



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 \(Click Here\)](https://www.zoom.us/j/81184139602)
Via Zoom Meeting ID# 811 8413 9602
TUESDAY, MARCH 25, 2025 @ 1:00 PM

MINUTES OF THE TOWN COUNCIL

Roll Call

Members present: Mayor Clayton Calloway, Council Member Martin Tidwell, Council Member Larry Freeberg, Council Member Mitch Ricks (by Zoom)

Members Absent: Council Member Kelly Marshall

Staff Present: Bret Howser, Town Manager; Nancy Leigh, Town Clerk; Chief Dan Benson, Public Safety Director; Jon Ficken, Public Works Director.

A. CALL TO ORDER

Mayor Calloway called the regular meeting of the Town Council to order at 1:05 pm

B. PLEDGE ALLEGIANCE

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

C. DISCLOSURES

- Mayor Calloway stated that he may have a potential conflict of interest with Agenda Item F-3 Construction Mitigation Policy, in which he is the owner of a construction company. Mayor Calloway stated that he will recuse himself for this agenda item.

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

D. APPROVAL OF THE MINUTES:

March 11, 2025. Meeting Minutes.

Motion: Council Member Tidwell moved to table the March 11, 2025, Council minutes due to Council Member Tidwell was not present for the meeting and plans to abstain.

Action: Motion carried 3-0-0 (summary: Yes = 3 Vote: Yes: Council Member Tidwell, Council Member Freeberg, Mayor Calloway. Absent: Council Member Ricks, Council Member Marshall).

E. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS. Public input is limited to three (3) minutes on non-agenda items.

Nancy Leigh, Town Clerk, updated the Council and the public on the success of the Town's 50th Anniversary celebration March 12-16th. Nancy reported that the Town will again celebrate its 50th Anniversary July 24-26, 2025.

1
2 **Mayor Calloway** complemented staff on the success of the Town's 50th Anniversary celebration.
3

4 **Council Member Tidwell** commented that the 50th Anniversary events were well organized and
5 thanked staff for their efforts. Council Member Tidwell commented that the drone show was a
6 great success and enjoyed by the public.
7

8 **Council Member Freeberg** commented that the 50th anniversary events were well put together
9 and brought a sense of community who felt the events were important and they felt included
10 with the Town in celebrating its 50th anniversary.
11

12 **Bret Howser, Town Manager**

- 13 1. Senator Curtis visited Brian Head last week and met with staff, citizens, resort
14 representatives, and Forest Service representatives. The purpose of Senator Curtis' visit
15 was to learn about Brian Head's progress. It was noted the well-coordinated efforts
16 between the Town and Resort along with other community members in working
17 together.
18 Council Member Freeberg complemented Bret and the team for the coordination in the
19 meeting with Senator Curtis.
20 2. The FY2026 annual budget work session is scheduled for April 8, 2025, from 9am to noon
21 at the Town Hall. The budget binders and will be delivered to the Council by March 31,
22 2025.
23 3. Greg Sant, Planning & Building Administrator, received his electrical certification. Greg
24 is now certified to conduct 4-way inspections. A new law will take effect in December
25 2025 that now requires building inspectors to hold a commercial certification. Bret
26 explained that staff will be discussion options on the direction of a commercial inspector.
27 4. The Mall's event tent that collapsed during the Town's 50th Anniversary events was
28 completely destroyed. The tent had to be thrown away. The Mall owners did receive
29 their final approvals from the banks to begin the expansion of the Mall building.
30
31

32 **F. AGENDA ITEMS:**
33

34 **1. 2025 PATCHWORK PARKWAY ANNUAL REPORT & FUNDING REQUEST. .**
35 The Patchwork Parkway's annual report
36

37 Nancy Dalton, Patchwork Parkway Director, presented the annual 2025 Patchwork Parkway
38 report to the Council (see attached). Nancy highlighted some of the projects the committee
39 has planned for 2025 and 2026.

- 40 1. Brian Head Kiosk Sign that will identify the Town's history and trail systems.
41 2. Other kiosks will be located in neighboring communities of Panguitch and
42 Parowan who are also contributing entities on the scenic byway program.
43 3. The Brian Head kiosk will be located at Chair #1 parking area.
44 4. The project is scheduled to be completed by October 2025 and a ribbon cutting
45 ceremony will be scheduled for the event.
46 5. Replacing the I-15 billboard.
47 6. Updating their website to identify special events. This will be a link to the Town's
48 website for special events.
49 7. Working with agencies on the restoration of Brian Head Peak shack.
50 8. Will continue to look for additional social media platforms to disseminate
51 information to the public.
52

1 Nancy then requested the Town's annual contribution of \$1,500 to the Patchwork Parkway
2 program. The council agreed and thanked Nancy for her presentation.
3
4

5 **2. FISCAL YEAR 2026 STRATEGIC PLAN DRAFT REVIEW.** A review of the draft FY
6 2026 Strategic Plan.
7

8 Bret Howser, Town Manager, reported that the Council reviewed the FY2026 Strategic Plan
9 during the March 11, 2025, meeting of the public works department strategies/action steps.
10 Bret reported that the Council will continue their review of the Strategic Plan for the Public
11 Safety Department and Administration Department's strategies/action steps.
12

13 Review of the Public Safety Department's strategies and action steps with the following
14 changes:

- 15 1. PS03: Annual Fire Extinguisher Training for the public. Mayor Calloway suggested
16 that the department consider something of a mobile event where the training goes to
17 the businesses instead of having the businesses come to the training.
- 18 2. PS05: Life Flight Land/Staging Zone: Chief Benson explained that when life flight
19 lands, the Town could lend them a vehicle to stage in Brian Head.
- 20 3. PS05: Life Flight Staging Site: Chief Benson reported that a potential location could
21 be on the south side of the public safety building.
22

23 Administration Department's Strategies/Action Steps review with the following
24 changes:

- 25 1. PI03: IVR System. Bret reported he will spell out what IVR means in the final
26 document.
- 27 2. PI05: Fall Community Clean-up: **Consensus of the Council:** continue with the Fall
28 cleanup event for one more year to determine if the event will continue or if it will be
29 pulled from a future strategic plan.
- 30 3. Economic Development: Bret reported that he is currently working on a draft
31 agreement for the summer lift operations with Brian Head Resort. Bret reported the
32 grant is pending, but the Town would receive \$40,000 from the Restaurant Tax Board
33 Grant and the Tourism Bureau agreed to an additional \$15,000. The agreement will
34 be presented to the Council at a later date. The resort has identified several
35 improvements including RV hookups. Council Member Tidwell inquired if they plan
36 to install sewer hookups as well.
- 37 4. ED07: Commercial Nodes: Bret inquired if the Council wants to broaden the current
38 commercial nodes. **Consensus of the Council:** Commercial nodes will increase.
- 39 5. ED08: Brochure Distribution: Mayor Calloway commented that brochures are not
40 being delivered to the businesses, and he does not believe the current online request
41 system is adequate. Bret reported that he will follow up on this item. Bret reported
42 the goal of the action step is to have brochures available to the public as fiscally
43 responsible as possible.
- 44 6. ED09: Cedar Breaks Lodge maintenance shop location screening. Bret reported he is
45 working with Cedar Breaks Lodge on a plan to screen the area between the
46 maintenance building and Highway 143 with vegetation. Staff will continue to work
47 with Cedar Breaks Lodge on a solution.
- 48 7. ED09: Holiday Lighting: Mayor Calloway commented that he would like to see the
49 local businesses, including the resort, become involved with holiday lighting in their
50 business area as well.
- 51 8. Statement Flagpole: Bret reported that he received feedback from staff that instead of
52 using a large flag, to go with more of a park-style flagpole with a center piece and

two flags. **Consensus of the Council:** agreed with a park-style flagpole with a centerpiece and two flags. The Bearflat pump house was a suggested location for the flagpole.

9. ED10: Scarecrow Walk Event: Mayor Calloway commented that he would like to see a personal invitation to the local businesses to participate in the Parowan Scarecrow Walk as well. He would like to see information sent to the businesses encouraging them to participate.
10. ED10: Jubilee of Trees: Last year was the first time the Town participated in the Jubilee of Trees in Cedar City. The cost was higher than anticipated and there is not a chamber benefit to it. **Consensus of the Council:** Delete the action step for participating in the Jubilee of Trees
11. ED11: Dark Skies: Bret recommended keeping the strategy identified for one more year. Mayor Calloway commented that significant improvements have been made to the Town's efforts in bringing buildings into compliance. Mayor Calloway suggested the Town continue to educate and engage with the public on the Dark Skies such as a dark sky flyer that emphasizes what's been done in the Town. **Consensus of the Council:** Action Step: Continue to educate and engage with the public on dark skies by distributing a flyer encouraging the public to participate.
12. ED11: Holiday Lighting: Bret reported he has updated this action step with the following: 1) replace any defective holiday lights and purchase additional holiday lights; 2) contract to maintain the large tree lights each year; 3) enhance visitor Christmas experience at Park/Pond; 4) organized Holiday Tree Lighting Days. Council Member Tidwell suggested enhancements to the Pavilion area but would like to see something on the wall of the restroom area and create an archway/walkway around the pavilion to create an interactive activity. Council Member Tidwell recommended an action step for Public Works to remove the lighting and include the pavilion area. They would remove non-permanent lighting and features throughout the season, but have it removed before summer.
13. Council Member Tidwell inquired about the Public Works Department's action steps during the last Council meeting and if the Town was considering adding a pickleball court. Bret explained the pickleball court is not located on the Town's property but has an agreement with Brianwood HOA to maintain it. Staff are researching grant funding for a pickleball court Mayor Calloway commented that more than one pickleball court will be needed.

3. TRAILS MASTER PLAN ADOPTION. An ordinance adopting an updated Trails Master Plan.

Bret Howser, Town Manager, presented a draft Trails Master Plan that has been updated (see attached). The Council reviewed the draft Trails Master Plan with the following changes and/or comments:

1. Pg. 11 Map: Mayor Calloway commented that he would like to add a loop to the Navajo Loop Trail. Bret explained they will be a trail subsystem in the future, so he would recommend not identifying it at this time.
2. Mayor Calloway commented that he would like to add a trail system from Twisted Forest to High Mountain. Bret reported that he would need to find a route for the trail.
3. Council Member Freeberg suggested staff expand the Table of Contents since it does not lead people to the maps.

4. Aspen Meadows Loop Trail: Mayor Calloway complemented Bret on the re-routing of the trail, so it no longer goes down Steam Engine Drive. Bret reported that there may be some private property issues in the Cedar Breaks Mountain Estates area.
5. Navajo Loop Trail portion that is along Pinehurst Street. He would like to continue the trail to Bristlecone Pond from Pinehurst Street and would be a summer use only.
6. Pg. 30, Parowan Canyon OHV Trail: Bret reported he will identify the Parowan Canyon OHV Trail on the maintenance schedule.
7. Trail from Bearflat to Cedar Breaks National Monument: Bret reported there will be a two-mile trail from the Town to Cedar Breaks National Monument in which the Town plans to maintain the trail. Mayor Calloway reported that the Town may enter into a cooperative agreement for the maintenance of some of the trail systems.
8. Council Member Tidwell commented there are trail standards including snowshoe trails and inquired if the Town plans to identify a snowshoe trail. Bret reported he is researching grant funding for a snowshoe trail from Lighting Point to the Rattlesnake Trailhead. It currently shows as a cross-country ski trail.
9. Paintbrush Road, located south of Georg's Ski Shop, will have a small, looped trail connecting to Georg's Ski Shop and the Town Walking Trail.
10. Council Member Tidwell commented that he snowshoed the Manzanita Trail. Once the improvements are made to the trailhead area, the trail would be ideal for snowshoeing.
11. Manzanita Trail: Change the word "grazing" to another appropriate word.
12. Pg. 16 - Trailhead Needs: Clarify the parking area on how the public is to park. Council Member Tidwell recommended the Town use logs to mark the parking header area.

Motion: Council Member Tidwell moved to adopt ordinance No. 25-002, adopting the revised Trail Master Plan with the following changes:

1. Include the Ridge View connector trail.
2. Identify the Twisted Forest to High Mountain trail extension.
3. Identify the OHV Trail on Pg. 31.
4. Identify snowshoeing on the Manzanita Trail.
5. Change the word "grazing" in the Manzanita Trail section to a more appropriate word.

Council Member Freeberg seconded the motion.

Action: Motion carried 3-0-0 (summary: Yes = 3 Vote: Yes: Council Member Tidwell, Council Member Freeberg, Mayor Calloway. Absent: Council Member Ricks, Council Member Marshall).

4. CONSTRUCTION MITIGATION ADMINISTRATIVE POLICY. A proposed administrative policy to mitigate and manage construction activities within the town.

Mayor Calloway explained he plans to recuse himself from this agenda item which there will not be a quorum to approve the Construction Mitigation Policy.

Council Member Tidwell recommended the policy included a provision that no building inspections be conducted until any violations are resolved. Council Member Tidwell also suggested that penalties must be paid in full before an inspection takes place.

Motion: Council Member Tidwell moved to table the Construction Mitigation Policy due to a lack of a quorum. Council Member Freeberg seconded the motion.

Action: Motion carried 3-0-0 (summary: Yes = 3 Vote: Yes: Council Member Tidwell, Council Member Freeberg, Mayor Calloway. **Absent:** Council Member Ricks, Council Member Marshall).

5. FUTURE AGENDA ITEMS. Discussion on potential items for future Council agendas.

The council did not address this item.

G. ADJOURNMENT

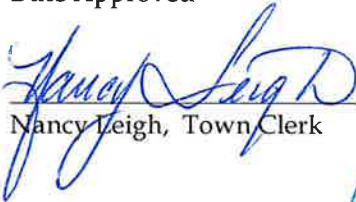
Motion: Council Member Tidwell moved to adjourn the regular meeting of the Town Council. Council Member Freeberg seconded the motion.

Action: Motion carried 3-0-0 (summary: Yes = 3 Vote: Yes: Council Member Tidwell, Council Member Freeberg, Mayor Calloway. **Absent:** Council Member Ricks, Council Member Marshall).

The regular meeting of the Town Council was adjourned at 3:33 pm on March 25, 2025.

April 22, 2025

Date Approved


Nancy Leigh, Town Clerk

