



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# 874 5995 3372

TUESDAY, DECEMBER 9, 2025 @ 1:00 PM

AGENDA

- A. CALL TO ORDER**
- B. PLEDGE ALLEGIANCE**
- C. DISCLOSURES**
- D. APPROVAL OF THE MINUTES:**
 - 1. November 12, 2025, Town Council Meeting
 - 2. November 18, 2025, Town Council Special Meeting
 - 3. November 25, 2025, Town Council Special Meeting
- E. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.** Public input is limited to three (3) minutes on non-agenda items.
- F. AGENDA ITEMS**
 - 1. **CITIZEN'S VOICE AD HOC COMMITTEE REPORT.** Troy Benson, Ad Hoc Committee. The Citizen's Voice Ad Hoc Committee will give a report on the survey generated to residents and businesses.
 - 2. **PLANNING COMMISSION MEMBERS APPOINTMENTS.** Bret Howser, Town Manager. The Council will give their advice and consent for Planning Commission Member and Alternate Planning Commission Member.
 - 3. **TRAIL COMMITTEE MEMBER APPOINTMENTS.** Bret Howser, Town Manager. The Council will give their advice and consent for Trail Commission Members.
 - 4. **CONSIDERATION OF A RESOLUTION DESIGNATING THE BRIAN HEAD UNIT 3 ASSESSMENT AREA (THE "ASSESSMENT AREA") FOR THE PURPOSE OF (i) LEVYING ASSESSMENTS AGAINST PROPERTIES WITHIN THE ASSESSMENT AREA TO FINANCE THE COSTS OF CERTAIN WATER SYSTEM IMPROVEMENTS, ROAD IMPROVEMENTS, AND RELATED IMPROVEMENTS IN THE ASSESSMENT AREA, (ii) ESTIMATING THE AMOUNT OF THE ASSESSMENTS TO BE LEVIED AND THE METHOD OF ASSESSMENT, AND (iii) GENERALLY DESCRIBING THE PERIOD OVER WHICH THE ASSESSMENTS ARE TO BE PAID AND THE MANNER IN WHICH THE TOWN INTENDS TO FINANCE SAID IMPROVEMENTS; AND RELATED MATTERS.** Bret Howser, Town Manager. The Council will consider a resolution adopting the Notice of Creation for the Brian Head Unit 3 Special Assessment Area.
 - 5. **ELK DRIVE AND BRIAN HEAD UNIT 3 SPECIAL ASSESSMENT AREA BID AWARD.** Bret Howser, Town Manager. The Council will award the contract for the Elk Drive and Brian Head Unit 3 Special Assessment Areas project.
 - 6. **2026 TOWN COUNCIL MEETING SCHEDULE APPROVAL.** Nancy Leigh, Town Clerk. The Council will approve their 2026 Meeting Schedule.
 - 7. **FUTURE AGENDA ITEMS.** Discussion on potential items for future Council agendas.
- G. ADJOURNMENT**



Date: December 5, 2025

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 at the following conspicuous locations; the Post Office, The Mall, and the Brian Head Town Hall and have posted copies on the Utah Meeting Notice Website and the Brian Head Town website and have caused a copy of this notice to be delivered to the Daily Spectrum, a newspaper of general circulation.

Nancy Leigh, Town Clerk



BRIAN HEAD

STAFF REPORT TO THE TOWN COUNCIL

ITEM: PLANNING AND BUILDING DEPARTMENT REPORT

Author: Greg Sant
 Department: Planning and Building

Date: December 9, 2025
 Type of Item: Informational

Building Report:

2025 Building Permits Summary:	November	2025	YTD Oct. 2024
Issued Permits by Category -			
Single Family Dwellings		7	21
Townhomes (in Dwellings)		15	20
Additions/Remodels/Accessory Unit	3	16	11
Minor Alterations		20	20
Tree Removal		27	21
Commercial	1	3	2
Utilities (Electric and Gas)	6	12	6
Total	10	100	101
2025 Land Use Permits Summary:			
Issued Permits by Category –			
Winter R.O.W. Permit	3	3	0
Grading/Excavation Subdivision	0	2	6
Trenching/Encroachment	0	20	27
Total	0	22	33
2025 Land Use Submitted Applications:			
By Category –			
Conditional Use Permits	0	1	5
Lot Line Adjustment/Minor Plat Amendments	1	5	11
Preliminary Plat	1	2	1
Final/ Amended Plat	1	7	3
Vacating ROW/Easement	1	2	1
Zone Amendment	0	1	1
Total	4	18	22
2025 Summary of Fees Collected:	November	2025	
By Category -			
Building Permit Fees	\$2,230.00		44,106.72
Plan Check Fees	\$1,183.25		37,866.36
Encroachment Permits			10,550.00
Winter R.O.W. Permit	\$4,500.00		4,500.00
Tree and Grading Permit Fees			3,025.00
Land Use Permit Fees			31,850.00
Sub-Total	\$7,913.25		131,898.08

2025 Summary of Impact Fees Collected:**November****2025**Impact Fees Collected

Water Connection and Impact Fees	\$0.00	88,177.14
Sewer Connection and Impact Fees	\$0.00	28,249.57
Total Fees Collected	\$0.00	116,426.71

2025 Inspections Summary:**November****2025****YTD Oct. 2024**

Inspections by Permit Type –			
Single Family Homes and Cabins	19	250	
Multi-Family (Townhomes)	40	269	
Additions/Remodels/Minor Alterations	1	31	
Commercial	2	26	
Utilities	7	14	
Fire Mitigation	1	5	
Grading	0	0	
Total	70	595	931



STAFF REPORT TO THE TOWN COUNCIL

ITEM: PLANNING COMMISSION APPOINTMENTS

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: December 9, 2025
TYPE OF ITEM: Administrative Action

SUMMARY:

The Town Manager recommends appointment of Rachelle Lee as a full member of the Planning Commission with a term expiring on Dec 31, 2030, Roger Thomas as a new member of the Planning Commission filling the vacated seat with a term expiring Dec 31, 2027, and Taizsha Robinson as the Planning Commission alternate with a term expiring Dec 31, 2030. Council should advise and consent.

BACKGROUND/ANALYSIS:

Each year there one of the terms of the five regular seats of the Planning Commission expires. Every fifth year, the alternate seat's term expires. On Dec 31, 2025, the Planning Commission position currently held by Cecile Wallis expires, as does the alternate seat currently held by Rachelle Lee.

I propose appointment of Rachelle Lee, who has served as an alternate on the Planning Commission for the past two years and has a deep education and experience in land use planning, to a regular position on the Planning Commission.

I also recommend appointing Roger Thomas, owner of one of the more active residential contracting firms in Brian Head, to fill the vacated Planning Commission position with a term expiring at the end of 2027. Roger has served on multiple planning commissions, including as the chair of the Iron County Planning Commission. He has been a great partner in the Brian Head community, including serving on an ad-hoc committee to craft our construction mitigation policy.

Taizsha Robinson has been a member of the Brian Head community for the better part of a decade, living in Town and working as a realtor. Given her position and the sorts of conversations she has on a daily basis, I believe she will do a great job representing the views of a variety of stakeholders in the community.

The Town posted a vacancy for the planning commission in November, and we received interest from four individuals. While the other applicants are also well-qualified, and we hope to involve them in the future, I believe that having Rachelle's experience and continuity will be important to the Town in the coming years. I also feel that Roger's perspective as a builder in our community is lacking on the current Planning Commission, and Taizsha will bring the combined outlook of both a resident and realtor who works with both prospective residents and builders.

If Council consents, the makeup of the Planning Commission would be as follows:

- Rachelle Lee, 1st Full Term, Appointment ends Dec 2030

- Rachelle Lee, 1st Term, Dec 2030 (alternate)
- Jeff Morgan, 2nd Term, Dec 2029
- Carrie Dever, 3rd Term, Dec 2028
- Roger Thomas, 1st Term (partial), Dec 2027
- Doug Deutschlander, 5th Term, Dec 2026

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

The Town Manager recommends appointment of Rachelle Lee (previously alternate) as a full member of the Planning Commission with a term expiring on Dec 31, 2030, Roger Thomas as a new member of the Planning Commission filling the vacated seat with a term expiring Dec 31, 2027, and Taizsha Robinson as the Planning Commission alternate with a term expiring Dec 31, 2030.

PROPOSED MOTION:

I move to consent to the appointment of Rachelle Lee as a regular member of the Planning Commission with a term expiring on Dec 31, 2030, Roger Thomas as a regular member of the Planning Commission filling the vacated seat with a term expiring Dec 31, 2027, and Taizsha Robinson as the Planning Commission alternate with a term expiring Dec 31, 2030.

ATTACHMENTS:

N/A



ITEM: TRAILS COMMITTEE APPOINTMENTS

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: December 9, 2025
TYPE OF ITEM: Administrative Direction

SUMMARY:

The Town Council will advise and consent on appointments to the Trails Committee

BACKGROUND:

The Trails Committee was established by ordinance in 2009 to develop the Brian Head Trails Master Plan, initially, and later revised to handle ongoing implementation of the Trails Master Plan. The Committee was to consist of six members representing various community stakeholders.

After the completion of the Trails Master Plan in 2013, the Committee has not enjoyed robust participation. Shaun Kelly was appointed as the Committee Chair in 2014, and most of the work expected of the Committee has been handled by him, the Town Manager, and the Town Council ever since.

The Town Council revised the Trails Committee ordinance in September 2021 to adjust the makeup of the Committee. In October 2021, the following members were appointed to the Trails Committee:

- Council/Planning Commission – Shaun Kelly
- Town Manager or Designee – Bret Howser
- Brian Head Resort – Ken Jenson
- Community At-Large – Mike Saemisch
- DNF or CBNM (advisory) – Jess Hancock

In 2024, Ken Jenson completed his career with Brian Head Resort and David Crane unofficially took his place on the committee. Brian Johnson, our Parks Maintenance lead with Brian Head Public Works Dept, also filled the Town Manager designee role often over the past two years, and Flint Decker with Aspen Meadows served as a “friend” to the committee.

The Trails Committee presented an updated Trails Master Plan with prioritized project lists and funding recommendations to the Town Council at the January 2025 Strategic Planning Retreat. The Trails Master Plan was officially adopted by Council in March 2025. The Committee is now transitioning to implementation and maintenance. Much of the focus for the Committee will now be organizing volunteer work and events while Town staff organizes funding for projects and maintenance and carries out certain projects.

ANALYSIS:

With all of the Trails Committee positions having been approved in October 2021, each of those four-year terms technically expired last month. Re-appointments are necessary at this point.

The Town Manager has reached out to the following to fill the newly established makeup of the Committee:

- Council/Planning Commission – Sheri Brown
- Town Manager or Designee – Trace Whitelaw
- Brian Head Resort – David Crane
- Community At-Large – Kim Oldryd
- DNF or CBNM (advisory) – Jess Hancock
- Secretary (non-voting) – Bret Howser
- Flint Decker (ex-officio)
- Shaun Kelly (ex-officio)
- Mike Saemish (ex-officio)

In 2021, I recommended shrinking the committee for purposes of efficiency. At the time our main objective was to create a Trails Master Plan. Writing documents as a committee can be unwieldy, and a smaller committee makes sense for these purposes. Now with the shift in focus to organizing volunteers and events – a larger committee (more hands) is helpful. Hence the abundance of ex-officio members presented here (which the Town Code affords the Town Manager the ability to do unilaterally).

Each of these potential appointees has been contacted and expressed a desire to help with the Town's trail planning efforts. I have personally worked with them over the years on various trails endeavors and have found them to be dedicated to bringing about excellent trails and trail systems in and around our community.

I am also recommending setting these appointments on a calendar year, so making the appointments effective Jan 1. This is just for ease in administering the appointments in the future.

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends consenting to the appointments of Sheri Brown, Trace Whitelaw, David Crane, and Kim Oldryd as full members of the Brian Head Town Trails Committee, with Jess Hancock as an advisory member, all effective January 1, 2026, with terms ending December 31, 2029

PROPOSED MOTION:

I move to consent to the appointments of Sheri Brown, Trace Whitelaw, David Crane, and Kim Oldryd as full members of the Brian Head Town Trails Committee, with Jess Hancock as an advisory member.

ATTACHMENTS:

N/A



BRIAN HEAD

STAFF REPORT TO THE TOWN COUNCIL

ITEM: BH UNIT 3 SPECIAL ASSESSMENT AREA DESIGNATION

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: December 9, 2025
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will consider a resolution designating (or creating) the Brian Head Unit 3 Special Assessment Area (SAA).

BACKGROUND:

During the May 13, 2025, Town Council Meeting, the Town Council accepted the petition for the Brian Head Special Assessment Area. At that time, the SAA had 63% support on the petition. Town policy requires that more than 60% of the lot owners sign the petition for approval to be considered.

On August 26, 2025, the Council adopted a Notice of Intention to Designate an Assessment Area for Brian Head Unit 3. Pursuant to that resolution, Town staff sent notice of public hearing and accompanying 60-day protest period. The public hearing was held on September 23, 2025, and the 60-day protest period was completed thereafter. On November 25, 2025, the Town Council received and tallied all written protests to the designation of the SAA.

Council first considered the designation ordinance to create the Brian Head Unit 3 SAA on 11-25-25. The Council tabled the item due to outstanding questions and issues regarding construction of Driftwood Rd. Staff were asked to work with property owners on Driftwood to ascertain if they are still willing to proceed with the SAA given the fact the road may still have access issues after a waterline installation. Staff have had preliminary conversations on the matter, and new information is included in this report, highlighted in yellow.

ANALYSIS:

Location:

The proposed SAA covers twenty-two (22) lots along Driftwood and Paintbrush in the Brian Head Unit 3 Subdivision. A waterline would begin at Highway 143 and proceed up Driftwood and Paintbrush. The map was provided by the SAA Sponsor and approved by Public Works and the Town's engineer.

Estimated Costs:

A cost estimate based on recent bids for similar projects is provided as an attachment. The current estimate for construction is \$968,339 (including 20% contingency and 12% design/construction mgt). The total amount of bond issuance (including debt reserve fund and cost of issuance) is

anticipated to be \$1,101,000, which would result in an assessment per lot of \$50,045. These are estimates only.

The total appraised value of the SAA is \$3,731,000, putting the value to assessment ratio at 3.39, which meets both state statute as well as the Town's SAA policy requirements.

Staff believes the estimate is on the high end (somewhat intentionally) as it is based off costs received during the height of the building crunch in 2024. Also, we are pursuing alternative strategies to reduce costs on this SAA project and to open the bidding to more competition. We also believe market conditions currently favor more competitive bids.

That said, after obtaining nearly finalized engineered drawings, staff visited the site with the engineer to review for constructability. In that process, we found that the lower road (Driftwood) has some serious slope issues that will prohibit building the road correctly as part of this water line project without adding significant costs. The existing roadway is about 10-12 wide (it's an ATV trail really) within a 30 ft ROW with sharp slopes on either side. It is likely that the only cost-feasible way to proceed is to insert the waterline within the existing roadway (just west of centerline of the ROW) and to put the roadway back as it was (with a better surface, but no wider). Installation of future utilities (gas/sewer/etc.) will be hampered. Sewer will likely have to be pressurized 4-in poly line to avoid excessive depth issues, but the required offset will be difficult to achieve. Snow plowing with Town equipment (16' plows) will likely be impossible. Several of the properties could conceivably be accessed from the highway (not ideal, maybe won't be allowed by UDOT) or via Georg's ski shop driveway (one development plan using this model has already been preliminarily submitted to the Town). But at least a small handful of properties (maybe as few as 1 or 2) may have serious winter access issues.

There are four properties most likely to be affected by road/access issues on Driftwood, 3 owned by Georg Hartlemaier, and one owned by Thomas Michael Hubert. Staff met with Georg, who asserted that he knows his neighbor Hubert well and can reasonably represent his positions. The conversation didn't dwell much on the potential to install a waterline and keep a 10-12' wide roadway in the end. Georg is adamant that the Town builds a wider road as part of the SAA project and offered to donate land to widen the ROW. We brought the Town Engineer into the conversation and instructed the engineer to prepare preliminary grading exhibit to show how a wider road may be constructed on Driftwood, how much of neighboring properties would be needed to expand the ROW, and a preliminary cost estimate to construct. Georg wishes to see this work done as part of the broader SAA, but if it can't be included in the SAA due to cost thresholds, he may be willing to work with the Town to do it as a separate project. The engineered drawings and cost estimate were not complete at the time of this report, but this information will be provided to the Council prior to the Dec 9th meeting. Along with the waterline construction bids, we should have a much better picture of what is possible with the BH Unit 3 SAA on Dec 9.

SAA Process:

Staff are currently obtaining bids for construction of both the Elk Drive SAA and the BH Unit 3 SAA. Once the SAA is designated, we will complete bidding, and if the numbers come in within estimates we can award bid. Following award of bid, we can proceed with issuing bonds and establishing the assessment (including board of equalization).

FINANCIAL IMPLICATIONS:

The Town does assume financial risk with any SAA, with this one being no different. Specifically, the Town assumes the debt liability and is potentially on the hook for the bond payments should a property owner default or fail to pay the assessment. However, through a lengthy process, the Town will be a lean holder on each property with the ability to foreclose should this happen.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends that Council move forward with adopting the Designation Ordinance (pending the bids for waterline construction and cost estimates on Driftwood road reconstruction come in within state allowed limits).

PROPOSED MOTION:

I move to adopt Resolution number 25-562 designating the Brian Head Unit 3 Special Assessment Area as presented.

ATTACHMENTS:

A – Designation Resolution

Brian Head, Utah
December 9, 2025

The Town Council (the “Council”) of the Town of Brian Head, Utah (the “Town”) met in regular session on December 9, 2025, at 1:00 p.m. at the regular meeting place of said Council at 56 North Highway 143 in Brian Head, Utah, with the following members of the Council present:

Clayton Calloway	Mayor
Martin Tidwell	Council Member
Mitch Ricks	Council Member
Larry Freeberg	Council Member
Duane Nyen	Council Member

Also present:

Nancy Leigh	Town Clerk
Bret Howser	Town Manager

Absent:

After the meeting had been duly called to order and after other matters not pertinent to this resolution had been discussed, the Town Clerk presented to the Council a Certificate of Compliance with Open Meeting Law with respect to this December 9, 2025, meeting, a copy of which is attached hereto as Exhibit A.

Thereupon, the following resolution was then introduced in writing and pursuant to motion duly made by Council Member _____ and seconded by Council Member _____, adopted by the following vote:

AYE:

NAY:

The resolution was later signed by the Mayor and recorded by the Town Clerk in the official records of the Town. The resolution is as follows:

RESOLUTION NO. _____

A RESOLUTION DESIGNATING THE BRIAN HEAD UNIT 3 ASSESSMENT AREA (THE “ASSESSMENT AREA”) FOR THE PURPOSE OF (I) LEVYING ASSESSMENTS AGAINST PROPERTIES WITHIN THE ASSESSMENT AREA TO FINANCE THE COSTS OF CERTAIN WATER SYSTEM IMPROVEMENTS, ROAD IMPROVEMENTS, AND RELATED IMPROVEMENTS IN THE ASSESSMENT AREA, (II) ESTIMATING THE AMOUNT OF THE ASSESSMENTS TO BE LEVIED AND THE METHOD OF ASSESSMENT, AND (III) GENERALLY DESCRIBING THE PERIOD OVER WHICH THE ASSESSMENTS ARE TO BE PAID AND THE MANNER IN WHICH THE TOWN INTENDS TO FINANCE SAID IMPROVEMENTS; AND RELATED MATTERS.

BE IT RESOLVED by the Town Council (the “Council”) of the Town of Brian Head, Utah (the “Town”), as follows:

Section 1. The Council hereby determines that it will be in the best interest of the Town to designate an area to finance the costs of certain water system improvements, road improvements, and other necessary and related miscellaneous improvements in the Brian Head Unit 3, Blk A Subdivision, Iron County, Utah (the “Improvements”). The Council hereby determines that it is in the best interest of the Town to levy assessments against properties benefited by the Improvements to finance the costs of said Improvements. The Council hereby determines that the Improvements qualify as an “Improvement” pursuant to the Act (defined below) and that the Town is authorized to provide such Improvements as a publicly owned infrastructure/system.

Section 2. Pursuant to the Assessment Area Act, Title 11, Chapter 42, Utah Code Annotated 1953, as amended (the “Act”), the Council has previously given notice of its intention to designate the Brian Head Unit 3 Assessment Area (the “Assessment Area”), received and considered all protests filed, and held a public hearing.

Section 3. The Town has counted the written protests and held a public meeting to announce that adequate protests have not been filed.

Section 4. The legal description and parcel numbers of the properties to be assessed within the Assessment Area are more fully set forth in Exhibit B attached hereto. The Assessments to finance the Improvements will be levied based upon a per lot methodology.

Section 5. The taxable value of the property proposed to be assessed, as reported by the Iron County Assessor in 2024, is \$3,731,000, which is more than three times the amount of the assessments proposed to be levied against the property.

Section 6. The Town hereby designates the Assessment Area, which shall be known as the “Brian Head Unit 3 Assessment Area.” A map showing the general location of the

Assessment Area along with the location of the Improvements within the Assessment Area is attached hereto as Exhibit C.

Section 7. The Improvements are more particularly described as follows:

The installation of culinary waterlines, roadway drainage improvements, roadway re-alignment, gravel road improvements and related improvements.

Section 8. Pursuant to the Act, the Council has determined to levy assessments to pay the cost of the Improvements. The assessments are assessed against properties in a manner that reflects an equitable portion of the benefit of the Improvements as required by the Act. The Town has determined that the reasonable useful life of the Improvements is at least 50 years and that it is in the Town and the property owners' best interest for certain property owner installments to be paid for up to ten (10) years.

Section 9. The total acquisition, construction and installation cost of the Improvements, including estimated overhead costs, administrative costs, costs of funding reserves, and debt issuance costs, is estimated at \$1,101,000, all of which is anticipated to be paid by assessments to be levied against the properties within the Assessment Area to be benefited by such Improvements, which benefits need not actually increase the fair market value of the properties to be assessed. The Town expects to finance the cost of the Improvements by issuing assessment bonds (the "Bonds"). The Town currently estimates selling the Bonds at an interest rate of approximately 6.250% per annum, maturing on or before ten (10) years from the date of issuance of the Bonds. It is anticipated that the reserve fund will be funded with bond proceeds or over time using assessments. The cost of Improvements to be assessed against the benefited properties within the Assessment Area shall be assessed initially using a per lot method of assessment, as follows:

<u>Improvements</u>	<u>Assessment</u>	<u>Method of Assessment</u>
All Improvements	\$1,101,000	Per Lot

Section 10. The Council intends to levy assessments as provided in the Act on all parcels and lots of real property within the Assessment Area to be benefited by the Improvements. The purpose of the assessment and levy is to finance the cost of the Improvements, which the Town will not assume or pay.

The assessments shall be levied against properties in a manner that reflects an equitable portion of the benefit of the Improvements as required by the Act. Other payment provisions and enforcement remedies shall be in accordance with the Act.

A map of the Assessment Area and the location of the Improvements and other related information are on file in the office of the Town Clerk who will make such information available to all interested persons.

Section 11. The Town anticipates collecting the assessments by including it on property tax notices.

Section 12. A professional engineer has prepared a “Certificate of Project Engineer” which, among other things, identifies the Improvements to be constructed and installed and is attached hereto as Exhibit D. The findings and determinations set forth in this resolution are based, in part, upon said Certificate of Project Engineer.

Section 13. The provisions of an assessment ordinance shall govern the levy, payment and applicable provisions regarding the assessments notwithstanding anything contained herein to the contrary. As required by the Act, within 15 days of the effective date of this resolution, the Town Clerk shall record an original or certified copy of this designation resolution in the office of the County Recorder; and file with the County Recorder a notice of proposed assessment that:

- (A) states that the Town has designated the Assessment Area; and
- (B) lists, by legal description and tax identification number, the property proposed to be assessed.

APPROVED AND ADOPTED this December 9, 2025.

(SEAL)

By: _____
Clayton Calloway, Mayor

ATTEST:

By: _____
Nancy Leigh, Town Clerk

(Other business not pertinent to the foregoing appears in the minutes of the meeting.)

Upon the conclusion of all business on the agenda, the meeting was adjourned.

(SEAL)

By: _____
Clayton Calloway, Mayor

ATTEST:

By: _____
Nancy Leigh, Town Clerk

STATE OF UTAH)
 : ss.
COUNTY OF IRON)

I, Nancy Leigh, the duly chosen, qualified, and acting Town Clerk of the Town of Brian Head, Utah (the “Town”), do hereby certify as follows:

(a) That the foregoing typewritten pages constitute a full, true, and correct copy of the record of proceedings of the Council at a regular meeting thereof held in Brian Head, Utah on November, 2025 at 1:00 p.m., as the same appears of record in my office, that I personally attended said meeting, and that the proceedings were in fact held as in said minutes specified.

(b) That due, legal, and timely notice of said meeting was served upon all members as required by law and the rules and ordinances of the Town.

(c) That the above resolution was provided to my office on December 9, 2025, has been recorded by me, and is a part of the permanent records of the Town.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature and affixed the seal of the Town, this December 9, 2025.

(SEAL)

By: _____
Nancy Leigh, Town Clerk

EXHIBIT A

CERTIFICATE OF COMPLIANCE WITH OPEN MEETING LAW

I, Nancy Leigh, the undersigned Town Clerk of the Town of Brian Head, Iron County, Utah, do hereby certify, according to the records of the Town Council of the Town of Brian Head, Utah (the "Council") in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time, and place of the December 9, 2025 public meeting held by the Council as follows:

(a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the principal offices of the Town at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting;

(b) By causing a copy of such Notice to be posted on the Utah Public Notice Website (<http://pmn.utah.gov>) at least twenty-four (24) hours prior to the convening of the meeting; and

(c) By causing a copy of such Notice to be posted on the Town's official website at least twenty-four (24) hours prior to the convening of the meeting.

In addition, the Notice of 2025 Annual Meeting Schedule for the Council (attached hereto as Schedule 2) was given specifying the date, time, and place of the regular meetings of the Council to be held during the year, by causing said Notice to be posted at least annually on the Utah Public Notice Website created under Section 63A-16-601, Utah Code Annotated 1953, as amended, (b) on the Town's official website, and (c) in a public location within the Town that is reasonably likely to be seen by residents of the Town.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this December 9, 2025.

(SEAL)

By: _____
Nancy Leigh, Town Clerk

SCHEDULE 1

NOTICE OF MEETING AND AGENDA

SCHEDULE 2

NOTICE OF ANNUAL MEETING SCHEDULE

EXHIBIT B

LEGAL DESCRIPTION AND TAX IDENTIFICATION NUMBERS OF
PROPERTIES TO BE ASSESSED

That certain real property located in Iron County, State of Utah, described as follows:

TAX ID #A-1148-0005-0004

LOT 14, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0005

LOTS 23,24,25,26 & 27, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0008

LOT 22, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0012

BEG AT PT N15°16'E 152.8 FT FR SE COR OF LOT 10, BLK A, BRIAN HEAD, UNIT 3;
N15°16"E 129.6 FT; S65°06'E 167.3 FT; S24°54'W 127.8 FT; N65°06'W 145.6 FT TO POB;
(LOC LOTS 15 & 16, BLK A, BRIAN HEAD, UNIT 3).

TAX ID #A-1148-0005-0021

LOT 7, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0022

LOT 8, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0025

LOT 1, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0028

LOT 5, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0030

LOT 28, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0031

BEG AT PT N15°16'E 282.4 FT FR SE COR OF LOT 10, BLK A, BRIAN HEAD, UNIT 3;
N15°16'E 123.3 FT; S65°06'E 177.9 FT; S0°55'E 23.4 FT; S24°54'W 100.5 FT; N65°06'W
167.3 FT TO POB. (LOC LOT 15, BLK A, BRIAN HEAD, UNIT 3).

TAX ID #A-1148-0005-0035

LOT 2, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0036

LOT 13, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0037

LOT 4, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0038

BEG AT PT N5°47'E 161.7 FT FR SW COR OF LOT 10, BLK A, BRIAN HEAD, UNIT 3;
N5°47'E 137.2 FT; S65°06'E 171.1 FT; S15°16'W 129.6 FT; N65°06'W 148.5 FT TO POB.
PART OF LOTS 10 & 11, BLK A, BRIAN HEAD, UNIT 3. (ANNEXED FOR 2025 TAX
YEAR, WAS C-1148-5-38).

TAX ID #A-1148-0005-0039-02

LOT 6, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0040

BEG AT PT N5°47'E 298.9 FT FR SW COR LOT 11, BLK A, BRIAN HEAD, UNIT 3; N5°47'E
91.2 FT TO PT ON CURV OF 33 FT RADIUS CUL-DE-SAC FR RADIAL LN OF CURV
BEAR N21°15'W, ALG 33 FT RADIUS CURV NE'LY TO LEFT 33.9 FT; RADIALY FR
CURV S65°06'E 173.6 FT; S15°16'W 123.3 FT; N65°06'W 171.1 FT TO POB.

TAX ID #A-1148-0005-0041

LOT 17, BLK A, BRIAN HEAD, UNIT 3; SEC 10, T36S, R9W, SLM.

TAX ID #A-1148-0005-0042

LOTS 19, 20 & 21, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0043

LOT 18, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0044

LOT 3, BLK A, BRIAN HEAD, UNIT 3.

TAX ID #A-1148-0005-0045

LOT 12, BLK A, BRIAN HEAD, UNIT 3 (ANNEXED FOR 2010 TAX YEAR-WAS C-1148-5-45).

TAX ID #A-1148-0009-00AM

LOT 9, AMENDED PLAT OF PARCEL A-1148-5-33-34 & LOT 9 BLK A, BRIAN HEAD
SUBDIVISION UNIT 3.

EXHIBIT D

CERTIFICATE OF PROJECT ENGINEER



BRIAN HEAD

STAFF REPORT TO THE TOWN COUNCIL

ITEM: ELK DRIVE & BH UNIT 3 WATERLINES BID AWARD

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: December 9, 2025
TYPE OF ITEM: Administrative Direction

SUMMARY:

The Town Council will advise and consent on appointments to the Trails Committee

BACKGROUND/ANALYSIS:

During 2024 and 2025, the Town Council received petitions from residents on Elk Drive and Brian Head Unit 3 (Driftwood & Paintbrush) to build waterlines via the Special Assessment Area (SAA) process. The Town has been proceeding through the SAA process for both of these petitions, and has reached the step of engineering and bidding out the construction project.

Engineering design was completed for both waterlines in Oct/Nov, and a request for bids was published in mid-November with a due date of December 8. Several contractors requested bid docs and attended a pre-bid meeting on Dec 3.

At the time of publishing of this report, bids had not yet been received or tabulated. Bid tabulation will be sent to the Town Council and posted online with other Council packet materials on Dec 8. Because Dec 9 is the only Council meeting scheduled for the rest of the year, we have included a potential bid award on the Dec 9 agenda, despite the quick turnaround time.

The total estimated cost for Elk Dr SAA was \$710,000 and for BH Unit 3 was \$998,368. These figures included engineering design, construction, contingency, bond issuance (legal/bond advisor), and engineering project management/support. The costs covered in this bid award are just the construction costs portion, although staff will provide an update on all of the costs and a re-evaluation of the total SAA cost relative to valuation of the properties.

It should be noted that there were actually two requests for bids put out, one for materials and the other for installation. It was decided that the Town would secure the material itself to try to increase the pool of bidders (if the installation projects are under \$1million, that open up the project to bidders who have certain insurance and licensing thresholds) and allows us to bid the projects earlier. This has the drawback, though, of putting more onus/risk on the Town if the materials supplied have defects.

FINANCIAL IMPLICATIONS:

Pending

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Pending

PROPOSED MOTION:

Pending

ATTACHMENTS:

Construction Drawings

101-02 Dublin Road Dr. A. Unit 7 SA Drawing/Construction Drawing, 11-21/2007, 11-21 AM, 101-02

1. ANSI/NSF STANDARD FOR HEALTH EFFECTS
ALL MATERIALS THAT MAY COME IN CONTACT WITH DRINKING WATER, INCLUDING PIPES, GASKETS, LUBRICANTS AND O-RINGS, SHALL BE ANSI-CERTIFIED AS MEETING THE REQUIREMENTS OF ANSI/NSF STANDARD 61. DRINKING WATER SYSTEM COMPONENTS - HEALTH EFFECTS TO POINT FIELD-VERIFICATION OF THIS CERTIFICATION. ALL COMPONENTS SHALL BE APPROPRIATELY STAMPED WITH THE NSF LOGO

2. DISINFECTING WATER LINES
ALL NEW WATER MAINS OR APPURTENANCES SHALL BE DISINFECTED IN ACCORDANCE WITH AMMA STANDARD ORDINANCES OF 1990 AND 1991. THE DISINFECTIONS SHALL INCLUDE DETAILED PROCEDURES FOR THE ADEQUATE FLUSHING, DISINFECTION AND MICROBIOLOGICAL TESTING OF ALL WATER MAINS ON ALL NEW AND EXTENSIVE DISTRIBUTION SYSTEM CONSTRUCTION. EVIDENCE OF SATISFACTORY DISINFECTION SHALL BE PROVIDED TO THE DISTRICT SAMPLES FOR COLIFORM ANALYSES SHALL BE COLLECTED AFTER DISINFECTION IS COMPLETE AND THE SYSTEM IS REFILLED WITH DRINKING WATER. A STANDARD HETEROOTROPIC PLATE COUNT IS ADEQUATE. THE USE OF WATER FOR PUBLIC DRINKING WATER PURPOSES SHALL NOT COMMENCE UNTIL THE BACTERIOLOGICAL TESTS INDICATE THE WATER IS FREE FROM CONTAMINATION.

1 ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS: BRIM HEAD TOWN CODE; ANY OTHER APPLICABLE STANDARDS ISSUED BY THE CONTROLLING AGENCY, THE UNIFORM BUILDING CODE; AND ALL LOCAL GOVERNMENT CODES AND ORDINANCES APPLICABLE.

- 2 THE CONTRACTOR SHALL TAKE ALL PRECAUTIONARY MEASURES NECESSARY TO PROTECT THE EXISTING IMPROVEMENTS WHICH ARE TO REMAIN IN PLACE, FROM DAMAGE, AND ALL SUCH IMPROVEMENTS OR STRUCTURES DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED OR RECONSTRUCTED SATISFACTORILY TO THE SUFFICIENCY OF THE EXISTING WORK.
- 3 THE CONTRACTOR SHALL NOT BACK FILL ANY BENCHMARKS IN WHICH WATERLINES HAVE BEEN OPENED UNTIL THE WATERLINES HAVE BEEN INSPECTED BY BRIAN HANE AND TOWN. THE TOWN SHALL BE NOTIFIED 48 HOURS IN ADVANCE OF CONSTRUCTION IN THE VICINITY OF THE WATERLINES.
- 4 ALL CONSTRUCTION SHALL BE AS SHOWN ON THE PLANS ANY ALTERATIONS SHALL HAVE THE PRIOR WRITTEN APPROVAL OF THE ENGINEER.
- 5 THE CONTRACTOR SHALL, AT HIS OWN EXPENSE, LOCATE ALL UNDERGROUND INTERFERENCES WHICH MAY AFFECT HIS WORK. DURING THE CONSTRUCTION AND SHALL TAKE ALL NECESSARY PRECAUTIONS TO AVOID DAMAGE TO THE EXISTING STRUCTURE SHALL USE EXTREME CAUTION WHEN WORKING NEAR OVERHEAD OR UNDERGROUND POWER AND/OR TELEPHONE FACILITIES SO AS TO SAFELY PROTECT ALL PERSONNEL AND EQUIPMENT, AND SHALL BE RESPONSIBLE FOR ALL COSTS AND LIABILITY IN CONNECTION THEREWITH.
- 6 THE CONTRACTOR SHALL SECURE ALL PERMITS AND INSPECTIONS REQUIRED FOR THIS CONSTRUCTION.
- 7 THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT EXISTING PERMANENT SURVEY MONUMENTS. ANY DAMAGE TO SUCH MONUMENTS SHALL BE REPAIRED AND ADJUSTED PER AVAILABLE RECORDS BY A PROFESSIONAL LAND SURVEYOR AT CONTRACTOR'S EXPENSE.
- 8 EXISTING UTILITIES ARE SHOWN ON THE PLANS FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. THE TOWN AND ENGINEER BEAR NO RESPONSIBILITY FOR UTILITIES NOT SHOWN, OR SHOWN INCORRECTLY.
- 9 THE CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL AND MAINTAIN ADEQUATE FLOW WITHIN ALL PUBLIC RIGHTS-OF-WAY UNLESS ARRANGEMENTS ARE MADE AND WRITTEN APPROVAL OBTAINED FROM BRIAN HANE TOWN ENGINEER. CHANNELS CONFORM TO WATER STANDARDS.
- 10 THE CONTRACTOR SHALL PROTECT ALL CRITICAL UTILITY CROSSINGS AT LEAST 500 FEET PRIOR TO CONSTRUCTION AT THE CROSSING AREA.
- 11 THE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT THE INTERIOR OF ALL PIPE BE CLEAR OF DEBRIS INCLUDING SOIL, ROCKS, TRASH, ETC. IT IS RECOMMENDED THAT THE ENDS OF THE PIPE BE COVERED IN CASE OF STORM RUNOFF OR FLOODING. ANY CLEANING OF THE PIPE INTERIOR SHALL BE AT THE CONTRACTOR'S EXPENSE.



SHEET 1 - COVER SHEET
SHEET 2 - INDEX SHEET
SHEET 3 - PLAN & PROFILE
SHEET 4 - PLAN & PROFILE
SHEET 5 - DETAILS
SHEET 6 - DETAILS

WATSON
CLAYTON CALLOWAY

TOWN COUNCIL
LARRY FREEBERG
DUANE NYEN
MARTIN DOWELL
WITCH RICKS

JOHN MANAGER

PUBLIC WORKS DIRECTOR
JON FICKEN



PROJECT LOCATION

NOTICE

COMMON UTILITIES ARE SHOWN ON PLAYS FROM THE COMMON-
SENSE OF THE DISTRIBUTION
ON. THE CONSTRUCTION BY
ECONOMISTS FOR THE POP-
ULATION OF ALL UTILITIES.
THE (COMMON) SENSE AND DIS-
POSITION FOR UTILITIES AND
SOME OF THEIR CONSEQUENCES

Know what's below.
Call before you dig.

[illegible]

COVER SHEET

ELK DRIVE SAA
BRIAN HEAD, UTAH

501-62

RMB

RECEIVED 17 2025

AS NOTED

1

14



LINETYPE LEGEND

---	EXISTING WATER LINE	---	BORING
---	NEW WATER LINE	---	TEST PIT
---	EXISTING WATER VALVE	---	PROPERTY CORNER AND
---	NEW WATER VALVE	---	PROPERTY CORNER SET
---	EXISTING FIRE HYDRANT	---	OFFSET PROPERTY CORNER
---	NEW FIRE HYDRANT	---	CLASS 1 MONUMENT
---	EXISTING AIR-VAC VALVE	---	CLASS 2 MONUMENT
---	NEW AIR-VAC VALVE	---	SECTION CORNER
---	EXISTING REMOTE AIR-VAC VALVE	---	QUARTER SECTION LINE
---	NEW REMOTE AIR-VAC VALVE	---	SECTION LINE
---	EXISTING WATER SERVICE	---	PROPERTY LINE
---	NEW WATER SERVICE	---	NEW RIGHT OF WAY
---	EXISTING WATER MANHOLE	---	EXISTING RIGHT OF WAY
---	NEW WATER MANHOLE	---	PROJECT BOUNDARY
---	EXISTING IRRIGATION LINE	---	LOT SETBACK LINE
---	NEW IRRIGATION LINE	---	EASEMENT LINE
---	EXISTING IRRIGATION VALVE	---	ROAD CENTER LINE
---	NEW IRRIGATION VALVE	---	EXISTING SITE IMPROVEMENTS
---	EXISTING IRRIGATION SERVICE	---	NEW SITE IMPROVEMENTS
---	NEW IRRIGATION SERVICE	---	EXISTING FENCE
---	EXISTING IRRIGATION MANHOLE	---	NEW FENCE
---	NEW IRRIGATION MANHOLE	---	EXISTING WALL
---	EXISTING SEWER LINE	---	NEW WALL
---	NEW SEWER LINE	---	EXISTING BLOCK RETAINING WALL
---	EXISTING SEWER SERVICE	---	NEW BLOCK RETAINING WALL
---	NEW SEWER SERVICE	---	EXISTING WHEEL
---	EXISTING SEWER MANHOLE	---	SITE DISTANCE
---	NEW SEWER MANHOLE	---	SITE TRIANGLE AREA
---	EXISTING SEWER CLEANOUT	---	GRADE BREAK
---	NEW SEWER CLEANOUT	---	EXISTING GRADE CONTOURS & LABELS
---	EXISTING STORM DRAIN LINE	---	GRADE SLOPE
---	NEW STORM DRAIN LINE	---	EXISTING GRADE TAG
---	EXISTING DRAIN LINE	---	FINISH GRADE TAG
---	NEW DRAIN LINE	---	
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---	NEW AREA DRAIN INLET BOX	---	
---	EXISTING CURB INLET BOX	---	
---	NEW CURB INLET BOX	---	
---	EXISTING STORM DRAIN MANHOLE	---	
---	NEW STORM DRAIN MANHOLE	---	
---	EXISTING STORM DRAIN CLEANOUT	---	
---	NEW STORM DRAIN CLEANOUT	---	
---	EXISTING GAS LINE	---	
---	NEW GAS LINE	---	
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---	NEW GAS METER	---	
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---	NEW TELEPHONE LINE	---	
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---	NEW TELEPHONE PEDestal	---	
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---	NEW FIBER OPTIC LINE	---	
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---	NEW CABLE LINE	---	
---	EXISTING UTILITY BOX	---	
---	NEW UTILITY BOX	---	
---	EXISTING UTILITY CONDUIT	---	
---	NEW UTILITY CONDUIT	---	
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---	NEW 120V PRIMARY POWER LINE	---	
---	EXISTING 240V POWER LINE	---	
---	NEW 240V POWER LINE	---	
---	EXISTING SECONDARY POWER LINE	---	
---	NEW SECONDARY POWER LINE	---	
---	EXISTING OVERHEAD POWER LINE	---	
---	NEW OVERHEAD POWER LINE	---	
---	EXISTING POWER POLE	---	
---	NEW POWER POLE	---	
---	EXISTING SITE LIGHT POLE	---	
---	NEW SITE LIGHT POLE	---	
---	EXISTING STREET LIGHT POLE	---	
---	NEW STREET LIGHT POLE	---	
---	EXISTING SWITCH BOX	---	
---	NEW SWITCH BOX	---	
---	EXISTING TRANSFORMER	---	
---	NEW TRANSFORMER	---	
---	EXISTING POWER VAULT	---	
---	NEW POWER VAULT	---	
---	EXISTING POWER SERVICE	---	
---	NEW POWER SERVICE	---	

NO. DATE BY DESCRIPTION	
REVISIONS	
ALPHA ENGINEERING 1454242 1454242 1454242	
INDEX SHEET ELK DRIVE SAA BRIAN HEAD, UTAH	
DATE	5/11/20
REV	Rev B
DATE	NOVEMBER 17, 2025
DATE	AS NOTED
DATE	2



- A** TYPICAL TRENCH DETAIL
NTS



DISCH DATE

BASED ON 200 PSF TEST PRESSURE
 SOIL TYPE = SILTY SAND
 DEPTH OF BURT = 8' FEE
 TRENCH TYPE #5
 SAFETY FACTOR = 1.3

THRUST RESTRAINT REQUIREMENTS
FOR 8" DIA. PIPE

Vertical Band Angle	Wrist Length High Side (H) ^a	Wrist Length Low Side (L) ^a
11.25	3 (3")	1 (1")
22.5	6 (5")	2 (2")
45	12 (10")	4 (4")

MOLES.

1. THRUST RESTRAINT PIPE SECTIONS ARE BEND LOCATIONS REQUIRE INTERIOR RESTRAINT PIPE DUCTILE IRON PIPE OR EXTERIOR RESTRAINT PIPE DUCTILE IRON PIPE 4" - 60 POLY WRAP
2. DEFLECTION ANGLES FOR 0" PIPE LESS THAN 18 25" (AS SHOWN ON THE PLANS) SHALL BE ACCOMPISHED BY DEFLECTING PIPE JOINTS A MINIMUM OF 6 DEGREES FOR EACH 20 FT LENGTH OF PIPE. THE CURVATURE RADIUS SHALL BE NO LESS THAN 180 FT.
3. ALL FITTINGS, VALVES, BONDS, ETC. ARE TO HAVE JOINT RESTRAINTS AS REQUIRED BY THE MANUFACTURER. THRUST BLOCKS MAY ONLY BE USED WHERE SPECIFICALLY NOTED ON THE PLANS.



(D) MEGALUG THRUST RESTRAINT DETAILS
- RTS



DEAD-END



••• ONLY RESTRAIN THE BRANCH
OUTLET OF THE TCC

15E

REGISTERED PROFESSIONAL ENGINEER
No. 10302
ROBERT E. BLAZYN
STATE OF UTAH



DETAILS

ELK DRIVE SAA
BRIAN HEAD, UTAH

504.82

RHS

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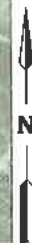
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11, 101-112; 12, 113-124; 13, 125-136; 14, 137-148; 15, 149-160; 16, 161-172; 17, 173-184; 18, 185-196; 19, 197-208; 20, 209-220; 21, 221-232; 22, 233-244; 23, 245-256; 24, 257-268; 25, 269-280; 26, 281-292; 27, 293-304; 28, 305-316; 29, 317-328; 30, 329-340; 31, 341-352; 32, 353-364; 33, 365-376; 34, 377-388; 35, 389-400; 36, 401-412; 37, 413-424; 38, 425-436; 39, 437-448; 40, 449-460; 41, 461-472; 42, 473-484; 43, 485-496; 44, 497-508; 45, 509-520; 46, 521-532; 47, 533-544; 48, 545-556; 49, 557-568; 50, 569-580; 51, 581-592; 52, 593-604; 53, 605-616; 54, 617-628; 55, 629-640; 56, 641-652; 57, 653-664; 58, 665-676; 59, 677-688; 60, 689-700; 61, 701-712; 62, 713-724; 63, 725-736; 64, 737-748; 65, 749-760; 66, 761-772; 67, 773-784; 68, 785-796; 69, 797-808; 70, 809-820; 71, 821-832; 72, 833-844; 73, 845-856; 74, 857-868; 75, 869-880; 76, 881-892; 77, 893-904; 78, 905-916; 79, 917-928; 80, 929-940; 81, 941-952; 82, 953-964; 83, 965-976; 84, 977-988; 85, 989-1000.

1. ANS/NSF STANDARD FOR HEALTH EFFECTS.
ALL MATERIALS THAT MAY COME IN CONTACT WITH DRINKING WATER, INCLUDING PIPES, GASKETS, LUBRICANTS AND O-RINGS, SHALL BE ANS-CERTIFIED AS MEETING THE REQUIREMENTS OF ANS/NSF STANDARD 61. DRINKING WATER SYSTEM COMPONENTS - HEALTH EFFECTS TO PERMIT FIELD-VERIFICATION OF THIS CERTIFICATION. ALL COMPONENTS SHALL BE APPROPRIATELY STAMPED WITH THE NSF LOGO

3. ALL NEW WATER MAINS OR APPURTENANCES SHALL BE DISINFECTED IN ACCORDANCE WITH AWWA STANDARD C651-05 OR A METHOD APPROVED BY THE DIRECTOR. THE SPECIFICATIONS SHALL INCLUDE DETAILED PROCEDURES FOR THE ADEQUATE FLUSHING, DISINFECTION AND MICROBIOLOGICAL TESTING OF ALL WATER MAINS ON ALL NEW AND EXTENSIVE DISTRIBUTION SYSTEM CONSTRUCTION. EVIDENCE OF FACTORY DISINFECTION SHALL BE PROVIDED TO THE DISTRICT ENGINEER. SAMPLES OF WATER SHALL BE COLLECTED AFTER DISINFECTION AND COME FROM THE SYSTEM. THE SYSTEM SHALL BE FILLED WITH DRINKING WATER. STANDARD MEMBRANE FILTER PLATE COUNT IS ADVISABLE. THE USE OF WATER FOR PUBLIC DRINKING WATER PURPOSES SHALL NOT COMMENCE UNTIL THE BACTERIOLOGIC TESTS INDICATE THE WATER IS FREE FROM CONTAMINATION.

1. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS, BIRAH TOWN ZONE CODE, ANY OTHER APPLICABLE STANDARDS ISSUED BY THE CONTROLLING AGENCY, THE UNITED NATIONS BUILDING CODE, AND ALL LOCAL GOVERNMENT CODES AND ORDINANCES APPLICABLE.
2. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONARY MEASURES NECESSARY TO PROTECT THE EXISTING WATERLINES WHICH MAY BE AFFECTED, FROM DAMAGE, AND ALL SUCH IMPROVEMENTS OR STRUCTURES DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED OR RECONSTRUCTED SATISFACTORILY TO THE OWNER AT THE EXPENSE OF THE CONTRACTOR.
3. THE CONTRACTOR SHALL NOT BACK FILL ANY TRENCHES IN WHICH WATERLINES HAVE BEEN UNCOVERED UNTIL THE WATERLINES HAVE BEEN REPAIRED, RELOCATED, OR REMOVED. THE TOWN SHALL BE NOTIFIED AS SOON AS POSSIBLE IN ADVANCE OF CONSTRUCTION IN THE VICINITY OF THE WATERLINES.
4. ALL CONSTRUCTION SHALL BE AS SHOWN ON THE PLANS. ANY ALTERATIONS SHALL HAVE THE PRIOR WRITTEN APPROVAL OF THE ENGINEER.
5. THE CONTRACTOR SHALL, AT HIS OWN EXPENSE, LOCATE ALL OVERHEAD INTERFERENCES WHICH MAY AFFECT HIS OPERATIONS DURING CONSTRUCTION AND SHALL TAKE ALL NECESSARY PRECAUTIONS TO AVOID DAMAGE TO SAME. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO OVERHEAD OR UNDERGROUND POWER AND/OR TELEPHONE FACILITIES SO AS TO SAFELY PROTECT ALL PERSONNEL AND EQUIPMENT, AND SHALL BE RESPONSIBLE FOR ALL COSTS AND LIABILITY IN CONNECTION THEREWITH.
6. THE CONTRACTOR SHALL SECURE ALL PERMITS AND INSPECTIONS REQUIRED FOR HIS CONSTRUCTION.
7. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT EXISTING PERMANENT SURVEY ADJUSTMENTS. ANY MONUMENTS DISTURBED SHALL BE REPLACED AND ADJUSTED PER AVAILABLE RECORDS BY A PROFESSIONAL LAND SURVEYOR AT THE CONTRACTOR'S EXPENSE.
8. EXISTING UTILITIES ARE SHOWN ON THE PLANS FOR THE CONVENIENCE OF THE CONTRACTOR. ONLY THE TOWN ENGINEER BEAR NO RESPONSIBILITY FOR UTILITIES NOT SHOWN, OR SHOWN INCORRECTLY.
9. THE CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL AND MAINTAIN TRAFFIC FLOW WITHIN ALL PUBLIC RIGHTS-OF-WAY UNLESS AGREEMENTS ARE MADE AND WRITTEN APPROVAL OBTAINED FROM BIRAH TOWN ZONE TRAFFIC CONTROL SHALL CONFORM TO LATEST STANDARDS.
10. CONTRACTOR SHALL PROVIDE ALL CRITICAL VERTICAL CROSSINGS AT LEAST 500 FEET PRIOR TO CONSTRUCTION AT THE EXISTING GRADE.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT THE WATERLINE OF ALL PIPE BE CLEAR OF DEBRIS INCLUDING STUMP, ROCKS, TRASH, ETC. IT IS RECOMMENDED THAT THE ENDS OF THE PIPE BE COVERED IN CASE OF STORM SURGE OR UTILITY BREAKAGE. ANY CLEANING OF THE PIPE INTERIOR SHALL BE AT THE CONTRACTOR'S EXPENSE.

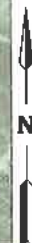


SHEET 1 - COVER SHEET
SHEET 2 - INDEX SHEET & LEGEND
SHEET 3 - PLAN & PROFILE - DRAFTWOOD DRIVE
SHEET 4 - PLAN & PROFILE - PAINTBRUSH STREET
SHEET 5 - PLAN & PROFILE - WATERLINE LOOP
SHEET 6 - DETAILS
SHEET 7 - DETAILS

TOWN COUNCIL
LARRY FREEBERG
DIANE NYEM
WARTIN THOMELL
MITCH ROCKS

TOWN MANAGER
BRET MOWSER

PUBLIC WORKS DIRECTOR
JOE FICKEN



NOTICE!

Enrolled members of the Society for Humanistic Health and Humanism are eligible for the 811 discount on the purchase of any new or used car. The discount is in recognition of the fact that the Society is a non-profit organization. The discount is available to all members of the Society who are enrolled in the Society's Health and Humanism program. The discount is available to all members of the Society who are enrolled in the Society's Health and Humanism program. The discount is available to all members of the Society who are enrolled in the Society's Health and Humanism program.

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Know what's below.
Call before you drive.

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COVER SHEET

BH UNIT 3 SAA
BRIAN HEAD, UTAH

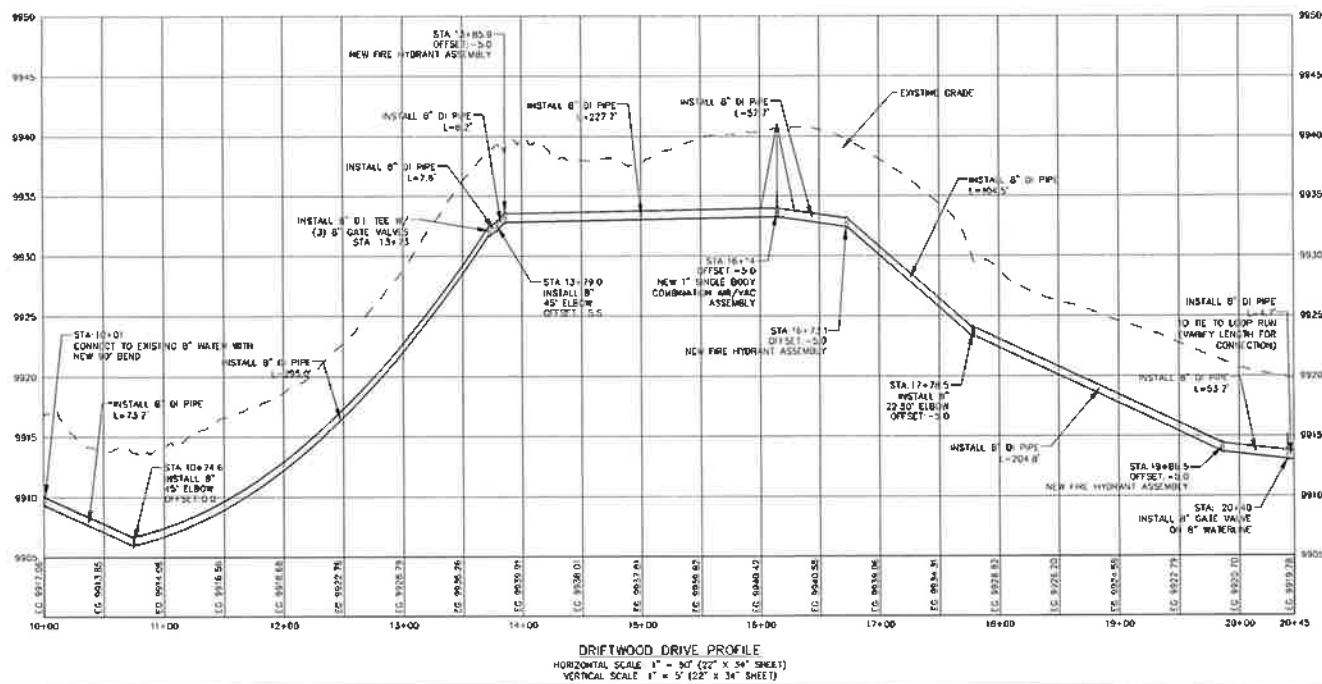
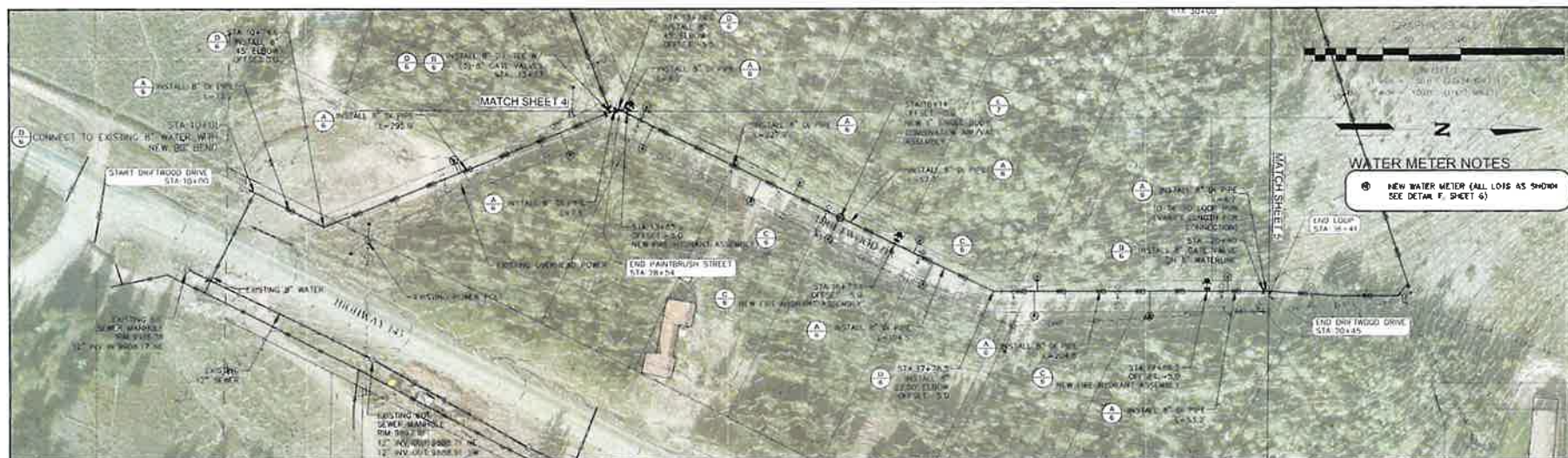
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LINETYPE LEGEND

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NOVEMBER 21, 2025
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PLAN & PROFILE - DRIFTWOOD DRIVE

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BRIAN HEAD

STAFF REPORT TO THE TOWN COUNCIL

ITEM: LIGHTNING POINT TRAIL PLANNING SERVICE CONTRACT AWARD

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: December 9, 2025
TYPE OF ITEM: Legislative Action

SUMMARY:

Please see attached contract for NEPA planning on a future connector trail between Bear Flat and Cedar Breaks National Monument. The Council tabled this item during the November 25, 2025, meeting and requested staff for further information. Staff met with Council Member Freeberg for his expertise in this area and input.

BACKGROUND:

There is an action step in our Trails Master Plan to pursue approval through the Forest Service to build a trail connecting Bear Flat campground to Cedar Breaks National Monument. We obtained a grant from Outdoor Recreation for \$46,000 (matched with \$46,000 from BH Town CIP funds for trail construction -- that's the \$25k/yr that we send from the GF to the CIP Fund, we currently have \$84,000 remaining in the budget in that line). We put out to bid a month or 6 weeks ago, rec'd 3 bids from SE Group (who has been doing NEPA compliance for the Resort for the expansion), Jones & DeMille (who helped me put together the scope of work for the grant application) and SWCA. Bid tabulation is below:

	SWCA	SE Group	Jones & Demille
Prelim Cost	\$80,980	\$114,957	\$91,724
Topo Survey	\$19,800	\$19,965	\$10,000
Final Design	\$38,058	\$26,800	\$39,900
Total Cost	\$138,838	\$161,722	\$141,624

ANALYSIS:

Staff scored the respective bids according to the criteria set out in the RFP and Jones & DeMille had the highest score -- based on the preliminary cost only, which is all we received grant funding for. We asked for bids for Topo survey and Final Design just to see if we could squeeze it into the budget, and to know what we need to request for subsequent grant funding.

Scope of services and project timeline are shown below:

PROJECT TIME FRAME

DESCRIPTION	START DATE	CALENDAR DAYS	FINISH DATE
Trails Feasibility Planning	11/03/25	179	05/01/26
Environmental	05/04/26	91	08/03/26
USFS Permitting (NEPA Compliance)	05/04/26	91	08/03/26
Prepare Application	05/04/26	11	05/15/26
Prepare CE	05/29/26	66	08/03/26
Prepare BA/BE	05/29/26	63	07/31/26
Prepare Forest Plan compliance documentation	05/29/26	66	08/03/26
Resource Surveys	06/01/26	53	07/24/26
Class III Cultural Inventory	06/01/26	30	07/01/26
Northern goshawk protocol surveys	07/20/26	4	07/24/26

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends award of contract to Jones & DeMille Engineering for trail planning services for the Lightning Point Trail in the amount of \$91,724 in a form approved by the Town Manager.

PROPOSED MOTION:

The Council can award the contract in a form approved by the Town Manager; approve with modifications, deny, or table for further information.

I move to award the contract for the Lightning Point Trail planning services to Jones & DeMille Engineering in a form approved by the Town Manager.

ATTACHMENTS:

A – Jones & DeMille Lightning Point Trail Planning Service Contract.

**BRIAN HEAD TOWN
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into as of this ____ day of _____, 20__, by and between BRIAN HEAD TOWN, a Utah municipal corporation, ("Town"), and Jones & DeMille Engineering LLC, a Utah Corporation, ("Service Provider"), collectively, the Town and the Service Provider are referred to as (the "Parties").

WITNESSETH:

WHEREAS, the Town desires to have certain services and tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient Town resources are not available to provide such services; and

WHEREAS, the Service Provider represents that the Service Provider is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the Parties hereto agree as follows:

1. SCOPE OF SERVICES.

The Service Provider shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as Service Provider responsibilities throughout this Agreement and as set forth in the "Scope of Services" attached hereto as "Exhibit A" and incorporated herein (the "Project"). Notwithstanding Exhibit A, topographic survey and final design/construction-ready plans are not included in the scope of this agreement. The total fee for the Project shall not exceed ninety-one thousand seven hundred twenty-four dollars (\$91,724.00).

2. TERM.

No work shall occur prior to the issuance of a Notice to Proceed which cannot occur until execution of this Agreement, which execution date shall be commencement of the term and the term shall terminate on September 30, 2026 or earlier, unless extended by mutual written agreement of the Parties.

3. COMPENSATION AND METHOD OF PAYMENT.

- A. Payments for services provided hereunder shall be made monthly following the performance of such services.
- B. No payment shall be made for any service rendered by the Service Provider except for services identified and set forth in this Agreement.
- C. The Service Provider shall submit to the Town an invoice for services rendered during the pay period. The Town shall make payment to the Service Provider within thirty (30) days thereafter. Requests for more rapid payment will be considered if a discount is offered for early payment. Interest shall accrue at a rate of six percent (6%) per annum for services remaining unpaid for sixty (60) days or more.
- D. The Service Provider reserves the right to suspend or terminate work and this Agreement if any unpaid account exceeds sixty (60) days.
- E. Service Provider acknowledges that the continuation of this Agreement after the end of the Town's fiscal year is specifically subject to the Town Council's approval of the annual budget.

4. RECORDS AND INSPECTIONS.

- A. The Service Provider shall maintain books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement, including (but not limited to) that which is necessary to sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement, and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement.
- B. The Service Provider shall retain all such books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement for six (6) years after expiration of the Agreement.
- C. The Service Provider shall, at such times and in such form as the Town may require, make available for examination by the Town, its authorized

representatives, the State Auditor, or other governmental officials authorized by law to monitor this Agreement all such books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement. The Service Provider shall permit the Town or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The Town may, at its discretion, conduct an audit at its expense, using its own or outside auditors, of the Service Provider's activities, which relate directly or indirectly to this Agreement.

- D. The Town is subject to the requirements of the Government Records Access and Management Act, Chapter 2, Title 63G, Utah Code Annotated, 1953. All materials submitted by Service Provider pursuant to this Agreement are subject to disclosure unless such materials are exempt from disclosure pursuant to GRAMA. The burden of claiming and exemption from disclosure rests solely with Service Provider. Any materials for which Service Provider claims a privilege from disclosure based on business confidentiality shall be submitted marked as "confidential - business confidentiality" and accompanied by a concise statement from Service Provider of reasons supporting its claim of business confidentiality. The Town will make reasonable efforts to notify Service Provider of any requests made for disclosure of documents submitted under a claim of confidentiality. Service Provider specifically waives any claims against the Town related to any disclosure of materials pursuant to GRAMA.

5. INDEPENDENT CONTRACTOR RELATIONSHIP.

- A. The Parties intend that an independent Service Provider/Town relationship will be created by this Agreement. No agent, employee, or representative of the Service Provider shall be deemed to be an employee, agent, or representative of the Town for any purpose, and the employees of the Service Provider are not entitled to any of the benefits the Town provides for its employees. The Service Provider will be solely and entirely responsible for its acts and for the acts of its agents, employees, subcontractors or representatives during the performance of this Agreement.
- B. In the performance of the services herein contemplated the Service Provider is an independent contractor with the authority to control and

direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of the Town and shall be subject to the Town's general rights of inspection and review to secure the satisfactory completion thereof.

6. SERVICE PROVIDER EMPLOYEE/AGENTS.

The Town may at its sole discretion require the Service Provider to remove an employee(s), agent(s), or representative(s) from employment on this Project. The Service Provider may, however, employ that (those) individual(s) on other non-Town related projects.

7. HOLD HARMLESS INDEMNIFICATION.

A. The Service Provider shall indemnify and hold the Town and its agents, employees, and officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the Town arising out of, in connection with, or incident to the execution of this Agreement and/or the Service Provider's negligent performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the Town, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Service Provider; and provided further, that nothing herein shall require the Service Provider to hold harmless or defend the Town, its agents, employees and/or officers from any claims arising from the sole negligence of the Town, its agents, employees, and/or officers. The Service Provider expressly agrees that the indemnification provided herein constitutes the Service Provider's limited waiver of immunity as an employer under Utah Code Section 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Service Provider claims or recovers compensation from the Town for a loss or injury that Service Provider would be obligated to indemnify the Town for under this Agreement. This limited waiver has been mutually negotiated by the Parties, and is expressly made effective only for the purposes of this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement.

- B. No liability shall attach to the Town by reason of entering into this Agreement except as expressly provided herein.

8. INSURANCE.

The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees, or subcontractors. The Service Provider shall provide a Certificate of Insurance evidencing:

- A. General Liability insurance written on an occurrence basis with limits no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate for personal injury, bodily injury and property damage. The Service Provider shall increase the limits of such insurance to at least the amount of the Limitation of Judgments described in Section 63G-7-604 of the Governmental Immunity Act of Utah, as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3.
- B. Automobile Liability insurance with limits no less than Two Million Dollars (\$2,000,000) combined single limit per accident for bodily injury and property damage.
- C. Professional Liability (Errors and Omissions) insurance (if applicable) with annual limits no less than One Million Dollars (\$1,000,000) per occurrence. If written on a claims-made basis, the Service Provider warrants that the retroactive date applicable to coverage precedes the effective date of this agreement; and that continuous coverage will be maintained for an extended reporting period and tail coverage will be purchased for a period of at least three (3) years beginning from the time that work under this agreement is complete.
- D. Workers Compensation insurance limits written as follows:
Bodily Injury by Accident Five Hundred Thousand Dollars (\$500,000) each accident; Bodily Injury by Disease Five Hundred Thousand Dollars (\$500,000) each employee, Five Hundred Thousand Dollar (\$500,000) policy limit.
- E. The Town shall be named as an additional insured on general liability and auto liability insurance policies, with respect to work performed by or on behalf of the Service Provider and a copy of the endorsement naming the

Town as an additional insured shall be attached to the Certificate of Insurance. Should any of the above described policies be cancelled before the expiration date thereof, Service Provider shall deliver notice to the Town within thirty (30) days of cancellation. The Town reserves the right to request certified copies of any required policies.

- F. The Service Provider's insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

9. TREATMENT OF ASSETS.

Title to all property furnished by the Town shall remain in the name of the Town and the Town shall become the owner of the work product and other documents, if any, prepared by the Service Provider pursuant to this Agreement (contingent on Town's performance hereunder).

10. COMPLIANCE WITH LAWS AND WARRANTIES.

- A. The Service Provider, in the performance of this Agreement, shall comply with all applicable federal, state, and local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.
- B. The Service Provider specifically agrees to pay any applicable fees or charges which may be due on account of this Agreement.
- C. Service Provider shall be solely responsible to the Town for the quality of all services performed by its employees or sub-contractors under this Agreement. Service Provider hereby warrants that the services performed by its employees or sub-contractors will be performed substantially in conformance with the standard of care observed by similarly situated companies providing services under similar conditions.

11. NONDISCRIMINATION.

- A. The Town is an equal opportunity employer.
- B. In the performance of this Agreement, Service Provider will not discriminate against any qualified person in matters of compensation and other terms, privileges, and conditions of employment because of: race, color, religion, sex (including pregnancy, childbirth, pregnancy-related

conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or protected expressions. Service Provider shall take such action with respect to this Agreement as may be required to ensure full compliance with local, State and federal laws prohibiting discrimination in employment.

- C. Service Provider will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or protected expressions.
- D. If any assignment or subcontracting has been authorized by the Town, said assignment or subcontract shall include appropriate safeguards against discrimination. The Service Provider shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

12. ASSIGNMENTS/SUBCONTRACTING.

- A. The Service Provider shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the Town, and it is further agreed that said consent must be sought in writing by the Service Provider not less than thirty (30) days prior to the date of any proposed assignment. The Town reserves the right to reject without cause any such assignment. Any assignment made without the prior express consent of the Town, as required by this part, shall be deemed null and void.
- B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and property bidding procedures where applicable as set forth in local, state or federal statutes, ordinance and guidelines.
- C. Any technical/professional service subcontract not listed in this Agreement, must have express advance approval by the Town.
- D. Each subcontractor that physically performs services within Utah shall submit an affidavit to the Service Provider stating that the subcontractor has used E-Verify, or equivalent program, to verify the employment status of each new employee, unless exempted by Utah Code Ann. § 63G-12-302.

13. CHANGES.

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both Parties. Such amendments shall be attached to and made part of this Agreement.

14. MODIFICATIONS TO TASKS AND MISCELLANEOUS PROVISIONS.

- A. All work proposed by the Service Provider is based on current government ordinances and fees in effect as of the date of this Agreement.
- B. Any changes to current government ordinances and fees which affect the scope or cost of the services proposed may be billed as an "extra" pursuant to Paragraph 3(C), or deleted from the scope, at the option of the Town.
- C. The Town shall make provision for access to the property and/or project and adjacent properties, if necessary for performing the services herein.

15. TERMINATION.

- A. Either party may terminate this Agreement, in whole or in part, at any time, by at least thirty (30) days' written notice to the other party. The Service Provider shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Service Provider shall promptly submit a termination claim to the Town. If the Service Provider has any property in its possession belonging to the Town, the Service Provider will account for the same, and dispose of it in a manner directed by the Town.
- B. If the Service Provider fails to perform in the manner called for in this Agreement, or if the Service Provider fails to comply with any other provisions of the Agreement and fails to correct such noncompliance within three (3) days' written notice thereof, the Town may immediately terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the Service Provider setting forth the manner in which the Service Provider is in default. The Service Provider will only be paid for services performed in accordance with the manner of performance set forth in this Agreement.

16. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the Parties on the last page of this Agreement. Notice is effective upon the date it was sent, except that a notice of termination pursuant to paragraph 15 is effective upon receipt. All reference to "days" in this Agreement shall mean calendar days.

17. ATTORNEYS FEES AND COSTS.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in connection with that action or proceeding.

18. JURISDICTION AND VENUE.

- A. This Agreement has been and shall be construed as having been made and delivered within the State of Utah, and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Utah, both as to interpretation and performance.
- B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement, or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Summit County, Utah.

19. SEVERABILITY AND NON-WAIVER.

- A. If, for any reason, any part, term, or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Utah, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform in such statutory provisions.

- C. It is agreed by the Parties that the forgiveness of the non-performance of any provision of this Agreement does not constitute a subsequent waiver of the provisions of this Agreement. No waiver shall be effective unless it is in writing and signed by an authorized representative of the waiving party.

20. ENTIRE AGREEMENT.

The Parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both Parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both Parties recognize time is of the essence in the performance of the provisions of this Agreement.

In witness whereof, each party to this agreement has caused it to be executed on the date indicated below:

Dated this 20th day of August, 2025

Bret Howser
Town Manager
Brian Head Town

Todd Gardner, PE
Alpha Engineering

Attest:

Nancy Leigh, Town Clerk

(SEAL)

BRIAN HEAD TOWN

LIGHTNING POINT TRAIL TRAILS PLANNING & PERMITTING SERVICES

October 2025



Jones & DeMille
Engineering

Jenna Jorgensen
Project Manager, Environmental Lead
jenna.j@jonesanddemille.com
435.893.5203

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Jones & DeMille Engineering

www.jonesanddemille.com | 800.748.5275

Brian Head Town
Attn: Bret Howser
56 North Hwy 143
PO Box 190068
Brian Head, UT 84719

October 27, 2025

Dear Bret and Selection Committee:

Please consider our attached proposal for the Brian Head Town (the Town) Lightning Point Trail Planning & Permitting Services contract. Jones & DeMille Engineering (JDE) would love to assist the Town in designing and permitting a paved trail between Brian Head and Cedar Breaks National Monument. We appreciate the opportunity to demonstrate the reasons why the JDE team would be best for this project. Highlights include:

- ❖ **Experience Counts.** We have superior permitting and trail design expertise.
 - JDE has successfully designed and completed the NEPA process for several trails and trail systems in the past five years. Our list of completed projects demonstrates our ability to address a variety of concerns for numerous stakeholders and regulatory requirements.
 - We have excellent working relationships with the Dixie National Forest and UDOT; these relationships will facilitate the efficient completion of the permitting process and enable Brian Head Town to successfully implement the trail project.
- ❖ **Strength of the Team.** We understand the importance of a strong, experienced team—one that not only brings the necessary expertise and knowledge but also includes members who have vested interests in projects like this.
 - In addition to our team's extensive experience with trail projects, many of our members are active trail users and community advocates. Jenna, our Project Manager, serves on the Monroe Trails Committee and the Utah Trails Forum Advisory Committee and also supports the Richfield City Trails Committee as a resource expert.
- ❖ **Full-Service Firm.** JDE provides general and strategic planning, infrastructure planning, environmental services, funding procurement, GIS, civil design engineering, rights-of-way acquisition, owner representative services, construction management, materials testing, and survey, all in-house.
 - Our breadth of services provides a consultant who understands all facets and elements of infrastructure planning and construction and can successfully advise the Town on any aspect of infrastructure-related projects and issues.

Our team is available NOW and eager to work with the Town. I will be JDE's authorized representative for purposes of this proposal and to contractually bind the firm. We bring a strong team of professionals to work on this important project, including Jenna Jorgensen as Project Manager. I can always be reached by phone at 435.979.7650 or by email at brian@jonesanddemille.com. Jenna can always be reached by phone at 435.893.5203 or by email at jenna.j@jonesanddemille.com.

We look forward to hearing from the Town and welcome an opportunity to meet and discuss how our team can best serve your ongoing and future infrastructure needs. Please let us know if we can provide additional information.

Sincerely,

JONES & DeMILLE ENGINEERING, INC.

Brian Barton, PE | CEO, Principal-in-Charge

1638 South 100 West
Richfield, UT 84701
435.898.8266

50 South Main, Suite 4
Murray, UT 84642
435.835.4540

35 West 100 North
Vernal, UT 84078
435.781.1828

1675 South Highway 89
Panguitch, UT 84901
435.637.8266

520 West Highway 40
Roosevelt, UT 84066
435.722.8267

775 West 1200 North
Suite 200
Springville, UT 84663
801.692.0279

2664 South Dixie Drive
Building G
St. George, UT 84770
435.986.3622

7 South Main Street
Suite 314
Moore, UT 84074
435.368.8089

696 North Main Street
PO Box 577
Monticello, UT 84535
435.567.9100

545 East Cheyenne Drive
Suite C
Evanston, WY 82930
307.298.2005

120 West Main Street
Suite 112
Durango, CO 81321
970.739.9408



BRIAN HEAD TOWN

LIGHTNING POINT TRAIL

TRAILS PLANNING & PERMITTING SERVICES

EXECUTIVE SUMMARY

PROJECT TEAM

We have assembled a multidisciplinary team with proven expertise in design, planning, and environmental services. Led by Project Manager and Environmental Lead Jenna Jorgensen, the team includes Micklane Farmer, PE, as Project Engineer, Matthew Lenhart as Graduate Engineer, Adam Perschon as GIS Specialist, Brandon Barney as Survey Technician, and Maisie Schwartz with Logan Simpson Design, Inc. (Logan Simpson) to provide the cultural survey. Together, this team provides the comprehensive knowledge and resources needed to successfully deliver a high-quality, cost-effective project for the Town.

PROJECT APPROACH

JDE's approach to trail feasibility and environmental compliance emphasizes efficiency, accuracy, and collaboration with federal partners. Using publicly available LiDAR data, we will prepare a 30% conceptual trail design aligned with topography, environmental constraints, and client input—no survey required at this stage. Our team will assist Brian Head Town in preparing the Special Use Permit application (SF-299 and Plan of Development) to initiate the NEPA process. Resource surveys for cultural and wildlife (northern goshawk) will be completed in coordination with the Forest Service to ensure compliance with all federal regulations. JDE will then prepare the required environmental documentation, including the Categorical Exclusion, Biological Assessment/Biological Evaluation, and Forest Plan compliance materials. Upon authorization, JDE will advance the final design with detailed, construction-ready plans scaled to project funding and feasibility.

PROJECT TIME FRAME

The project is anticipated to begin in November 2025 and be completed by December 2026, spanning approximately 13 months and accommodating seasonal requirements for resource surveys. This schedule provides adequate time for feasibility analysis, environmental review, agency coordination, and final design development.

FIRM EXPERIENCE & REFERENCES

JDE has extensive experience planning, designing, and permitting multi-use and recreational trail systems across Utah, supporting local governments, counties, and state agencies. Our work spans feasibility studies, environmental assessments, 30% design packages, construction oversight, grant funding, and stakeholder engagement. We prioritize safety, connectivity, sustainability, and community access, delivering cost-effective, phased solutions that guide future development and funding. Projects range from regional multi-use trails along U.S. highways to single-track mountain bike systems and urban pedestrian and bike paths, demonstrating our ability to manage complex regulatory requirements while fostering strong local partnerships.

COST PROPOSAL

The total estimated project cost is \$141,624, which includes all phases from feasibility planning and environmental permitting through final design. This comprehensive budget covers required resource surveys, NEPA compliance, and construction-ready design preparation.

TEAM RESUMES

Our team brings extensive expertise in environmental permitting, civil engineering, GIS, and surveying to support safe, connected, and sustainable trail systems for the Town. Led by experienced professionals, our team has delivered comprehensive feasibility studies, NEPA and environmental documentation, 30% design packages, construction oversight, and grant support for local, county, and state trail projects. With a combined focus on regulatory compliance, community engagement, and cost-effective design, our team has successfully planned and implemented multi-use trails, bike paths, and pedestrian corridors, ensuring projects are constructible, well-supported, and aligned with both public needs and funding requirements.

PREVIOUS PROJECT REPORT

JDE supported Parowan City in a feasibility study for a new industrial park adjacent to the existing airport. The study included future roadways, parcel and utility layouts, site grading, and cost estimating using a 30% design package developed from LiDAR data. This deliverable provides Parowan City with the information needed to pursue funding for construction. A copy of the plans and memorandum for this project can be found in Appendix B.



BRIAN HEAD TOWN

LIGHTNING POINT TRAIL

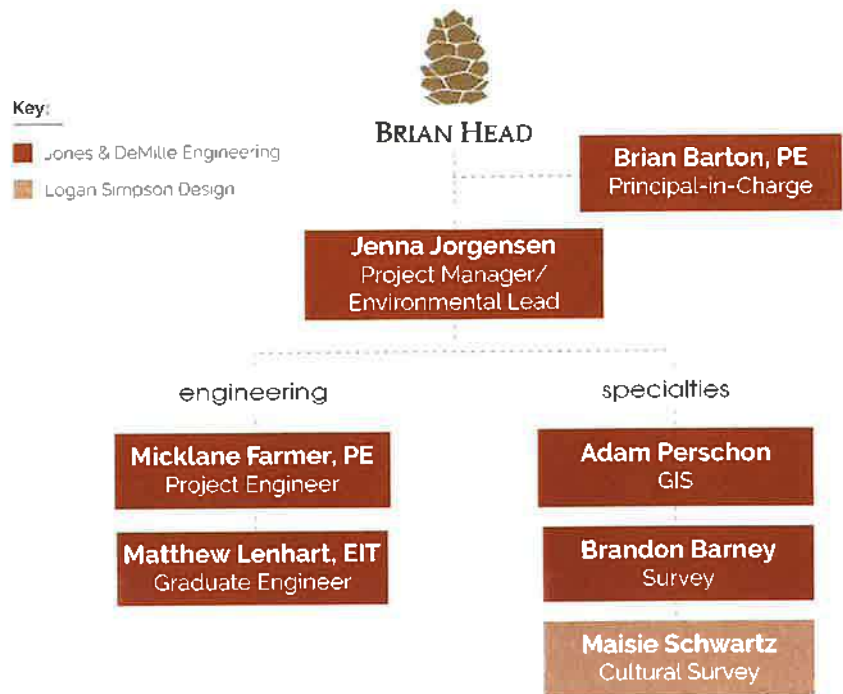
TRAILS PLANNING & PERMITTING SERVICES

PROJECT TEAM

We recognize successful projects are built on technical expertise and a team dedicated to outcomes that shape the quality of life. Our team combines professional experience with personal investment in trail systems. Many team members are active trail users and advocates, bringing firsthand insight and passion to every aspect of the project.

As previously mentioned, our Project Manager, Jenna, serves on two trail committees and supports the Richfield City Trails Committee as a resource expert, ensuring our approach is informed by both professional knowledge and community perspective.

Our staffing plan (right) ensures we have the right mix of expertise and resources to manage all aspects of this project. Detailed resumes can be found in Appendix A.



PROJECT APPROACH



TRAIL FEASIBILITY PLANNING

Using publicly available LiDAR data, JDE will prepare a 30% design for the trail alignment based on topographic features, environmentally known areas of concern, and client feedback and preferences. At this level of the feasibility study, no survey work is anticipated and will rely strictly on LiDAR data to identify an approximately 150-foot-wide corridor to facilitate permitting with the Forest Service. JDE will import property lines from county records, which will need to be verified in final design. No flagging is anticipated. Only conceptual alignments will be provided.



PREPARE APPLICATION

This approach assumes the Town will obtain a Special Use Permit from the Dixie National Forest, Cedar City Ranger District for construction, operation, and maintenance of the proposed trail. The application will include a Standard Form (SF)-299 (Application for Transportation, Utility Systems, Telecommunications and Facilities on Federal Lands and Property) and a Plan of Development that will provide the necessary details from the conceptual design for the Forest Service to accept the proposal and formally initiate the NEPA process.



RESOURCE SURVEYS

Based on previous coordination with the Forest Service and a review of available data, we anticipate that field surveys will be required for cultural resources and wildlife (northern goshawk). Field inventories will be conducted by local resource experts. We will communicate early and frequently with Forest Service staff to confirm our approach and deliverables, which will help keep the project on-schedule. Consistent communication will also ensure the project will comply with all applicable federal laws, policies, and regulations.

An intensive-level archaeological resource survey will be completed early in the process to identify sites and opportunities to avoid adverse impacts where practicable. Based on a records review, up to 12 archaeological sites are anticipated to be identified and recorded.



BRIAN HEAD TOWN

LIGHTNING POINT TRAIL

TRAILS PLANNING & PERMITTING SERVICES

PROJECT APPROACH *continued...*

Northern goshawk surveys will be completed per Forest Service protocol – surveys will be conducted in July during suitable weather conditions. We expect that the surveys will be completed in one or two days; if two days are required, surveyors will camp onsite overnight.



PREPARE CATEGORICAL EXCLUSION (CE), BIOLOGICAL ASSESSMENT/BIOLOGICAL EVALUATION (BA/BE), AND FOREST PLAN COMPLIANCE DOCUMENTATION

The categorical exclusion (CE) will be drafted with sufficient time for agency review, comment, and approval. JDE will use a Forest Service-provided CE template that will expedite production of a publishable document. The document will be prepared to the highest technical standard and will comply with required federal accessibility laws. Microsoft Word functions, such as tracked changes and comments, will facilitate an efficient review process with the Forest Service.

JDE will use a Biological Assessment/Biological Evaluation (BA/BE) template that was created by Jenna when she previously worked as a wildlife biologist on the Dixie National Forest. Based on a review of publicly available data, we assume that consultation with U.S. Fish and Wildlife Service will not be required for compliance with Section 7 of the Endangered Species Act; the BA/BE will be prepared to document this determination. The BA/BE will be drafted for review by the Forest Service prior to northern goshawk surveys to expedite final approval; upon completion of the wildlife surveys, the BA/BE will be completed with the results from the surveys.

The Forest Plan compliance document template was also prepared by Jenna when she previously worked for the Dixie National Forest. The document will also be drafted early for agency review prior to northern goshawk surveys to expedite final approval. Upon completion of the BA/BE, the compliance document will be completed. Once the BA/BE and Forest Plan compliance documents are finished, the CE can be completed and the decision to authorize the trail(s) can be signed by the District Ranger.

We are confident our project team will prepare the required documents in an extremely efficient manner to meet all relevant Forest Service and NEPA requirements. This approach will result in a defensible project and Brian Head Town's subsequent ability to implement a great trail project.



FINAL DESIGN

JDE will lead the final design phase by preparing detailed, construction-ready plans for the selected and authorized trail alignment(s). Our approach begins with a comprehensive ground-based topographic survey tailored to the site's unique conditions—particularly the forested areas where aerial data collection may be limited. This survey will provide the precise data needed to support an accurate and efficient design process. JDE's final design efforts will be scaled appropriately to align with available funding and the overall feasibility of the trail; therefore, depending on project conditions and budget, the final design phase may be advanced under a separate contract or as an additional authorized task once feasibility is confirmed.



PROJECT TIME FRAME

DESCRIPTION	START DATE	CALENDAR DAYS	FINISH DATE
Trails Feasibility Planning	11/03/25	179	05/01/26
Environmental	05/04/26	91	08/03/26
USFS Permitting (NEPA Compliance)	05/04/26	91	08/03/26
Prepare Application	05/04/26	11	05/15/26
Prepare CE	05/29/26	66	08/03/26
Prepare BA/BE	05/29/26	63	07/31/26
Prepare Forest Plan compliance documentation	05/29/26	66	08/03/26
Resource Surveys	06/01/26	53	07/24/26
Class III Cultural Inventory	06/01/26	30	07/01/26
Northern goshawk protocol surveys	07/20/26	4	07/24/26
Topographic Survey	08/04/26	13	08/17/26
Final Design/Construction-ready plans	08/18/26	122	12/18/26
	11/03/25	410	12/18/26



Washington County | Virgin River Trail



BRIAN HEAD TOWN

LIGHTNING POINT TRAIL

TRAILS PLANNING & PERMITTING SERVICES

FIRM EXPERIENCE & REFERENCES

UDOT/Sanpete County | US-89 Trail Feasibility Study | Ongoing

JDE is currently supporting UDOT and Sanpete County on a comprehensive feasibility study for a regional multi-use path along US-89 from Gunnison to Fairview (~47 miles). The project includes evaluating multiple alignment options, identifying a preferred route, and segmenting the corridor into constructible phases. Our scope includes 30% design based on LiDAR data, cost estimating, and a benefit-cost analysis aligned with RAISE grant criteria. We are also leading stakeholder and public outreach efforts to ensure strong local and regional support. The study prioritizes safety, connectivity, and community access, with recommendations designed to guide future funding, design, and construction.

Taylor Ricks, Region 4 Project Manager | UDOT | 435.669.2261



Richfield City | Pahvant Trail System Development | Ongoing

Working with Richfield City, JDE employees spearheaded the formation and organization of the Richfield City Trails Committee in 2017. Jenna was one of the founding members of this committee and participated in the formation of the Pahvant Mountain Bike Trail System. JDE led the field design of the trails, and Jenna prepared NEPA documentation for the U.S. Forest Service to permit the construction of 38 miles of trail and conducted biological surveys prior to construction. Our team prepared grant applications and secured funding for all phases of the project. JDE provided design and construction oversight. To date, 38 miles of mountain bike-specific single-track trails, have been constructed.

Michele Jolley, City Manager | Richfield City | 435.896.6439

Kane County | Robinson Canyon Trail Reconstruction | Completed 2025

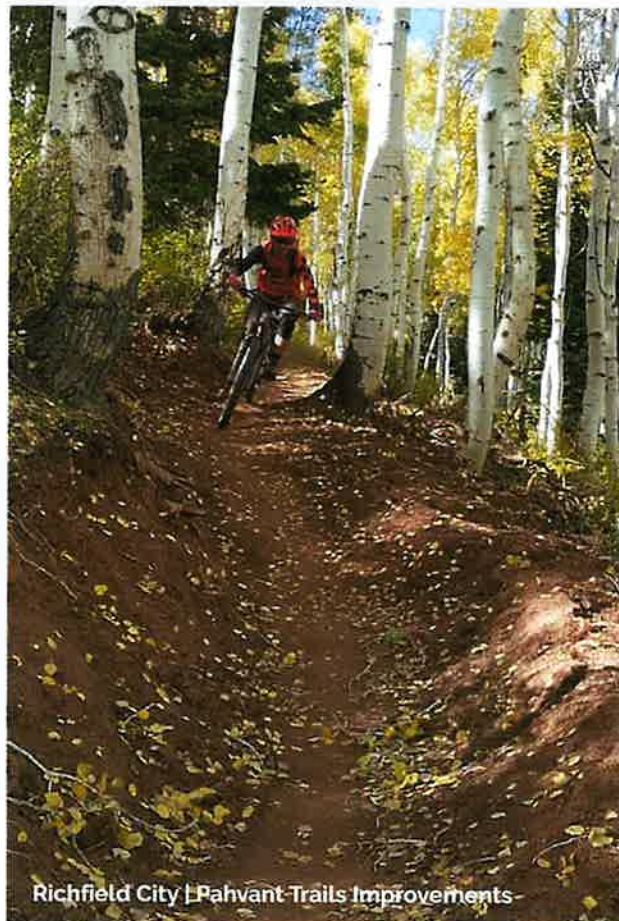
JDE led design for reconstruction of the Robinson Canyon ATV Trail in Kane County. We prepared the preliminary design and application for Kane County, and coordinated with the U.S. Forest Service to ensure necessary resource surveys were completed. Design included drainage features that will minimize maintenance in the long term. The proposed reconstruction was authorized by the U.S. Forest Service in March 2025.

Clayton Cutler, Public Lands Coordinator | Kane County | 435.644.4366

Garfield County | NICA Bike Trail Permitting | Completed 2023

JDE prepared an environmental assessment (EA) with the BLM to authorize construction and use of a mountain bike race course in Garfield County. Numerous environmental issues were identified, and Jenna helped the County develop appropriate and feasible mitigation measures. Jenna also conducted biological surveys for approximately 550 acres of suitable habitat. The EA and trail construction were completed in 2023, and the course hosted its first NICA event in September 2024.

Kaden Figgins, Planner Development Director | Garfield County | 435.676.1157



Richfield City | Pahvant Trails Improvements



BRIAN HEAD TOWN

LIGHTNING POINT TRAIL

TRAILS PLANNING & PERMITTING SERVICES

FIRM EXPERIENCE & REFERENCES *continued...*

Parowan City | Industrial Park Master Plan | Ongoing

JDE is supporting Parowan City as they seek to develop an industrial park facility around the existing airport. The feasibility study outlined future roadways, parcel layouts, utility layouts, and site grading and was funded by the State Economic Development Committee. JDE developed a surface using existing LiDAR data and then created a 30% design package to determine accurate quantities for improvements needed for the industrial park development. JDE is currently preparing the environmental documentation necessary to request federal funding for construction of the roadway and utilities.

A copy of the plans and the memorandum for this project can be found in Appendix B

Dan Jessen, City Manager | Parowan City | 435.477.3331



Sevier County SSD#1 | North Sevier Paved Path | Completed 2022

JDE designed and constructed a 2.8-mile paved bike path connecting Redmond and Salina in Sevier County. Services provided for the project included right-of-way acquisition, topographic survey, bike path design, construction administration services, materials testing, and related support. Jenna prepared the EA for U.S. Department of Housing and Urban Development (HUD) and public notice documentation to authorize federal funding for the project. The trail was constructed in 2022. Resource concerns included cultural resources, federally listed species, and wetlands.

Scott Johnson, County Commissioner | Sevier County | 435.797.0099

Salina City | Paved Path | Completed 2022

JDE worked with Salina City and the Utah Department of Transportation to design and construct a separated bike path along SR-89 in Salina from the Carl's Jr entrance to the bridge just north of the Black Hawk Arena. The path provides an alternative route for cyclists and pedestrians away from the high-speed roadway. Services for this project included topographic survey, bike path design, construction administration services, materials testing, and more.

Jed Maxwell, Mayor | Salina City | 435.979.3820

Monroe City | 2024 Trails Development | Ongoing

JDE is supporting Monroe City and the Monroe Trails Committee in planning, permitting, and design for a non-motorized trail system in southwest Sevier County. The project includes preparing of environmental documentation to support BLM review and approval, along with trail alignment planning and field-based design support. JDE is also facilitating hands-on training for the trails committee to provide education on trail standards, clinometer use, and flagging techniques to assist in corridor layout. The NEPA document was completed in March 2025 and the construction is anticipated to begin in November.

Johnny Parsons, Mayor | Monroe City | 435.527.4621

St. George City | Virgin River South Trail Phase II NEPA | Completed 2024

Jenna prepared a Categorical Exclusion for St. George City to acquire federal Recreational Trails Program (RTP) funding for Phase II of the Virgin River South Trail. Preparation of the CE required coordination with the Utah Division of Outdoor Recreation, UDOT, and the Utah Division of Water Rights. The CE was approved in February 2024 and construction began in March 2024.

Paul Stead, Landscape Architect | St. George City | 435.627.4540



COST PROPOSAL

DESCRIPTION	GRAND TOTAL	REIMBURSABLE CHARGES	
Trails Feasibility Planning	\$49,980		
Environmental	\$41,744		
USFS Permitting (NEPA Compliance)	\$14,720		
Prepare Application	\$2,240		
Prepare CE	\$8,800		
Prepare BA/BE	\$2,600		
Prepare Forest Plan compliance documentation	\$1,080		
Resource Surveys	\$27,024		
Class III Cultural Inventory	\$21,684	\$21,050	Subconsultant
Northern goshawk protocol surveys	\$5,340	\$220	Mileage Reimbursement
Topographic Survey	\$10,000	\$1,050	Mileage/Lodging
Final Design/Construction-ready plans	\$39,900		
Total	\$141,624	\$22,320	



Price City | River Trail

BRIAN HEAD TOWN

LIGHTNING POINT TRAIL

TRAILS PLANNING & PERMITTING SERVICES



APPENDIX A

TEAM RESUMES

TEAM RESUMES



Brian Barton, PE | Principal-in-Charge
UT 2797402 | BS-Civil & Environmental Engineering

Brian Barton, our President & CEO, has one primary responsibility—to ensure that our team delivers great projects to our clients in a way that shapes the quality of life wherever we serve. Brian's leadership has enabled JDE to build an amazing team, develop lasting client relationships, efficiently complete projects, and establish ten additional offices throughout the region to better serve our clients at the local level.

He has deep relationships throughout rural Utah and adjacent states and is widely known for his ability to find ways to bring important projects to fruition. His expertise lies in developing feasible funding configurations for all types of critical infrastructure projects. Brian serves on the national American Council of Engineering Companies (ACEC) Transportation Committee and is President of ACEC Utah. He also serves on the Advisory Board for the Utah State University Civil/Environmental Engineering Department, the Utah State Senate Health Core Standards Review Committee, and serves in his church and community.

Relevant Experience

- Carbon County Recreation & Transportation SSD Cross County Trail
- UDOT Price River Trail
- East Carbon City Grassy Trail
- Sevier County Bike Path Phase II
- Beaver County Bike/Pedestrian Trail
- Sevier County Marysville Canyon Bike Path
- Wayne County Connector Bike Path



Jenna Jorgensen | Project Manager/Environmental Lead
MS-Wildlife and Wildlands Conservation

Jenna is an enthusiastic trail user and has led permitting efforts for numerous trails across the state. Jenna brings over 23 years of experience with environmental permitting in Utah, including land management planning and environmental policy compliance. She previously worked as a wildlife biologist for the Dixie National Forest, BLM, and U.S. Fish and Wildlife Service; her experience as a federal resource specialist gives her unique perspective in preparing NEPA documents for agency review and approval, which enables her to communicate with agency staff more effectively and better meet their expectations for an efficient and defensible NEPA process.

Her responsibilities have included preparation of permit and funding applications, completion of all necessary NEPA documents required for federal permits and funding, completion of biological resource surveys, and oversight of permit compliance. She is currently working with the BLM, U.S. Forest Service, UDOT, SITLA, the U.S. Army Corps of Engineers, and the Utah Division of Wildlife Resources to plan and authorize various trails across the state.

Outside of work, she is a member of the Monroe Trails Committee and the Utah Trails Forum Advisory Committee, and supports the Richfield City Trails Committee as a resource expert.

Relevant Experience

- UDOT - US-89 Trail Feasibility Study
- Richfield City Pahvant Trail System Development
- Kane County Robinson Canyon Trail Reconstruction
- Garfield County NICA Bike Trail Permitting
- Parowan City Industrial Park Master Plan
- Sevier SSD#1 North Sevier Paved Path
- Salina City Paved Path
- Monroe City Trail System Development
- St. George City Virgin River South Trail Phase II



Richfield City | Pahvant Trails Improvements



BRIAN HEAD TOWN

LIGHTNING POINT TRAIL

TRAILS PLANNING & PERMITTING SERVICES

TEAM RESUMES



Micklane Farmer, PE | Project Engineer
UT 12846648 | BS-Civil Engineering

Micklane has served as a transportation engineer on more than 100 projects over the past seven years, with direct involvement in over \$80 million in infrastructure planning, funding acquisition, design, and construction oversight. He has completed more than 30 transportation master plans in the last four years, including the recently finished Parowan City Transportation Master Plan, making him one of JDE's most experienced staff in rural and regional transportation planning.

Micklane's expertise spans funding, planning, roadway reconstruction and preservation, construction management, and budget control. He has a deep understanding of how AutoCAD Civil 3D, ArcGIS, and other engineering software enhance design, study, and construction processes. He maintains trusted working relationships with many municipalities across Utah—including Richfield City, Monroe City, Beaver City, Parowan City, Sanpete County, Tooele County, and nearly every community within Sevier County.

A passionate cyclist himself, Micklane brings enthusiasm and firsthand insight to active transportation projects. He has helped lead several multi-use path initiatives, including the Sevier County bike path seal coat project and the Bryce Canyon bike path funding application. His professional experience, local knowledge, and collaborative spirit make him a valuable partner on every project he undertakes.

Relevant Experience

- UDOT - US-89, Trail Feasibility Study
- Parowan City Industrial Park Master Plan
- Sevier SSD#1 North Sevier Paved Path
- Salina City Paved Path
- Monroe City 2024 Trail System Development
- Salina City Walking/Bike Path, I-70 to 300 South
- UDOT Technology Drive & 1300 South Bike Path
- Sevier County Bike Path Seal Coat
- Bryce Canyon Bike Path Funding Application
- Sevier County TMP (active transportation component)
- Manti TMP (active transportation component)



Matthew Lenhart | Graduate Engineer
BS-Civil Engineering

Matthew is a graduate engineer who has worked at JDE since June 2022. In that time, he has developed an understanding of AutoCAD Civil 3D, GIS programs such as ArcGIS, and other engineering software.

Matthew has most recently been involved in developing several transportation master plans. Some of his work has included collecting and analyzing traffic count data for highways and intersections, analyzing UDOT roadway classifications, and performing cost estimates and benefit-cost analyses. He has also been heavily involved in completing Joint Highway Committee grant applications and federal grant applications such as Bridge Improvement Program and RAISE grants.

In addition to his work on roadway and traffic analyses, Matthew has contributed to the development of multiple transportation master plans that emphasize active transportation components. He has assisted in mapping and assessing existing path and trail infrastructure, developing prioritization criteria for future improvements, and ensuring proposed projects align with community mobility and safety goals.

Relevant Experience

- UDOT - US-89, Trail Feasibility Study
- UDOT Technology Drive & 1300 South Bike Path
- Sevier County TMP (active transportation component)
- Richfield City TMP Update (active transportation component)
- Beaver City TMP (active transportation component)
- Carbon County TMP (active transportation component)
- Central Valley Town TMP (active transportation component)



BRIAN HEAD TOWN

LIGHTNING POINT TRAIL

TRAILS PLANNING & PERMITTING SERVICES

TEAM RESUMES *continued...*



Adam Perschon | GIS

MS-Bioregional Planning

Adam has more than 16 years of experience applying Geographic Information Systems (GIS) to local, regional, and statewide infrastructure projects. He is a seasoned GIS professional skilled in desktop and web-based applications, database design, data management, spatial analysis, and cartographic design. Adam manages GIS projects and supports engineering, planning, and natural resource efforts, including environmental assessments and impact statements. His work spans transportation master plans, resource management plans, regional infrastructure analysis, and the development of utility, pavement, and cemetery management systems. His expertise includes data acquisition and creation, geodatabase design and maintenance, land-use analysis, and both digital and interactive web mapping.

Relevant Experience

- UDOT - US-89, Trail Feasibility Study
- Kane County Robinson Canyon Trail Reconstruction
- Garfield County NICA Bike Trail Permitting
- Parowan City Industrial Park Master Plan
- Sevier SSD#1 North Sevier Paved Path
- Salina City Paved Path
- Monroe City Trail System Development
- St. George City Virgin River South Trail Phase II



Brandon Barney | Survey

FAA 3982570

Brandon is a Survey Office Technician and has worked at JDE for 17 years. He is currently the survey and GIS team lead. Prior to joining JDE, Brandon worked in the construction industry for 10 years as an electrician and marine engine mechanic. While at JDE, Brandon has served as a survey crew leader and has been involved in numerous project types, including: boundary, topographic, hydraulic, utility, control, structural, photogrammetry, cadastral, seismograph, mining, and ALTA/ACSM. Brandon has a thorough knowledge of TSCE, TSC1, TSC2, and TSC3 survey controllers, Trimble GPS, robotic total stations, total stations and differential levels. Brandon is proficient in Trimble Geomatics Office, Trimble Business Center and AutoCAD Civil 3D software programs. Brandon performs research of county, municipal, and other sources of record to obtain evidence and ownership when re-tracing or establishing boundaries, rights-of-way and easements for projects. Brandon completes technical calculations, prepares boundary descriptions and base mapping for a variety of projects.

Relevant Experience

- Monroe City 2024 Trails Development
- UDOT Price River Trail
- Sevier County SSD#1 Elsinore Bike Path
- Wayne County Connector Bike Path
- Sevier SSD #1 N Sevier Bike Path Study
- Sevier County North Sevier Pedestrian & Bike Path
- Salina City Walking/Bike Path, I-70 to 300 South
- UDOT/Richfield City Snow South to Rotary Park
- Washington City Bike Path Enhancement



Maisie Schwartz, MS, RPA | Associate Archaeologist | Logan Simpson

Maisie will serve as principal investigator and field director for the project. She has been an archaeologist since 2015 and exceeds the Secretary of the Interior's Professional Qualification Standards and Guidelines for Archaeology. Maisie resides in Cedar City, Utah and is highly familiar with documenting local archaeological resources.

Maisie is a Registered Professional Archaeologist (RPA) and is permitted as a Principal Investigator by the Utah Public Lands Policy Coordination Office (PLPCO). She is also permitted statewide by the Nevada Bureau of Land Management (BLM) as a Principal Investigator, and by the Utah BLM as a Principal Investigator in the Virgin and Great Basin regions. She is experienced in project management, field directing, crew leadership, data management, technical writing, and report preparation. Maisie has conducted work for various state and federal agencies, including the BLM, the Trust Lands Administration (TLA), the National Park Service (NPS), the Utah Department of Wildlife Resources (UDWR), the United States Forest Service (USFS), the Natural Resources Conservation Service (NRCS), the Bureau of Reclamation (BOR), and the Utah Department of Transportation (UDOT), and other clients. She has performed work for SWCA and Logan Simpson, as well as Colorado Plateau Archaeological Alliance (CPAA), a non-profit focused on protecting and preserving archaeology throughout the Great Basin and Colorado Plateau.

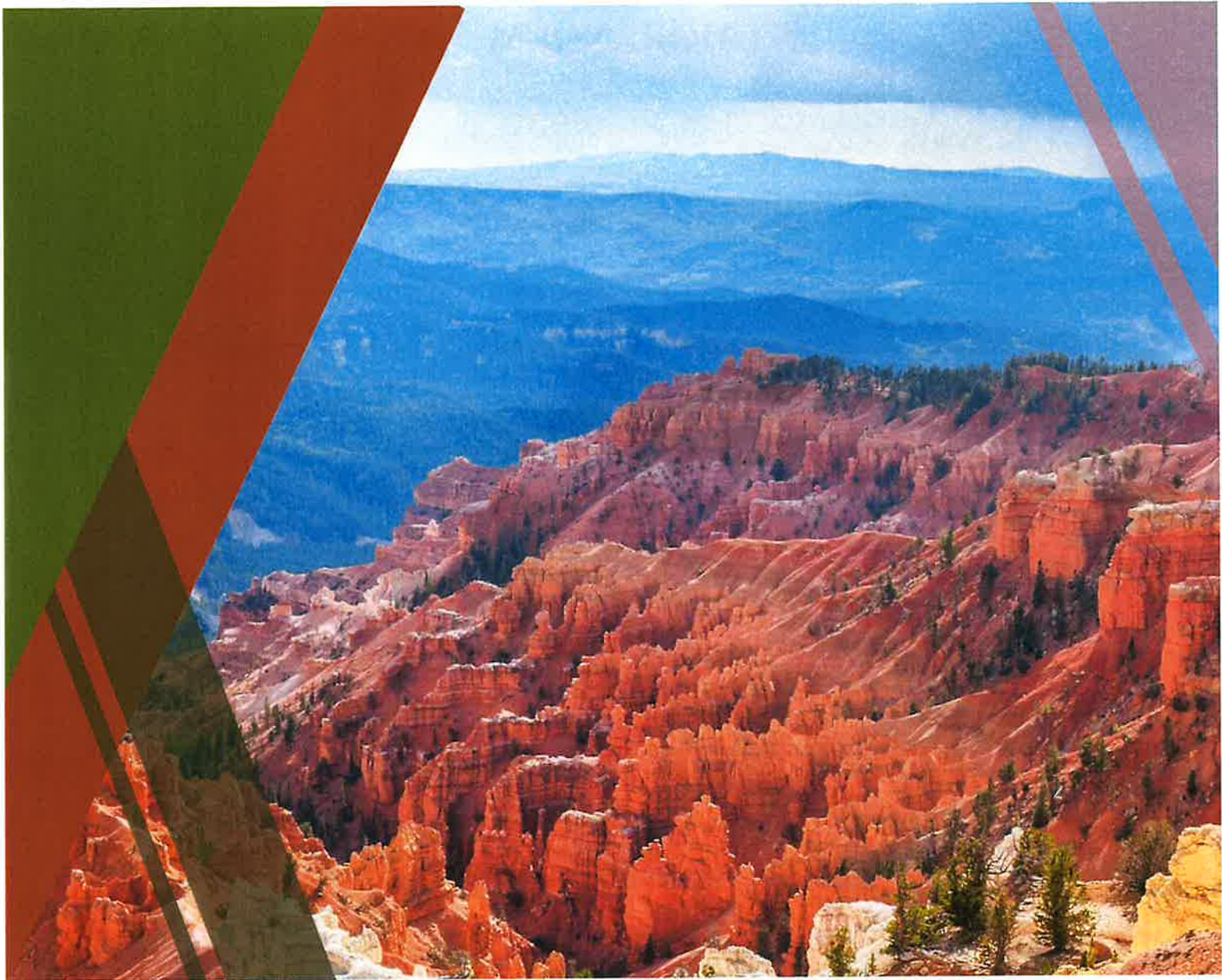
Relevant Experience

- Brian Head Fire Rehabilitation Class III CRI
- Anderson Junction Fire ESR Class III CRI
- Beaver Wildlife Management Area Class III CRI
- Chipman Peak (Parowan Stake) Class III CRI
- Cultural Resource Investigations in Three Grazing Allotments, Grand Staircase-Escalante National Monument
- Cultural Resources Monitoring for SR-12 Stabilization & Improvements

BRIAN HEAD TOWN

LIGHTNING POINT TRAIL

TRAILS PLANNING & PERMITTING SERVICES



APPENDIX B

PREVIOUS PROJECT REPORT



**Jones & DeMille
Engineering**

www.jonesanddemille.com | 800.248.6275

MEMORANDUM

DATE: August 27, 2024
TO: Parowan City
FROM: Micklane Farmer, PE
PROJECT: Parowan Industrial Park Master Plan Study
PROJECT NO: 2401-062
RE: Parowan Industrial Park Master Plan Study

In October 2023, the City of Parowan asked Jones and DeMille Engineering (JDE) to work on an industrial park master plan, located near the Parowan North I-15 interchange. This area includes agricultural property, the city municipal airport, and currently zoned industrial and commercial properties. The purpose of the study was to study potential layouts for parcels, roadways, utility corridors, and rights-of-way for a future business park. Once a layout was determined, a cost estimate was developed for the potential layouts for future funding opportunities for the city to install said infrastructure, and attract businesses to move in. The business park would provide a larger sales tax base for the city, while providing more jobs within the city as well.

The first step in any study is data collection. JDE worked with the city to collect all city utility GIS shapefiles to use for design. We then went and surveyed all fence lines within the area to see how fences matched up with property lines. We also surveyed existing roadway centerlines to verify location of existing roads within the area. JDE then imported parcels into a drawing, together with utility data and a LIDAR data to create a base data starting point.

Starting in July 2023, JDE had been working on a transportation master plan for the city. We used our experience with that planning effort to get the general idea of where the roads would go. Having more data for this study, alignments from the plan were adjusted to match property lines, existing roadways, and other items. We developed three alternative 2D layouts of the roadways/utility corridors. We then reviewed the different alternatives with City staff and elected officials to then select a preferred alternative for the 2D alignment of the roadway. Once the alignments were finalized, JDE worked on creating a 3D design for the proposed roads to help determine potential earthwork quantities in our cost estimates.

After the 3D design was completed, JDE completed a utility design for water and power. Sewer was not studied in the project due to the large expense and difficulty installing such a system. It is anticipated that property owners and developers would need to use a septic system for waste. JDE worked with the city power superintendent to come up with a power design for the area, to reduce the cost on the study as a whole.

1535 South 100 West
Rendall, UT 84701
435.636.8266

40 South Main, Suite 4
Main, UT 84052
435.636.4640

38 West 100 North
Vernal, UT 84058
435.761.1989

1075 South Highway 65
Panguitch, UT 84651
435.637.6266

520 West Highway 40
Horseheart, UT 84056
435.722.8267

775 West 1200 North
Suite 200
Springville, UT 84663
801.692.0219

1264 South Dixie Drive
Building C
St. George, UT 84770
435.966.3522

7 South Main Street
Suite 314
Tooele, UT 84074
435.253.8089

698 North Main Street
PO Box 577
Monticello, UT 84535
435.587.9100

945 East Cheyenne Drive
Suite C
Evanston, WY 82930
307.269.2005

20 West Main Street
Suite 112
Canon, CO 81301
970.732.5408

JDE used the CAD based design to determine quantities for the project. Then using national and statewide data, determined unit costs for each item, and produced a cost estimate. These estimates for a full build out and a 24' wide roadway build out are shown below.

24' wide roadway scenario: \$9,339,224.06
Full build out scenario: \$10,656,994.69

Once the 2D and 3D designs were complete, we started engaging the public. Due to the short timeline and small amount of people affected, the City and JDE met with affected property owners to receive feedback on the potential layout of the area. All but 1 property owner was in favor of the layout and the project. The one that had oppositional comments had concerns with access to the airport, which will be handled later with the city during planning processes with the airport.

On July 25, 2024, JDE attended the city council meeting to present to the council on the project. We outlined the process and explained our findings. The council seemed to agree with the plan at hand and understood the extreme cost of the project.

On August 6, 2024, JDE attended the city economic development committee meeting to present the plan. Most of the questions from the committee revolved around no sewer being in the industrial park, cost of the power for the project, and roadway alignments. The committee is the one who took the lead to get the funding for the planning project, and the final deliverable will be delivered to them.

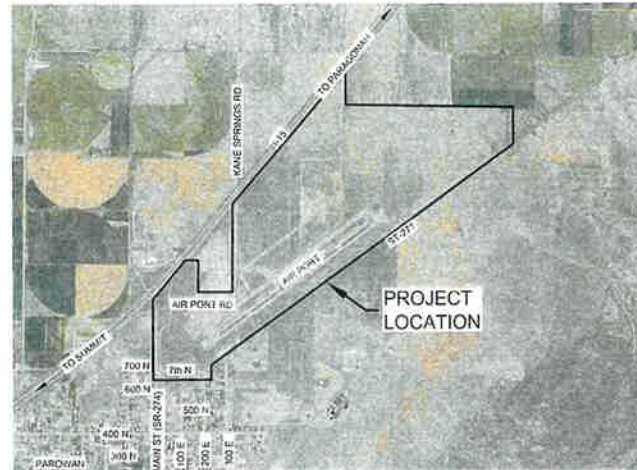
Studies are important, but the hardest step is execution. We are excited for Parowan City and look forward to seeing this area grow. Proactiveness pays off when it comes to executing a plan through to construction. There are several grant agencies out there to fund these types of projects. These funding agencies may include the Economic Development Agency (EDA), Utah Economic Development Funding, Legislative Earmark Funding, Community Impact Fund, and others to name a few.

Jones and DeMille appreciates the opportunity to work with Parowan City and it's officials. We enjoy shaping the quality of life in the communities we serve and are excited to see plans for industrial growth happen within the city. For additional details, see the documents attached to this memorandum.



PAROWAN CITY
INDUSTRIAL PARK
PAROWAN CITY, IRON, UTAH
2024

PROJECT NO.	SHEET NO.
2401-062	G-001
SUBMITTAL: REVIEW - NOT FOR CONSTRUCTION	



VICINITY MAP

INDEX TO SHEETS

SHEET NO.	SHEET TITLE
G-001	TITLE
G-002	INDEX
SM-01 to SM-05	SUMMARIES
TS-01 to TS-02	TYPICAL SECTION
PL-01 to PL-09	ROADWAY PLANS

APPROVAL

RECOMMENDED FOR APPROVAL:

DATE

APPROVED:

PAROWAN CITY

DATE



Jones & DeMille Engineering, Inc.

CIVIL & STRUCTURAL ENGINEERING - SURVEYING
GIS - ENVIRONMENTAL - MATERIALS TESTING
- shaping the quality of life -

1.800.748.5275 www.jonesanddemille.com

SUMMARY OF ITEMS			
BID ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	MOBILIZATION	LUMP	1
2	TRAFFIC CONTROL	LUMP	1
3	24 INCH CMP PIPE, CLASS A	FEET	1,000
4	ROADWAY EXCAVATION (PLAN QUANTITY)	CU YD	45,200
5	GRANULAR BORROW (PLAN QUANTITY)	CU YD	0
6	UNTREATED BASE COURSE (PLAN QUANTITY)	CU YD	0
7	HMA - 1/2 INCH	VOL	0
8	SIGN TYPE A-1, 18 X 18	EACH	7
9	SIGN TYPE A-1, 24 X 18	EACH	7
10	SIGN TYPE A-1, 36 X 36	EACH	6
11	SIGN TYPE A-2, 30 X 30	EACH	7
12	SIGN TYPE A-2, 36 X 30	EACH	5
13	INDUSTRIAL BUSINESS PARK SIGN	EACH	2
14	PAVEMENT MARKING PAINT	GALLON	296
15	PAVEMENT MESSAGE PAINT	EACH	4
16	8 INCH PVC WATER LINE	FEET	200
17	12 INCH PVC WATER LINE	FEET	17,000
18	8 INCH GATE VALVE	EACH	2
19	12 INCH GATE VALVE	EACH	20
20	12 INCH TEE	EACH	3
21	12x8 INCH TEE	EACH	1
22	12x12x12x8 INCH CROSS	EACH	1
23	8 INCH CAP	EACH	2
24	12 INCH CAP	EACH	3
25	6 INCH PVC SURVIVE LINES	EACH	42
26	(3) 3 INCH ELECTRICAL CONDUIT	FEET	50,000
27	ELECTRICAL WIRE ESTIMATE	FEET	62,500



PAROWAN CITY INDUSTRIAL PARK SUMMARIES		PROJECT NUMBER: 2401-062
SUBMITTAL REVIEW - NOT FOR CONSTRUCTION		SHEET NO. SM-01
Jones & DeMille Engineering, Inc. CIVIL & STRUCTURAL ENGINEERING, SURVEYING 1000 S. 1000 E. SUITE 100 P.O. BOX 1000 TAYLOR, UT 84403-1000 TEL: 435.218.3275 FAX: 435.218.3276 		
SCALE AS SHOWN	DWS: JAM J. DeMille J. DeMille	REVISIONS REVISIONS REVISIONS

MISCELLANEOUS SUMMARY					
LINE	STATION		MOBILIZATION	TRAFFIC CONTROL	CMP
					CLASS A
	FROM	TO			24 IN FEET
AIR PORT ROAD ACCESS	10+81.84	16+86.60	1	1	1000
AIR PORT ROAD	10+58.46	54+66.74			
INDUSTRIAL PARK ROAD	10+00.00	57+61.65			
INDUSTRIAL PARK LANE	35+91.95	51+32.74			

EARTHWORK SUMMARY						
LINE	STATION		LENGTH	ROADWAY EXCAVATION (PLAN QUANTITY)	FILL (INFO ONLY)	REMARKS
	FROM	TO	FEET	CU YD	CU YD	
BUSINESS PARK LOOP	N/A	N/A	N/A	45124	4417	
TOTAL				45,124		
USE				45,200		

SURFACING SUMMARY														
LINE	STATION		LENGTH	GRANULAR BORROW (PLAN QUANTITY)			UNTREATED BASE COURSE (PLAN QUANTITY)			HMA - 1/2 INCH				REMARKS
	FROM	TO		FEET	AVG	DEPTH	VOL	AVG	DEPTH	VOL	AVG	DEPTH	VOL	
			WIDTH		IN	CU YD	WIDTH	IN	CU YD	WIDTH	IN	FEET ³		
AIRPORT ROAD	10+63.41	20+74.04	1.011	51	12	1,909	45	6	842	42	4	14149	1,097	TYPICAL 2
AIRPORT ROAD	20+74.04	66+00.00	3,526	38	12	4,962	34	6	2,220	30	4	35260	2,733	TYPICAL 3
AIRPORT ROAD ACCESS	10+84.14	14+77.45	393	62	12	903	58	6	422	54	4	7090	549	TYPICAL 4
INDUSTRIAL PARK ROAD	10+00.00	57+50.00	4,750	56	12	9,852	52	6	4,574	48	4	75000	5,890	TYPICAL 1
INDUSTRIAL PARK T ROAD	11+97.91	14+40.28	242	56	12	503	52	6	233	48	4	3878	301	TYPICAL 1
INDUSTRIAL PARK LANE	34+63.96	49+67.74	1,504	56	12	3,119	52	6	1,448	48	4	24060	1,865	TYPICAL 1
	TOTAL			13,473			6,256						12,433	
	USE			13,500			6,270						12,550	

Jones & Deville Engineering, Inc.
CIVIL & STRUCTURAL ENGINEERING - SURVEYING
GEO - ENVIRONMENTAL - MATERIALS TESTING
1-800-748-5275, www.jonesanddeville.com

PAROWAN CITY
INDUSTRIAL PARK

REPORT FOR SECTION	SUMMARIES	PROJECT NUMBER:	2401-062
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IRON
COUNTY

SHEET NO. SM-02

SIGN SUMMARY											
LINE	STATION		SIGN CODE							INDUSTRIAL BUSINESS PARK SIGN	REMARKS
	FROM	TO		TYPE 1			TYPE A-2				
				18 X 18	24 X 18	36 X 36	30 X 30	36 X 30			
				EACH	EACH	EACH	EACH	EACH	EACH		
INDUSTRIAL PARK MAIN ACCESS	10+81.84	16+86.60	N				2			STOP SIGN	
INDUSTRIAL PARK MAIN ACCESS	10+81.84	16+86.60	N					1		INTERSECTION LANE CONTROL LEFT & RIGHT ONLY	
INDUSTRIAL PARK MAIN ACCESS	10+81.84	16+86.60	N			2				STOP AHEAD SIGN	
INDUSTRIAL PARK MAIN ACCESS	10+81.84	16+86.60	N						1	INDUSTRIAL BUSINESS PARK ENTRANCE SIGN	
AIR PORT ROAD	10+58.46	54+86.74	N				1			STOP SIGN	
AIR PORT ROAD	10+58.46	54+86.74	N			1				STOP AHEAD SIGN	
AIR PORT ROAD	10+58.46	54+86.74	N					2		25 MPH SPEED LIMIT	
AIR PORT ROAD	13+93.63	16+86.60	N	3	3					LEFT HAND CURVE / WITH ADVISORY SPEED (PLAQUE)	
AIR PORT ROAD	13+93.63	16+86.60	N	3	3					RIGHT HAND CURVE / WITH ADVISORY SPEED (PLAQUE)	
INDUSTRIAL PARK ROAD	10+00.00	57+61.65	N			1				STOP AHEAD SIGN	
INDUSTRIAL PARK ROAD	10+00.00	57+61.65	N				1			STOP SIGN	
INDUSTRIAL PARK ROAD	10+00.00	57+61.65	N					2		25 MPH SPEED LIMIT	
INDUSTRIAL PARK ROAD	10+00.00	57+61.65	N	1	1					RIGHT HAND CURVE / WITH ADVISORY SPEED (PLAQUE)	
INDUSTRIAL PARK ROAD	10+00.00	57+61.65	N				1			PAVEMENT ENDS	
INDUSTRIAL PARK ROAD	10+00.00	57+61.65	N						1	INDUSTRIAL BUSINESS PARK ENTRANCE SIGN	
INDUSTRIAL PARK LANE	35+91.95	51+32.74	N			2	2			STOP AHEAD SIGN	
TOTAL				7	7	6	7	5	2		

WATER LINE & ELECTRICAL CONDUIT SUMMARY													
LINE	PVC WATER LINE										ELECTRICAL		REMARKS
	8 INCH	12 INCH	8 INCH GATE VALVE	12 INCH GATE VALVE	12 INCH TEE	12x8 INCH TEE	12x12x12x8 INCH CROSS	8 INCH CAP	12 INCH CAP	6 INCH PVC SURVIVE LINES	(3) 3 INCH ELECTRICAL CONDUIT	ELECTRICAL WIRE ESTIMATE	
	FEET	FEET	EACH	EACH	EACH	EACH	EACH	EACH	EACH	EACH	FEET	FEET	
INDUSTRIAL PARK	182	16648	2	20	3	1	1	2	3	42			6 INCH SERVICE LINES ALLOW TWO PER LOT
INDUSTRIAL PARK											49,037	62,500	THE ELECTRICAL WIRING INCLUDES FUTURE ROAD LAYOUTS
TOTAL	182	16848	2	20	3	1	1	2	3	42	49,037	62,500	
USE	200	17,000	2	20	3	1	1	2	3	42	50,000	62,500	

Jones & DeMille Engineering, Inc.
 CIVIL & STRUCTURAL ENGINEERING - SURVEYING
 GAS - ENVIRONMENTAL, MATERIAL TESTING
 11001 FLEETWAY, SUITE 100
 FARMINGTON, CT 06031

PARWAN CITY
 INDUSTRIAL PARK
 SUMMARIES
 PROJECT NUMBER: 2401-062
 REVIEW - NOT FOR CONSTRUCTION

IRON
 COUNTY
 SHEET NO. SM-03

SCALE: 1"=40'-0" (VERTICAL)
 1"=40'-0" (HORIZONTAL)
 REVISIONS
 NO. DATE
 1 10/1/2024
 2 10/1/2024
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 100 10/1/2024

PAVEMENT MARKING PAINT SUMMARY																
	FROM		TO		4" WHITE		8" WHITE				4" YELLOW				PAVEMENT MESSAGE PAINT	REMARKS
					180 FT/GAL		108 FT/GAL		380 FT/GAL		95 FT/GAL		152 FT/GAL			
	STATION	OFFSET	STATION	OFFSET	FEET	GALLON	FEET	GALLON	FEET	GALLON	FEET	GALLON	FEET	GALLON	EACH	
AIR PORT ROAD ACCESS	10+80.23	184.15 LT	16+69.87	191.92 LT	590	4										
AIR PORT ROAD ACCESS	10+90.00	6.00 RT	10+90.00	129.18 LT											1	STOP LINE - 12 INCH
AIR PORT ROAD ACCESS	10+90.00	18.00 LT	13+90.00	18.00 LT			300	3								
AIR PORT ROAD ACCESS	13+90.00	18.00 LT	16+10.00	18.00 LT					220	1						
AIR PORT ROAD ACCESS	10+90.00	6.00 LT	11+90.00	6.00 LT			100	1								
AIR PORT ROAD ACCESS	11+90.00	6.00 LT	13+20.00	6.00 LT					130	1						
AIR PORT ROAD ACCESS	13+20.00	6.00 LT	16+10.00	6.00 LT							290	4				
AIR PORT ROAD ACCESS	12+21.00	6.00 RT	13+20.00	6.00 LT							100	2				
AIR PORT ROAD ACCESS	13+80.00	6.00 RT	14+79.86	6.00 LT							100	2				
AIR PORT ROAD ACCESS	10+90.00	6.00 RT	13+80.00	6.00 RT							290	4				
AIR PORT ROAD ACCESS	13+80.00	6.00 RT	15+10.00	6.00 RT					130	1						
AIR PORT ROAD ACCESS	15+10.00	6.00 RT	16+10.00	6.00 RT			100	1								
AIR PORT ROAD ACCESS	16+10.00	6.00 RT	16+10.00	56.97 RT											1	STOP LINE - 12 INCH
AIR PORT ROAD ACCESS	10+77.48	179.77 RT	16+67.40	162.08 RT	590	4										
AIR PORT ROAD	10+50.53	184.50 LT	14+15.19	18.00 LT	401	3										
AIR PORT ROAD	17+89.20	18.00 LT	19+00.00	18.00 LT	111	1										
AIR PORT ROAD	10+60.00	124.00 LT	10+60.00	6.00 RT											1	STOP LINE - 12 INCH
AIR PORT ROAD	10+60.00	6.00 LT	13+00.00	6.00 LT							240	3				
AIR PORT ROAD	14+30.00	6.00 LT	15+30.00	6.00 LT							100	2				
AIR PORT ROAD	10+60.00	6.00 RT	13+00.00	6.00 RT							240	3				
AIR PORT ROAD	13+00.00	6.00 RT	14+30.00	6.00 LT							131	2				
AIR PORT ROAD	14+30.00	6.00 RT	15+30.00	6.00 RT							100	2				
AIR PORT ROAD	16+75.00	0.00 RT	19+00.00	0.00 RT							225	3				
AIR PORT ROAD	10+58.81	113.43 RT	19+00.00	18.00 RT	847	5										
AIR PORT ROAD	19+00.00	18.00 LT	36+00.00	13.29 LT	1701	9										
AIR PORT ROAD	19+00.00	0.00 RT	36+00.00	0.00 RT							1700	18				
AIR PORT ROAD	19+00.00	18.00 RT	36+00.00	12.00 RT	1701	9										
AIR PORT ROAD	36+00.00	13.29 LT	48+00.00	12.00 RT	1201	7										
AIR PORT ROAD	36+00.00	0.00 RT	48+00.00	0.00 RT							1200	13				
AIR PORT ROAD	36+00.00	12.00 RT	48+00.00	12.00 RT	1200	7										
AIR PORT ROAD	48+00.00	12.00 LT	54+66.70	12.00 LT	667	4										
AIR PORT ROAD	48+00.00	0.00 RT	51+50.00	0.00 RT							350	4				
AIR PORT ROAD	53+50.00	0.00 RT	54+66.74	0.00 RT							117	2				
AIR PORT ROAD	48+00.00	12.00 RT	50+49.02	12.00 RT	250	2										
AIR PORT ROAD	54+16.95	13.42 RT	54+66.74	12.00 RT	50	1										
INDUSTRIAL PARK ROAD	10+16.04	191.94 LT	20+00.00	21.00 LT	999	6										
INDUSTRIAL PARK ROAD	10+22.00	0.00 RT	10+22.00	143.69 LT											1.00	STOP LINE - 12 INCH
INDUSTRIAL PARK ROAD	10+22.00	0.00 RT	12+95.84	0.00 RT							274	3				
INDUSTRIAL PARK ROAD	12+95.84	0.00 RT	14+25.84	6.00 LT									131	1		
INDUSTRIAL PARK ROAD	14+25.84	6.00 LT	20+00.00	6.00 LT									575	4		
INDUSTRIAL PARK ROAD	12+95.84	0.00 RT	14+25.84	6.00 RT									131	1		
INDUSTRIAL PARK ROAD	14+25.84	6.00 RT	20+00.00	6.00 RT									575	4		
INDUSTRIAL PARK ROAD	20+00.00	21.00 LT	34+00.00	21.00 LT	1400	6							1400	10		
INDUSTRIAL PARK ROAD	20+00.00	6.00 LT	34+00.00	6.00 LT									1400	10		
INDUSTRIAL PARK ROAD	20+00.00	6.00 RT	34+00.00	6.00 RT									1400	10		
INDUSTRIAL PARK ROAD	20+00.00	21.00 RT	34+00.00	21.00 RT	1400	8										
TOTAL					13108	78	500	5	480	3	5457	67	5612	40	4	

SUBMITAL		REVISED		DATE		BY		CHECKED		DATE		BY		APPROVED	
PROJECT NUMBER		2401-062		PROJECT		INDUSTRIAL PARK		SHEET NO.		SM-04		SHEET TOTAL		SM-04	
 Jones & DeMille Engineering, Inc. CIVIL & STRUCTURAL ENGINEERING - SURVEYING GEOTECHNICAL - MATERIALS TESTING 1100 FAULTS - www.jonesanddemic.com															

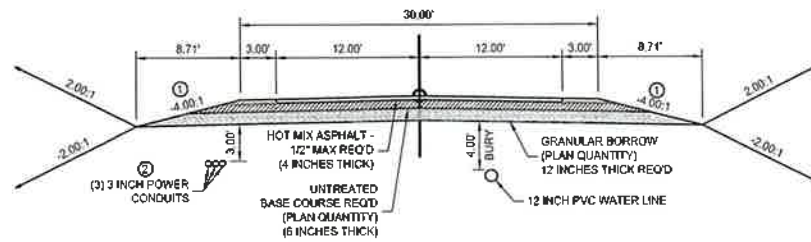
PAVEMENT MARKING PAINT SUMMARY

PAVEMENT MARKING PAINT SUMMARY																
	FROM		TO		4" WHITE		8" WHITE		4" YELLOW				PAVEMENT MESSAGE PAINT	REMARKS		
					190 FT/GAL		108 FT/GAL		380 FT/GAL		95 FT/GAL				152 FT/GAL	
					SOLID		SOLID		LANE DROP		DOUBLE SOLID				SOLID & BROKEN	
	STATION	OFFSET	STATION	OFFSET	FEET	GALLON	FEET	GALLON	FEET	GALLON	FEET	GALLON	FEET	GALLON	EACH	
INDUSTRIAL PARK ROAD	34+00.00	21.00 LT	43+62.36	74.72 LT	964	6										
INDUSTRIAL PARK ROAD	44+94.08	74.72 LT	48+00.00	21.00 LT	311	2							720	5		
INDUSTRIAL PARK ROAD	34+00.00	6.00 LT	41+20.00	6.00 LT							230	3				
INDUSTRIAL PARK ROAD	41+20.00	6.00 LT	43+50.00	6.00 LT												
INDUSTRIAL PARK ROAD	45+00.00	6.00 LT	48+00.00	6.00 LT									300	2		
INDUSTRIAL PARK ROAD	34+00.00	6.00 RT	41+20.00	6.00 RT									720	5		
INDUSTRIAL PARK ROAD	45+00.00	6.00 RT	48+00.00	6.00 RT							300	4				
INDUSTRIAL PARK ROAD	41+20.00	6.00 RT	42+16.00	6.00 LT												
INDUSTRIAL PARK ROAD	42+50.00	6.00 RT	43+50.00	6.00 RT			100	1								
INDUSTRIAL PARK ROAD	34+00.00	21.00 RT	48+00.00	21.00 RT	1400	8										
INDUSTRIAL PARK ROAD	48+00.00	21.00 LT	54+02.38	73.26 LT	605	4										
INDUSTRIAL PARK ROAD	55+39.92	21.00 LT	57+61.66	21.00 LT	222	2										
INDUSTRIAL PARK ROAD	48+00.00	6.00 LT	51+70.00	6.00 LT									370	3		
INDUSTRIAL PARK ROAD	51+71.00	6.00 LT	54+00.00	6.00 LT							229	3				
INDUSTRIAL PARK ROAD	48+00.00	6.00 RT	51+71.00	6.00 RT									371	3		
INDUSTRIAL PARK ROAD	51+71.00	6.00 RT	52+70.00	6.00 LT							100	2				
INDUSTRIAL PARK ROAD	53+00.00	6.00 RT	54+00.00	6.00 RT			100	1								
INDUSTRIAL PARK ROAD	48+00.00	21.00 RT	54+02.38	68.11 RT	605	4										
INDUSTRIAL PARK ROAD	55+44.70	67.58 RT	57+61.66	21.00 RT	222	2										
INDUSTRIAL PARK LANE	37+32.96	70.95 RT	39+00.00	21.00 RT	175	1										
INDUSTRIAL PARK LANE	37+50.00	6.00 RT	39+00.00	6.00 RT							150	2				
INDUSTRIAL PARK LANE	37+50.00	6.00 RT	37+50.00	57.00 LT											1	
INDUSTRIAL PARK LANE	37+50.00	6.00 LT	39+00.00	6.00 LT			150	2								
INDUSTRIAL PARK LANE	37+32.96	72.42 LT	39+00.00	21.00 LT	175	1										
INDUSTRIAL PARK LANE	39+00.00	21.00 LT	51+32.74	157.39 LT	1241	7										
INDUSTRIAL PARK LANE	39+00.00	6.00 LT	39+50.00	6.00 LT			50	1								
INDUSTRIAL PARK LANE	39+81.00	6.00 RT	40+80.00	6.00 LT							100	2				
INDUSTRIAL PARK LANE	47+45.00	6.00 LT	50+75.00	6.00 LT							330	4				
INDUSTRIAL PARK LANE	40+80.00	6.00 LT	47+45.00	6.00 LT									665	5		
INDUSTRIAL PARK LANE	39+00.00	6.00 RT	40+80.00	6.00 RT							180	2				
INDUSTRIAL PARK LANE	47+45.00	6.00 RT	48+45.00	6.00 RT							100	2				
INDUSTRIAL PARK LANE	40+80.00	6.00 RT	47+45.00	6.00 RT									665	5		
INDUSTRIAL PARK LANE	48+75.00	6.00 RT	50+75.00	6.00 RT			200	2								
INDUSTRIAL PARK LANE	39+00.00	21.00 RT	51+32.74	157.39 RT	1241	7										
TOTAL PAGE 2					7181	44	600	7	0	0	1719	24	3811	28	1	
TOTAL PAGE 1					13106	78	500	5	480	3	5457	67	5612	40	4	
USE									296						4	

Jones & DeMille Engineering, Inc.
 CIVIL & STRUCTURAL ENGINEERING - SURVEYING
 1803 N. 13th St., Suite 100
 Phoenix, AZ 85006
 (602) 944-3375 www.jonesanddeme.com

PAROWAN CITY
 INDUSTRIAL PARK
 SUMMARIES
 PROJECT NUMBER
 2401-062

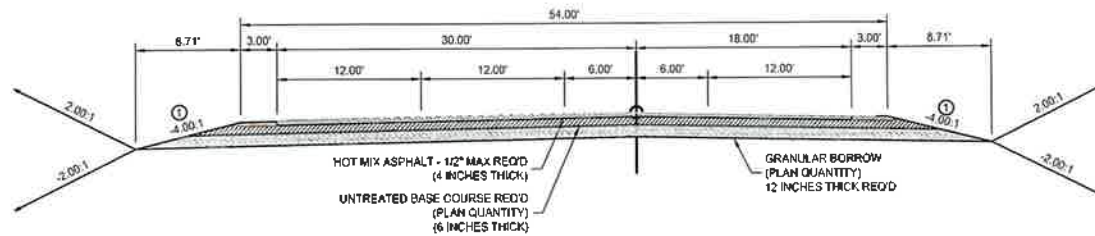
IRON
 000017
 SHEET NO. SM-05



TYPICAL SECTION NO.3

AIR PORT ROAD
STA 20+74.04 TO STA 56+00.00
DESIGN SPEED 25 MPH

- NOTE:
1. HOLD SHOULDER WIDTH, SLOPE VARIES.
2. POWER CONDUITS ARE FOR REFERENCE.
ONLY SEE PLAN SHEETS FOR LOCATION.



TYPICAL SECTION NO.4

AIR PORT ROAD ACCESS
STA 10+84.14 TO STA 16+84.37
DESIGN SPEED 25 MPH

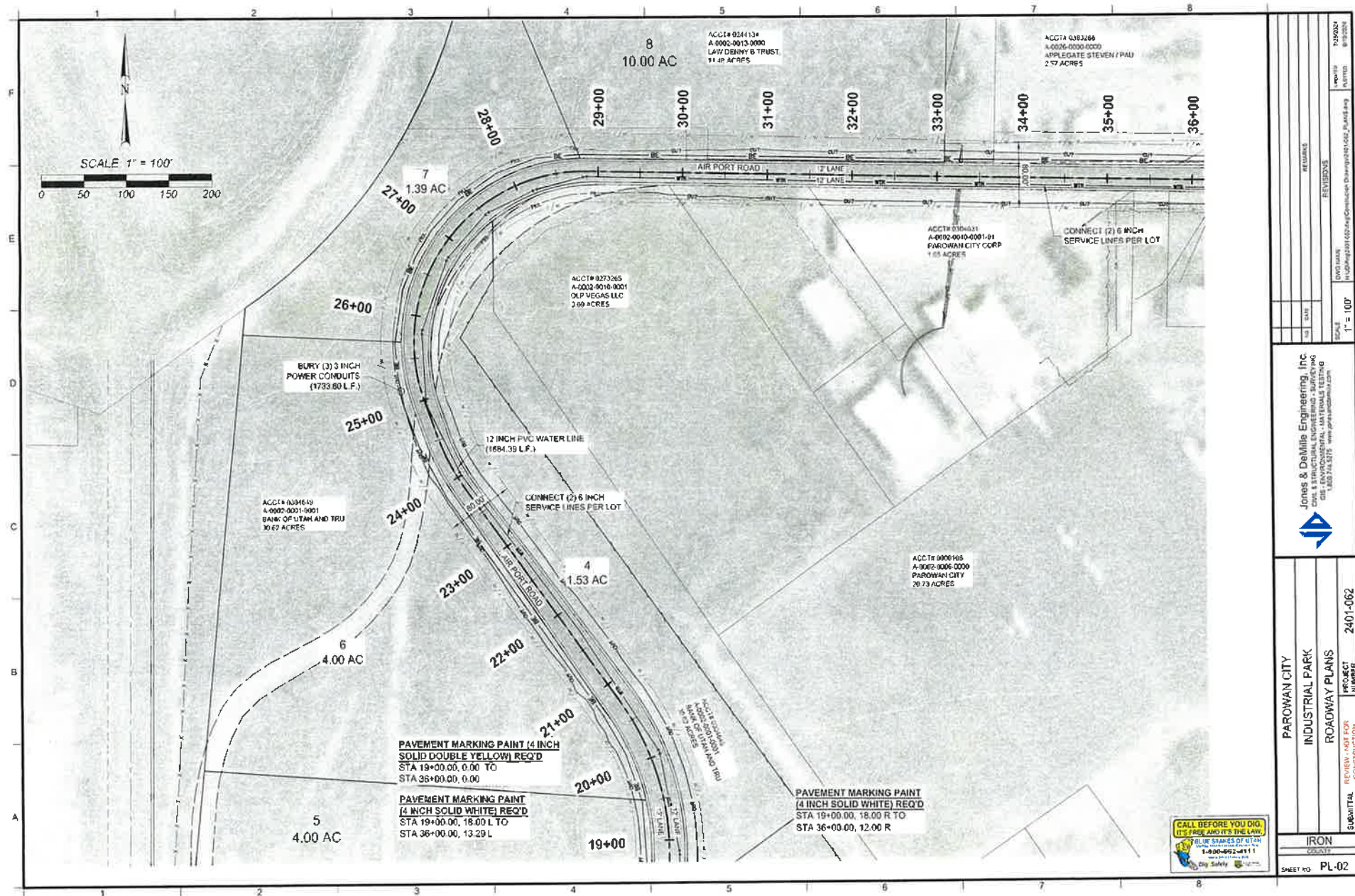
- NOTE:
1. HOLD SHOULDER WIDTH, SLOPE VARIES



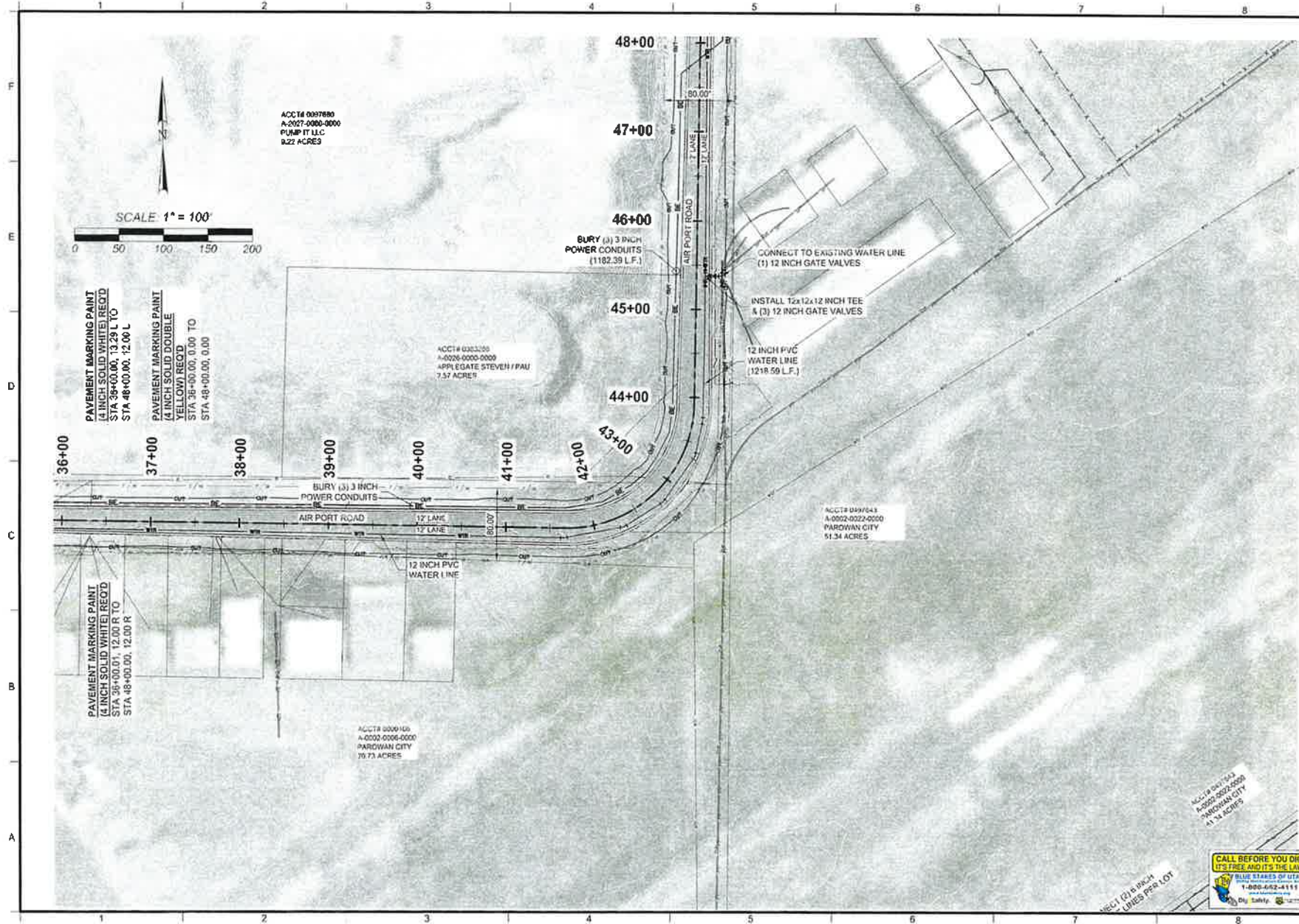
Jones & DeMille Engineering, Inc.
CIVIL & STRUCTURAL ENGINEERING
1000 W. 1000 S. SUITE 100
1000 W. 1000 S. SUITE 100
1000 W. 1000 S. SUITE 100

PAROWAN CITY
INDUSTRIAL PARK
TYPICAL SECTION
PROJECT NUMBER 2401-062
SUBMITTAL FOR REVIEW AND APPROVAL

IRON COUNTY
SHEET NO. TS-02



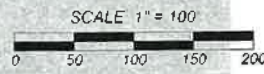
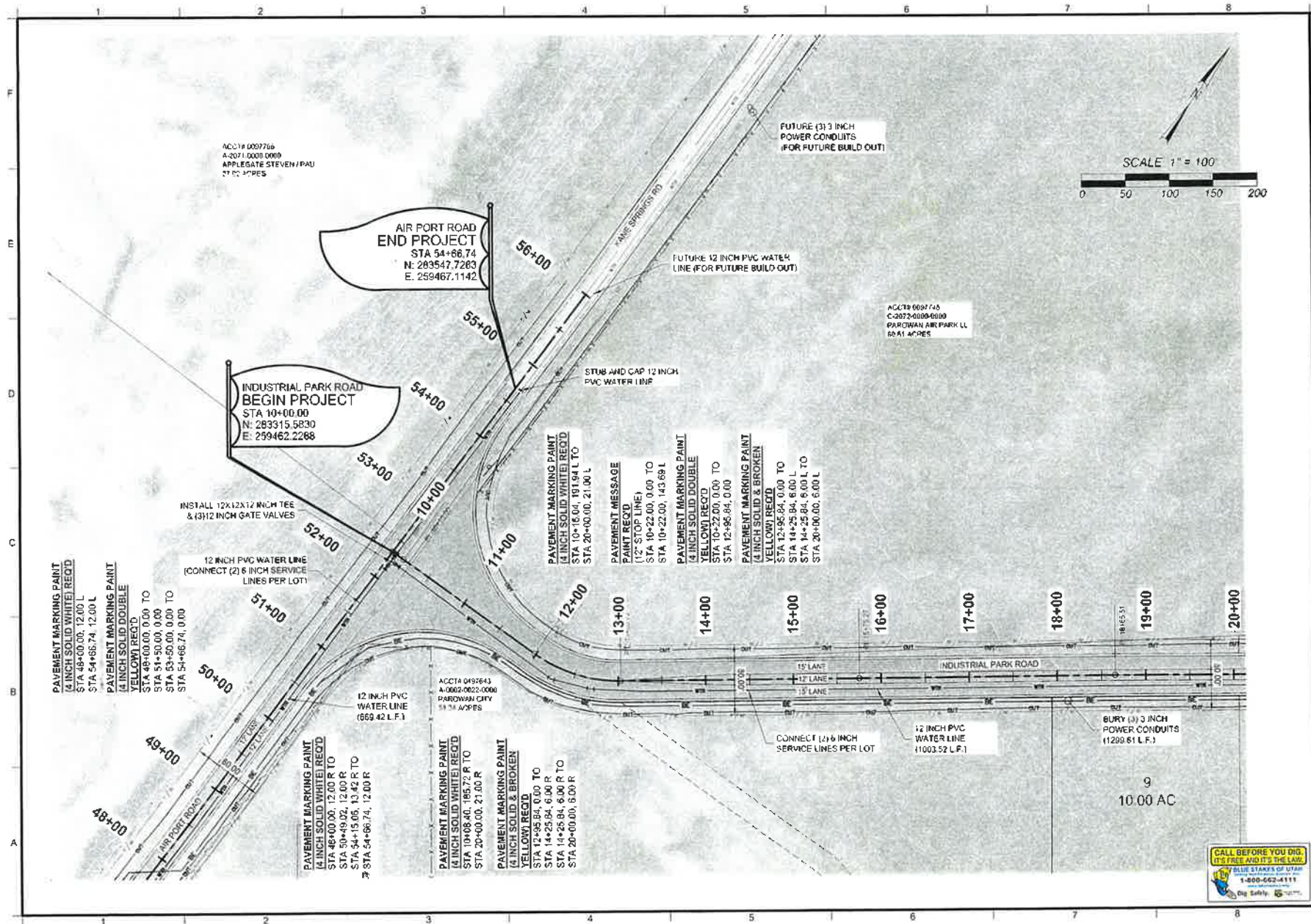
Jones & DeMille Engineering, Inc. CIVIL & STRUCTURAL ENGINEERING - SURVEYING 1000 N. 1000 E. SUITE 100 PAROWAN, UT 84202 435.734.3278 www.jonesanddelle.com	
PAROWAN CITY INDUSTRIAL PARK ROADWAY PLANS	PROJECT NUMBER 2401-062
SUBMITTAL REVIEWED BY CONSTRUCTION	IRON COUNTY PL-02



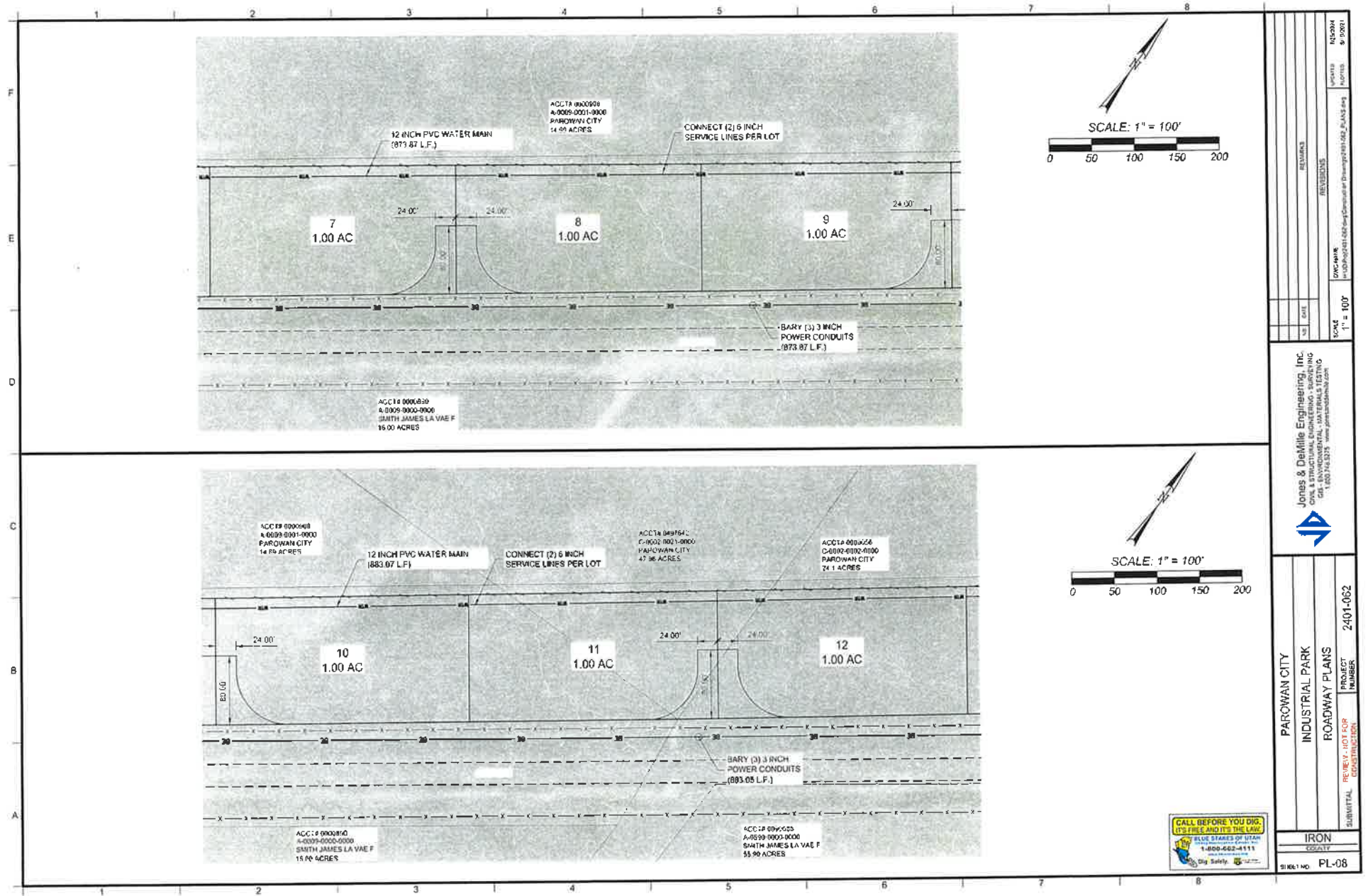
REVISIONS NO. DATE BY		PROJECT NAME AIRPORT ROAD 1/2 MILE CORRECTION DRAWING NO. 2401-062	PROJECT NO. 2401-062	DATE 10/20/2021
SCALE 1" = 100'		INDEX MAP		

Jones & DeMille Engineering, Inc. CIVIL & STRUCTURAL ENGINEERING - SURVEYING GIS - ENVIRONMENTAL - MATERIALS TESTING 1100 N. 14th St., Suite 200 Fargo, ND 58103	PAROWAN CITY INDUSTRIAL PARK ROADWAY PLANS PRODUCT NUMBER: 2401-062 SUBMITTAL REVIEW - NOT FOR CONSTRUCTION
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IRON COUNTY PL-03



Jones & DeMille Engineering, Inc. CIVIL & STRUCTURAL ENGINEERING - SURVEYING 1600 S. 1200 E. SUITE 200 P.O. BOX 100000 SALT LAKE CITY, UT 84110-0000 TEL: 313.3375 FAX: 313.3375	
PROJECT PAROWAN CITY INDUSTRIAL PARK ROADWAY PLANS	PROJECT NUMBER 2401-062
REVIEW - NOT FOR CONSTRUCTION	SUBMITTAL PL-04





STAFF REPORT TO THE TOWN COUNCIL

ITEM: 2026 TOWN COUNCIL MEETING SCHEDULE

AUTHOR: Nancy Leigh, Town Clerk
DEPARTMENT: Administration
DATE: December 9, 2025
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will review and approve the 2026 Town Council Meeting Schedule.

BACKGROUND:

As per Utah State Code §10-3-502, the legislative body is required to adopt its annual meeting schedule. Once the meeting schedule is approved, it is then posted on the Public Meeting Website, submitted to a newspaper of general circulation, posted at the anchor location, and will also be posted on the Town's website.

Ordinance no. 19-015 was adopted in December of 2019, this allowed the council to approve their meeting schedule by a majority vote without having to adopt an ordinance every year making it more efficient.

The meeting dates/location are as follows (Ord. 19-015):

- Council meetings are scheduled for the 2nd and 4th Tuesday of each month except for November and December where one meeting on the second Tuesday of the month is identified.
- Meetings begin at 1:00 pm or shortly thereafter.
- The primary meeting location is the Brian Head Town Hall Council Chambers located at 56 North Highway 143, Brian Head, UT 84719

Since the Council also acts as the governing body for the Redevelopment Agency, Municipal Building Authority, Special Service District, these meetings will be held when needed and noticed accordingly.

ANALYSIS:

The 2026 calendar is attached showing the proposed council meeting dates of the 2nd and 4th Tuesday. There are no holidays that fall on a council meeting day, but there are three holidays that fall either the day before or after a meeting day. November and December have one meeting day which is the 2nd Tuesday of the month. If Council decides to identify the 4th Tuesday for either November or December, there are a couple of options: 1) Identify the dates at this time which the meeting schedule that is posted will show those dates, or 2) notice the meeting accordingly. This meets the state requirements and allows the council to determine whether a meeting should be held at a later time.

The Council can approve the 2026 meeting schedule as proposed or can choose to make any changes to the schedule. If the Council chooses to make changes to the 2nd and 4th Tuesdays, the start time of 1:00 p.m. or change the primary location, then these changes would require an

ordinance to be presented to the Council to adopt and would need to be tabled until an ordinance is presented.

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends the Council approve the meeting schedule as presented.

PROPOSED MOTION:

I move to approve the 2026 Town Council meeting schedule as presented (if there are any changes, please identify the changes specifically)

ATTACHMENTS:

A – 2026 Meeting Calendar.

Town Council Meeting Schedule 2026

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Holidays & Observances 2026 – Highlighted in Red

Town Council Meeting Days – Highlighted in Yellow

Jan 01	New Year's Day	May 25	Memorial Day	Nov 11	Veterans Day
Jan 19	M L King Day	Jun 19	Juneteenth	Nov 26	Thanksgiving Day
Feb 16	President's Day	Jul 04	Independence Day	Dec 25	Christmas
Apr 03	Good Friday	Sep 07	Labor Day		
Apr 05	Easter Sunday	Oct 12	Columbus Day		