leigh, Cecilia Johnson, Wendy Dowland, Dan Benson, Tom Gurr

**A. CALL TO ORDER**

Mayor Deutschlander called the regular meeting of the Brian Head Town Council to order at 1:00 pm.

**B. PLEDGE OF ALLEGIANCE**

Mayor Deutschlander led the Council and others in the Pledge of Allegiance.

**C. DISCLOSURES**

There were no conflicts of interest with today’s agenda items. Mayor Deutschlander stated that the disclosure statements are on file at the Town Clerk’s office and are available for public inspection during normal business hours.

**D. APPROVAL OF THE MINUTES:**

**1. January 14, 2014 Town Council Minutes**

**Motion:** Council Member Calloway moved to approve the January 14, 2014 Town Council minutes. Council Member Freeberg seconded the motion.

**Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes: Mayor Deutschlander, Council Member Freeberg, Council Member Calloway, Council Member Ortler, Council Member Wilson).**

**2. January 14, 2014 Town Council Closed Session Minutes**

**Motion:** Council Member Ortler moved to approve the January 14, 2014 Town Council Closed Session minutes. Council Member Calloway seconded the motion.

**Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes: Mayor Deutschlander, Council Member Freeberg, Council Member Calloway, Council Member Ortler, Council Member Wilson).**

**E. PUBLIC INPUT/ REPORTS (Limited to three (3) minutes) Non-Agenda Items**

**Nancy Leigh, Town Clerk,** gave an update on the February 15<sup>th</sup> Snowmobile Poker Run. Nancy reported the committee is on track and the event will run from Brian Head to Duck Creek and return.

**Council Member Ortler**

1. Updated the Council on the State Legislature and potential bills which could affect Brian Head. Two bills being discussed are 1) Distribution of the local option 1% sales tax and;. 2) Eliminating the option for communities to have the ability to hold absentee ballots. Mayor Deutschlander reported that he and Council Member Ortler will be attending the Day at the Legislature and will be speaking to Senator Vickers on these topics. If the public has any other concerns regarding proposed bills, please contact them at the close of today’s meeting.
2. Inquired as to the status of those commercial businesses that were placed on a payment plan. Wendy Dowland, Public Works Assistant, reported those businesses are currently making their required payments to the town.

1 **Bret Howser, Town Manager**, updated the Council on the status of the Bearflat pump house. Bret reported the contractor  
2 believes they have identified the location of the where the housing case and adapter are out of sync. The Council held discussion  
3 on the following:

- 4 1. Mayor Deutschlander inquired as to why it was not done according to specifications. Bret responded that there was a  
5 disagreement between the project manager and the contractor and the contractor convinced the project manager to go  
6 with the way it was, but it was not germane to the pitless adapter issue
- 7 2. There is also a \$1,000 power cost to fire the pump in order to test the pitless adapter.
- 8 3. If the manufacturer is taking responsibility for the failure of the pitless adapter.
- 9 4. The project manager will be presenting the information to the Council on the status of the Bearflat pump house.
- 10 5. Staff is currently holding the contractor's partial pay request and retention until the issue is resolved.
- 11 6. Staff is working with the manufacture to resolve the issue.

12  
13 **Dan Benson, Public Safety Director**

- 14 1. He and Officer Guymon will be attending an ice rescue training course. The course is a "train the trainer" course so they  
15 will be able to train others in ice rescue. This particular course is a surface training course, but staff will be pursuing an  
16 underwater ice rescue courses in the future. The trainer of this course has a condo at the Black Diamond condos and has  
17 donated an ice rescue suit along with some equipment. He has also offered to help with underwater training this  
18 summer. Council Member Freeberg commented he has been diving since 1965 and offered his services to assist with  
19 the underwater courses.
- 20 2. Updated the Council on the status of the type IV fire engine. There is an issue in which it is currently being held up at  
21 the federal level. Staff is working to resolve the issue to release the vehicle so it can be repaired and sent to Brian Head.
- 22 3. Council Member Calloway inquired as to the report distributed in the last Council packet regarding the number of police  
23 incidents and how many of those incidents were repeat incidents. Chief Benson explained they are logged in as separate  
24 incidents, but are linked into one incident if there is a connection.
- 25 4. Council Member Calloway inquired how many man hours are linked for each incident. Chief Benson responded that  
26 each incident varies on the man hours depending on the situation.

27  
28 **Council Member Freeberg** asked for an update on the crack in the highway and the reservoir project. Bret explained there has  
29 not been any significant movement in the reservoir, but a telephone line snapped and has since been repaired. Century Link is  
30 also adding new lines since the trench is open. Staff received two quotes for an inclinometer and is waiting on a third quote. The  
31 lowest price is currently \$10,000. Staff will follow up with Council once all the information is received.

32  
33 • **AWARD PRESENTATION TO JULIE SAEMISCH.**

34 Mayor Deutschlander presented an award of appreciation to Julie Saemisch for her dedicated service as a Planning Commission  
35 Member. The Mayor explained Julie has been a member of the Planning Commission for several years along with volunteering  
36 her services for many town events. The Council and staff thanked Julie for her services to the town.

37  
38  
39 **F. AGENDA TOPICS:**

40  
41 **1. PRESENTATION OF THE BRIAN HEAD TOWN AUDIT REPORT ENDING JUNE 30, 2013.** The annual  
42 audit report ending June 30, 2013.

43  
44 Wayne Everett, Auditor, distributed the annual audit report to the Council (see attached). Mr. Everett then reviewed the report with the Council  
45 with the following highlights:

- 46 1. There have been changes according to GASBY requirements which took effect this audit. One change is "statement of  
47 net position" which used to be termed "statement of net assets".
- 48 2. Another term that has also changed is "deferred inflow of resources" from "deferred revenue".
- 49 3. The Management and Analysis statement is completed by the town, and not the auditor.
- 50 4. Brian Head had a governmental increase of \$250,000 and is now a total of 1.6 million of increase in net position.
- 51 5. There was a single audit of the USDA funds and this is the last year that the town will need a single audit unless the town  
52 receives more federal funds. There were no findings from the single audit.
- 53 6. Council Member Ortler inquired if the debt service fund reflects the large pay down the town has made on the 2007 GO  
54 bonds. Mr. Everett reported there was a significant pay down on the bond and is reflected in the audit.
- 55 7. Council Member Ortler inquired as to the town's capital assets and depreciation since the report is showing the  
56 depreciation is the same as last year and it should be a different number this year. Mr. Everett explained that staff would  
57 need to contact Pelorus Accounting since they are the ones who generated this report (MD&A), but he will review the  
58 report again. Staff will follow up and report back to the Council.

1 8. In the future, staff will distribute the electronic version to Council as soon as it is received from the auditors in order to  
2 give Council time to review.  
3  
4

5 **2. ALTERNATE PLANNING COMMISSION MEMBER APPOINTMENT.** Advice & consent on the  
6 appointment of an Alternate Planning Commission Member.  
7

8 Bret Howser, Town Manager, explained the Planning Commission has a vacancy for an alternate member. Staff has posted the  
9 vacancy and received two applications for the position. Bret reported he has met and interviewed each applicant and gives his  
10 recommendation of Shawn Kelly as the alternate Planning Commission Member. Bret requested the Council’s approval on his  
11 recommendation.  
12

13 Shawn Kelly gave a brief background of his experience in risk management in ski resorts and his time in Brian Head. Council  
14 Member Wilson inquired as to what his long term goals for Brian Head are. Shawn responded he has observed resort areas that  
15 have big plans and over the years, and that it actually takes longer than originally planned for changes to come around. He would  
16 like to see commercial in town without it being overbearing in commercial since he believes Brian Head should be an affordable  
17 ski resort town.  
18

19 **Motion:** Council Member Ortler moved to approve the Town Manager’s recommendation in appointing Shawn Kelly as  
20 the Alternate Member of the Planning Commission. Council Member Calloway seconded the motion.

21 **Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes:** Mayor Deutschlander, Council Member Freeberg,  
22 Council Member Calloway, Council Member Ortler, Council Member Wilson).  
23  
24  
25

26 **G. WORK SESSION OF THE TOWN COUNCIL.** Strategic Planning  
27

28 The Council recessed the regular meeting of the Town Council and convene the work session to discuss strategic planning. The  
29 work session was convened at 2:10 pm.  
30

31 Bret Howser, Town Manager, presented the strategic plan which now includes the action steps as they pertain to the Community  
32 Vision (see attached). The Council then reviewed the 2013 town goals (see attached) with the following discussions:  
33

34 **Public Works Department 2013 Town Goals Update**

- 35 1. Bearflat Well/Pump House is ongoing.
- 36 2. Salt Pile Spring is designated for funding in the next budget year for approximately \$30,000 to \$40,000. Council  
37 Member Freeberg commented he would like to see the water flow and energy cost savings to the town on this project.
- 38 3. Dedicated water line from the fire station to the mammoth water tank: This project has been budgeted in two budget  
39 years of 2015 and 2016.
- 40 4. Elements program implementation: Staff is currently working on a web based program.
- 41 5. Parking District: A plan has been submitted to the Council and Planning Commission, but has not yet been adopted.  
42 Council Member Calloway inquired if there is any funding from UDOT and he would also like to see either a bike line or  
43 makeshift sidewalk constructed. Bret reported he has applied for a grant for the parking area by the reservoir area and  
44 staff will look at incorporating this into action steps.
- 45 6. Sewer Capital Facility Plan is completed.
- 46 7. Reservoir Project is ongoing.  
47

48 **Public Safety Department 2013 Goals Update**

- 49 1. Emergency Response Plan: A draft plan has been completed, but Chief Benson is still learning more about what needs  
50 to be implemented into the plan. It should be completed by the end of the 2014 calendar year.
- 51 2. Wildland fire program: A water tender vehicle has been purchased and staff is in the process of making the water tender  
52 and squad 71 vehicle a package deal so that the Squad vehicle will follow the engines to the fires. Staff is working on  
53 good neighbor projects which are federally funded.
- 54 3. Commercial fire inspection schedule: the schedule has been identified, but there are additional goals to continue  
55 working with the schedule. It is an ongoing project.
- 56 4. Wildland fire training certifications increase: Council Member Calloway inquired as to the fire break around the town  
57 and if it will continue. Chief Benson explained staff is working on a federal grant for \$300,000.
- 58 5. Host regional and beyond law enforcement multi-day training at the Public Safety building. This has been completed.

- 1           6. Organize fire training with other fire department for combined training. This goal has been completed.  
2

3 **Administration Department 2013 goal Update**

- 4           1. Bring the Tour of Utah Event back to Brian Head as a finish to the first leg of the race. Staff is working with event  
5 coordinators to bring it back to Brian Head as a finish in the future.  
6           2. Town Hall landscaping: Ongoing, trees have been planted and landscaping will continue in the spring of 2014.  
7           3. Assist the Resort with cooperative projects: The town has participated in marketing with the resort and the town will  
8 look to expand projects in the future.  
9           4. Trail Master Plan: This has been partially completed with a draft master plan, but there are issues surrounding easements  
10 and licenses for trail access onto private property. Staff will be pursuing a professional company to complete the  
11 easements on private property.  
12           5. Staff will present the trails master plan to the Council for their input.  
13           6. Administrative Code: Staff will revise and present to Council.  
14           7. Elements program: This will be in conjunction with Public Works goal.  
15           8. Town kiosk: Staff may present a proposal in the budget for the kiosk and will also be looking at the potential rebranding  
16 for the town which will dovetail into the kiosk.  
17           9. Economic Development Plan: There have been several strategies incorporated into the action steps that address  
18 economic development. **Consensus of the Council:** The economic development goals to be implemented into the  
19 strategic plan.  
20

21 **Long Term Goals for 2013:**

- 22           1. Cross-country skiing: Staff will be working with the resort on some ideas and would also tie into the trail master plan.  
23           2. Park projects: These have been delayed with the construction of the reservoir. Some progress such as electrical to the  
24 pavilion has been completed.  
25

26 **Town Council Goals for 2013:**

- 27           1. Land Management Code: A public hearing has been scheduled for February and should be adopting the Code soon after  
28 the public hearing.  
29           2. Budgeting: Staff has developed the budget monitoring tool and will continue with its progress.  
30           3. SR14 Billboard: Staff will look at actively managing the billboard and develop a set of processes for updating the  
31 billboard on SR14.  
32

33 • **Action Steps of Strategic Planning:**

34 Bret explained staff has developed action steps for the goals identified which apply to the Community Vision. The goals address  
35 economy, culture and environment.  
36

37 The council reviewed the action steps in the community vision with the following discussions:  
38

39 **Public Information & Communication Action Steps:**

- 40           1. Council Member Ortler commented he believes the deadline or target date of December 31<sup>st</sup> should be changed since it is  
41 the busiest time of the year. Bret explained the target date can easily be moved.  
42           2. Town Council Meeting times: Council Member Ortler recommended the Council consider a meeting time of 2:00 p.m.  
43 along with changing the layout of the Council Chambers.  
44           3. Compile email list: Staff will be collecting emails from residents, businesses, homeowners for email distributions on  
45 various items such as events, notices, etc.  
46           4. Town events: Council Member Wilson recommended staff create a committee to brainstorm on bringing another event  
47 to the town.  
48           5. Public Information Officer: the staff will develop standards for press release guidelines. Council Member Calloway  
49 suggested staff coordinate their efforts with the resort on this item.  
50

51 Council will continue reviewing the action steps in upcoming Council meetings. Bret encouraged the Council to contact him if  
52 they have any ideas or recommendations on the action steps.  
53

54 The Council reconvened the regular meeting of the Town Council at 4:04 pm.  
55  
56  
57

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19

**H. ADJOURNMENT**

**Motion:** Council Member Ortler moved to adjourn the regular meeting of the Brian Head Town Council for January 28, 2014. Council Member Calloway seconded the motion.  
**Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes:** Mayor Deutschlander, Council Member Freeberg, Council Member Calloway, Council Member Ortler, Council Member Wilson).

The regular meeting of the Brian Head Town Council was adjourned at 4:05 pm for January 28, 2014.

February 11, 2014  
Date Approved

\_\_\_\_\_  
Nancy Leigh, Town Clerk