



The Regular Meeting of the
**Brian Head Town Council Acting as the
Governing Body for the Brian Head Special Service District**

Brian Head Town Hall – Council Chambers
56 North Highway 143 – Brian Head, UT 84719

www.Zoom.us (Click Here)

Via Zoom Meeting ID# 819 0821 8063

TUESDAY, MARCH 11, 2025 @ 1:00 PM

AGENDA

- A. CALL TO ORDER**
- B. PLEDGE ALLEGIANCE**
- C. DISCLOSURES**
- D. APPROVAL OF THE MINUTES:** February 25, 2025, Town Council Meeting.
- E. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.** Public input is limited to three (3) minutes on non-agenda items.
- F. AGENDA ITEMS:**

SPECIAL SERVICE DISTRICT:

- 1. RESOLUTION AWARDING THE SPECIAL SERVICE DISTRICT WATER RIGHTS FOR THE 2025 IRRIGATION SEASON.** Nancy Leigh, District Clerk. The Board will consider a resolution awarding the Water Rights Lease Agreement for the 2025 irrigation season.

BRIAN HEAD TOWN:

- 2. FISCAL YEAR 2026 STRATEGIC PLAN REVIEW.** Bret Howser, Town Manager. The Council will review the first draft of the FY2026 Strategic Plan for Public Works and Administration.
- 3. CONSTRUCTION MITIGATION POLICY APPROVAL.** Greg Sant, Building/Planning Administrator. The Council will consider a policy for construction mitigation for construction companies operating in Brian Head.
- 4. FUTURE AGENDA ITEMS.** The Council will discuss potential items for future agendas.

G. ADJOURNMENT

Date: March 6, 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: BUILDING AND PLANNING DEPARTMENT REPORT

AUTHOR: Greg Sant
DEPARTMENT: Building and Planning
DATE: March 4, 2025
TYPE OF ITEM: Informational

BUILDING REPORT:

January and February 2025 Building Permits Summary:

Issued Permits by Category -		
Single Family Dwellings	0	Dwellings
Townhomes	0	Dwellings
Additions/Remodels/Accessory Unit	0	
Minor Alterations	0	
Commercial	0	
Utilities (Electric and Gas)	1	
Total	1	

January and February 2025 Land Use Permits Summary:

Issued Permits by Category –	
Tree Removal	0
Grading and Excavation	0
Trenching/Encroachment	0
Total	0

January and February 2025 Land Use Submitted Applications:

By Category –	
Conditional Use Permits	0
Lot Line Adjustment/Minor Plat Amendments	0
Preliminary Plat	0
Final Plat	0
Vacating ROW/Easement	0
Zone Amendment	0

January and February 2025 Summary of Fees Collected:

By Category -	
Building Permit Fees	\$ 230
Plan Check Fees	\$ 0
Tree and Grading Permit Fees	\$ 0
Land Use Permit Fees	\$ 0
Sub-Total	\$ 230
<u>Impact Fees Collected</u>	
Total Fees Collected	\$ 0

2024 Inspections Summary:

Inspections by Permit Type –

Single Family Homes and Cabins	45
Multi-Family (Townhomes)	18
Additions/Remodels/Minor Alterations	4
Commercial	0
Utilities	1
<u>Grading</u>	<u>0</u>
Total	56

Total done by Greg Sant 41

Total by Lester, Lynn and ShumsCoda 15

Greg is scheduled to get the last residential certificate in March 2025



Brian Head Town Council Update

February 1, 2025

Marshal's Office:

Not much snow in February, but the Marshal's Office was still very busy. I think the theme for the month was traumatic injuries. It seemed like we were landing a medical helicopter every few days. The sun made for a lot of people out on the slopes, but also made for hard landings and crashes, keeping the ski patrol and the marshal's busy. We had a total of 30 medicals for the month, 21 of those were traumatic injuries.

All deputies were called in to a missing child incident. We had a young man with autism get detached from his family on the slopes. The family looked for him for an hour or more before calling 911. Sergeant Guymon quickly paged out all available deputies, fire personnel and Iron County Search and Rescue. An "Everbridge" (aka reverse 911) message was sent out notifying the public of the endangered child. We had a great response, and the town was divided out into search areas. It was mentioned that the child tends to walk into the residence where doors are left open. With the number of doors we have in our condos, this was looking to be a huge task of knocking on a lot of doors and talking to a lot of people. The "Everbridge" notification led to a lead from a snowmobile tour guide who assisted a young man who he believed had some disabilities. That tip from the public was the key to locating the young man and getting him reunited with his family without any further incident. Sergeant Guymon did a great job organizing and getting boots on the ground to end this high-risk search.

Nearly every deputy in the department was called to numerous trespassing complaints at a residence home on Ridgeview. Each time there was evidence of trespassing with tracks in the snow or the residence eyewitness account. The frustration of the residents was obvious. The home is located on the ski run with the backyard immediately adjacent to the ski slope. The residents were frustrated with people skiing across the back of his yard. The residents were also frustrated with people renting in the area crossing his or his neighbors property in an effort to ski onto the slopes and not have to drive or shuttle to the base of the ski hill to access the slopes. But in each account the active of criminal trespassing was not found. The "intent" was not met for a charge of trespassing. The renters each time were advised to not trespass and each time they headed the warning. As for the skiers on the slopes, it is nearly impossible to identify and catch them. But the intent again is not met or substantiated to call it a criminal trespass. We will

continue to work with the homeowner and the local rental homes to notify renters of the need to use the shuttle system or to drive to the base of the ski slopes to access them.

Total Incidents= 124

Fire Department:

We had some great fire training this past month and have had a few new volunteers consistently attending. This is great news and refreshing and exciting to watch the seasoned firefighters work with the new firefighters. It is healthy for both to not only learn the basics, but also refreshers for those teaching.

This month we did our annual “Ice Rescue” refresher. This is a review of the equipment and the donning of it. We refresh our minds on the techniques and tools we have for successful deployment to an ice rescue incident. We also had some annual OSHA training on fire extinguishers. Did you know that a person who is trained on the use and function of a portable fire extinguisher can extinguish twice as much fire as an untrained individual? Lastly, we trained on SCBA’s. This was a great introduction to the new firefighters and a great review for the “OG’s”.

Numerous fire alarms went off without any major incident. This included a fire alarm at town hall that was due to malfunctioning equipment. It was a great test of the system, and it worked perfectly. It also gave a few employees a test of their heart as the alarms definitely raises ones blood pressure and stress level.













BRIAN HEAD

PUBLIC WORKS DEPARTMENT UPDATE

March 6th, 2024

Public Works continues to work on snow prep and equipment upkeep. Six of the crew attended the annual Rural Water training. 4 crew members tested for their certification.

The following are updates on the projects assigned to us, as well as self-identified projects.

Streets

- Plowing continues as needed.(positive snow thoughts)
- Snow markers are being repaired and replaced throughout town. (ongoing)
- Snow push back is ongoing for the next storm.(ongoing)
- Hydrant clearing as needed.
- Crew continues to gather snow for Village Way (50th event).

Water

- Staff continues to monitor the water system.
- Meters continue to be replaced/repared throughout the system. (11 identified non-working meters were replaced).

Sewer

- Staff continues to monitor the sewer system.
- All sewer manholes in the canyon corridor have been identified and marked.

Park and Trail

- Snow removal on trail as needed.
- Staff is manufacturing manzanita trail signs. (ongoing)

Equipment

- Work continues to maintain snow removal equipment.
- Chains repairs as needed.

Public Works Shop

- Cleaning and organization on going.



BRIAN HEAD

PUBLIC WORKS DEPARTMENT UPDATE

March 6th, 2024

In-house Projects

Public Works will continue to work on in-house projects and maintain buildings and equipment as needed. If you have any questions or concerns, please do not hesitate to call.



STAFF REPORT TO THE TOWN COUNCIL

ITEM: SPECIAL SERVICE DISTRICT: 2025 WATER LEASE AGREEMENT

AUTHOR: Nancy Leigh, District Clerk
DEPARTMENT: Special Service District
DATE: March 11, 2025
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council acting as the governing body for the Special Service District (The Board) will consider a resolution SSD-041 to lease 243.08 acre-feet of water for the 2025 irrigation season (April 30th - October 31st).

BACKGROUND:

- 2009:** The Special Service District (SSD) purchased 400-acre feet of water from the Heils in the Parowan valley and entered into an interlocal agreement with the Town that would allow the Town to use the water for municipal purposes.
- 2011:** An amendment to the interlocal agreement: The Town did not intend to beneficially use the remaining water rights, therefore, allowing the SSD to lease the water rights for irrigation purposes.
- 2013:** An agreement between the SSD, the Town, Parowan City, and Parowan Irrigation & Reservoir Co. was entered into that identified a portion of the water rights (156.92 acre feet of water rights) would be used in the Bristlecone Pond project to satisfy a provision that would allow for additional water flow into the Parowan creek in the late irrigation season period. This left 243.08 acre-feet of water available for annual lease to the public.
- 2014:** The SSD first leased out the water rights to Robert Brothers Dairy with a Water Rights Lease Agreement which identified a provision of first rights of refusal, in which Mr. Don Roberts has exercised his rights since 2014.
- 2022:** The Water Rights Lease Agreement was amended and the provision of first right of refusal was removed from the agreement from our water attorney, Matt Jensen. The agreement in 2022 allowed for one year (2023) that Mr. Roberts could exercise the first right of refusal.

ANALYSIS:

Staff advertised the water rights for the 2025 irrigation season along with notifying those who were specifically interested and requested notification on the water right bid. The deadline for submitting bids was Wednesday, March 5, 2025, at 5 p.m. We received one bid for the 2025 lease agreement, Robert Jeff Parker:

- Robert Jeffrey Parker: \$14,299.99

As part of the process, the successful bidder is also required to submit a temporary change order with the Utah Division of Water Rights and reimburse the Town for the Water Distribution Assessment that is associated with the water rights.

Once the Board awards the Water Lease Agreement, staff will post a notice for a 30 day protest period and follow up with the temporary water change application and payment for the reimbursement of the distribution assessment that was recently paid by the Town.

FINANCIAL IMPLICATIONS:

- The funds that the SSD receives for the water rights for the 2025 irrigation season are identified in the Town's water fund.
- The Water Distribution Assessment for 2025 associated with the water rights haven't yet been submitted but will be paid by the Town and reimbursed as part of the agreement. The 2024 cost for the annual assessment

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommend awarding the Water Lease Agreement to Robert Jeffrey Parker in the amount of \$14,299.99 for the 2025 irrigation season

PROPOSED MOTION:

I move to adopt resolution SSD-041, authorizing a Water Lease Agreement to Robert Jeffrey Parker in the amount of \$14, 299.99 for the 2025 irrigation season as presented.

ATTACHMENTS:

A – Resolution No. SSD-041

BRIAN HEAD SPECIAL SERVICE DISTRICT, UTAH

March 11, 2025

RESOLUTION SSD-____

**A RESOLUTION AUTHORIZING A WATER RIGHTS LEASE AGREEMENT
WITH ROBERT JEFFREY PARKER FOR THE 2025 IRRIGATION SEASON.**

A. **WHEREAS** the Town of Brian Head (the “**Town**”) and the Brian Head Special Service District, Utah (the “**District**”) previously entered into an interlocal cooperation agreement titled Amended and Restated Water Rights Lease and dated September 22, 2009 (the “**2009 Lease Agreement**”) whereby the District leases certain water rights that it owns (the “**Water Rights**”) to the Town in exchange for payment of money to finance the purchase of those Water Rights.

B. **WHEREAS** the Town and District amended the 2009 Lease Agreement to allow District to lease the Water Rights or a portion of the Water Rights if the Town does not intend to use them during a certain irrigation season.

C. **WHEREAS** the Town does not intend to beneficially use the portion of the Water Rights identified as water right number 75-2019 (“**WR 75-2019**”) during the 2025 irrigation season, and Robert Jeffrey Parker (“**Lessee**”) desires to enter into a water rights lease agreement with the District to use WR 75-2019 supplementally for irrigation purposes with other water rights owned by the Lessee for the 2025 irrigation season.

D. **WHEREAS** the Governing Body of the District has determined that entering into a Water Rights Lease agreement with the Lessee in substantially the form attached as Exhibit A (the “**Water Rights Lease Agreement**”) is in compliance with the 2009 Lease Agreement, as amended, and will benefit and serve the purposes of the District.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Brian Head Special Service District, Utah as follows:

Section 1. The Water Rights Lease Agreement with the Lessee promotes the purposes for which the District has been established.

Section 2. The Water Rights Lease Agreement in substantially the form presented at this meeting and attached hereto as Exhibit A is in all respects approved, authorized, and confirmed. The appropriate officials of the District are authorized to approve the final terms and to execute the Water Rights Lease Agreement on behalf of the District in the form and with substantially the same content as set forth in Exhibit A.

Section 3. The Governing Body directs the District Clerk to be prepared and publish one time in the Spectrum a notice of agreement in substantially the form attached as Exhibit B. The District Clerk is directed to make a copy of this Resolution and a copy of the Water Right Lease Agreement available for review at the Clerk's office during regular business hours for 30 days after the publication of the notice of agreement. During that 30-day period, any person in interest may contest the legality of this Resolution or the Water Right Lease Agreement. After that 30-day period has passed, no one may contest this Resolution or the Water Right Lease Agreement for any cause whatsoever.

Section 4. All regulations, orders and resolutions of the District or parts thereof inconsistent herewith are hereby repealed to the extent only of such inconsistency.

Section 5. The Clerk is directed to complete the attached Record of Proceedings.

Section 6. This Resolution shall become effective immediately upon adoption.

ADOPTED, APPROVED, and ORDERED by majority vote at a duly called meeting of the Governing Body of the Brian Head Special Service District, Utah this ____ day of March, 2025

**BRIAN HEAD SPECIAL SERVICE
DISTRICT, UTAH**

By: _____
Clayton Calloway, District Chair

ATTEST:

Nancy Leigh, District Clerk

(S E A L)

RECORD OF PROCEEDINGS

March 11, 2025

The Governing Body of the District met in public session at its regular meeting place in the Town of Brian Head, Utah, at 1:00 p.m., or as soon thereafter as feasible, on March 11, 2025 with the following members present:

Clayton Calloway
Martin Tidwell
Larry Freeberg
Kelly Marshall
Mitch Ricks

District Chair
Board Member
Board Member
Board Member
Board Member

Also present:

Nancy Leigh
Bret Howser

District Clerk
District Manager

Absent:

After the meeting had been duly called to order and the minutes of the preceding meeting were read and approved, and after other matters not pertinent to this resolution had been discussed, the Clerk presented to the Town Council a Certificate of Compliance With Open Meeting Law with respect to this March 11, 2025 meeting, a copy of which is attached.

Board Member ____ then introduced and moved the adoption of the foregoing resolution, which motion was seconded by Board Member ____ and the motion was passed as follow:

AYE:

NAY:

ABSTAIN:

CERTIFICATE OF DISTRICT CLERK

I, Nancy Leigh, the duly qualified and acting Clerk of the District, certify according to the records of the District in my official possession that the foregoing constitutes a true and correct copy of the minutes of the meeting of the Governing Body held on March 11, 2025, including a resolution adopted at that meeting as the minutes and resolution are officially of record in my possession.

IN WITNESS WHEREOF, I have subscribed my official signature and impressed the official seal of the District this 11th day of March 2025.

Nancy Leigh, District Clerk

(S E A L)

CERTIFICATE OF COMPLIANCE WITH OPEN MEETING LAW

I, Nancy Leigh, the Clerk of the District, certify, according to the records of the District 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 24 hours public notice of the agenda, date, time, and place of the March 11, 2025 public meeting held by the Governing Body as follows:

(a) By causing a Meeting Notice, in the form attached, to be posted at the District's principal offices at least 24 hours prior to the convening of the meeting, the Meeting Notice having continuously remained so posted and available for public inspection until the completion of the meeting; and

(b) By causing a copy of the Meeting Notice to be delivered to a newspaper of general circulation within the District at least 24 hours prior to the convening of the meeting.

(c) By causing a copy of the Meeting Notice to be posted on the Utah Public Notice Website at least 24 hours prior to the convening of the meeting.

DATED this _____ day of March 2025.

Nancy Leigh, District Clerk

(S E A L)

[Attach Meeting Notice]

EXHIBIT A

WATER RIGHTS LEASE AGREEMENT

DRAFT

EXHIBIT B

NOTICE OF AGREEMENTS

On March 11, 2025, the Governing Body of the Brian Head Special Service District, Utah (the "District") adopted a resolution (the "Resolution") authorizing the District to enter into a Water Rights Lease Agreement for the 2025 irrigation season (the "2025 Lease"). Other than the lease of those water rights, the 2025 Lease does not affect the property rights of the District, and the 2025 Lease does not impose any obligations on the District other than the obligations related to the lease of the water rights. The term of the 2025 Lease term will be the 2025 irrigation season.

Copies of the Resolution and the 2025 Lease are and will be available for review at the Town Clerk's office located at 56 N. Hwy. 143 in Brian Head, Utah during regular business hours from 9:00 a.m. to 5:00 p.m. Monday-Friday for 30 days after the publication of this notice. During that 30-day period, any person of interest may contest the legality of the Resolution or the 2025 Lease. After that 30-day period has passed, no one may contest the Resolution or the 2025 Lease for any cause whatsoever.

DATED: March 11, 2025

/s/ Nancy Leigh
District Clerk/Town Clerk

WATER RIGHTS LEASE AGREEMENT

THIS AGREEMENT is entered this ____ day of ____, 2025 by and between Brian Head Special Service District (“**Lessor**”) and Robert Jeffrey Parker (“**Lessee**”).

RECITALS

A. Lessor is the actual and record owner of water right number 75-2019 (the “**Water Right**”), approved for use of 243.08 acre-feet of water per year for irrigation use.

B. Lessee desires to use the Water Right for irrigation purposes with other water rights owned by the Lessee for the 2025 irrigation season.

C. Lessor and Lessee will file a temporary change application to temporarily change the approved points of diversion and place of use of the Water Right necessary to allow use by Lessee for the 2025 irrigation season.

D. Lessee desires to lease the Water Right from Lessor upon the terms and conditions set forth in this Agreement.

AGREEMENT

1. Lease Agreement. Lessor hereby leases the Water Right to Lessee to use up to 243.08 acre-feet of water with other water rights owned or held by Lessee for irrigation use during the 2025 irrigation season. The water leased under this Agreement shall be diverted from one or more of Lessee’s underground wells and used on Lessee’s property, as more particularly described in a temporary change application filed with the Utah Division of Water Rights, with the form of temporary change application to be prepared by Lessee and approved in writing by Lessor, in its reasonable discretion, before filing (the “**Temporary Change**”).

2. Lease Payments. As the lease payment, the Lessee will pay Lessor a one-time, up-front rent payment equal to \$14,299.99 which shall be paid before Lessee may divert any water under the Water Right. In addition to the lease payment described above, Lessee shall also pay the filing fee associated with the Temporary Change and reimburse Lessor for any Water Distribution Assessment associated with the Water Right for the 2025 irrigation season.

3. Diverting Works. All water diverted and used by Lessee shall be diverted from Lessee’s groundwater wells described in the Temporary Change, and Lessee shall have the sole obligation and responsibility to develop, maintain, and operate, at its sole cost, the groundwater wells and water works to divert and use the water leased hereunder. Lessor shall have no responsibility or obligation for developing, maintaining, operating, or paying for any diversion and water works necessary for Lessee to divert

and use the water under this Lease, and Lessor shall have no obligation to deliver water to Lessee.

4. Indemnification. Lessee agrees to indemnify, defend, and hold the Lessor harmless from any and all liability, claims, demands, judgments, actions, and proceedings arising out of Lessee's taking and subsequent use of water pursuant to this Lease.

5. Termination. Lessee's failure to pay the lease payment and costs described in paragraph 2 when due shall constitute a default. Upon such default, the Lessor shall provide Lessee with a written notice of default explaining the nature of the claimed default. Service of the notice shall be deemed complete upon the date of depositing the same, registered, or certified mail, return receipt requested, postage prepaid, in the United States Post Office, and addressed to Lessee at its last known address. If Lessee does not cure a default within ten (10) business days of the date of service of the notice of default, then Lessor shall have the right to terminate this Agreement, and Lessee shall be liable to Lessor for any payments or costs due but unpaid.

6. Attorney's Fees. In any action arising out of an alleged breach of this Agreement, the prevailing party shall be entitled to its costs and reasonable attorney's fees.

7. Assignment. This Agreement may only be assigned with written consent of the other Party. Such written consent shall not be unreasonably withheld by either party.

8. Notice. All notices shall be in writing by personal service, by mail, by electronic, or facsimile transmission, and shall be deemed to have been given as follows: on the date of personal service; on the date of post mark if by regular mail; on the date of the transmission if by facsimile transmission. For purposes of this Agreement, notice shall be addressed to the parties at the following addresses, facsimile numbers, and/or telephone numbers:

Lessor:
Brian Head Special Service District
Attn: Nancy Leigh
56 N. Hwy 143
P.O. Box 190068
Brian Head, UT 84719
nleigh@bhtown.utah.gov
Telephone: (435) 677-2029

Lessee:
Robert Jeffrey Parker
1801 White Hawk Ct.
Las Vegas, NV 89134
702-524-0589

Any party may change its address for notice under this Agreement by giving written notice to the other party in accordance with the provisions of this paragraph.

9. No Waiver. Any party's failure to enforce any provision of the Agreement shall not constitute a waiver of the right to enforce such provision. The provisions may be waived only in writing, signed by the party intended to be benefited by the provisions and a waiver by a party of a breach hereunder by the other party shall not be construed as a waiver of any succeeding breach of the same or other provisions.

10. Drafting Party. This document has been and shall be deemed to be a product of joint drafting by the parties and there shall be no presumption otherwise.

11. Captions. The captions and headings in this Agreement are for convenience only and shall not be considered in construing any provision contained in this Agreement.

12. Entire Agreement. This Agreement and the documents referred to herein constitute the entire agreement between Lessor and Lessee. All negotiations, representations, warranties, and other agreements between the parties and related to the Water Right are merged herein.

13. Governing Law. This Agreement shall be subject to and governed by the laws of the State of Utah.

[Signature Page Follows]

DATED AND EFFECTIVE as of this ____ day of March 2025

Lessor:

Brian Head Special Service District

Clayton Calloway, Chair

Attest:

Nancy Leigh, District Clerk

Lessee:

Robert Jeffrey Parker



STAFF REPORT TO THE TOWN COUNCIL

ITEM: DRAFT FY 2026 STRATEGIC PLAN REVIEW

AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: March 11, 2025
TYPE OF ITEM: Discussion

SUMMARY:

Council will review and discuss the attached Draft FY 2026 Strategic Plan, in particular the proposed strategies and action steps, and direct staff regarding any changes they would like to see.

BACKGROUND:

Council met at a Strategic Planning Retreat in January and reviewed the Community Vision, Town Goals, and FY 2025 Strategies & Action Steps. Based on discussion and direction from that retreat, staff has drafted a proposed FY 2026 Strategic Plan.

ANALYSIS:

The Draft FY 2026 Strategic Plan is attached. The attached plan is a collaboration of the Administration, Public Works, and Public Safety Departments. It is anticipated that this draft plan will be reviewed over two council meetings in March, and then adopted in April.

Staff from Public Safety will be available to answer questions at the March 11 meeting, and Admin and Public Works at the March 25 meeting.

FINANCIAL IMPLICATIONS:

The FY 2026 budget, which will be presented in April, will be based on this strategic plan.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Council should review and discuss the attached Draft FY 2026 Strategic Plan, in particular the proposed action steps, and direct staff regarding any changes they would like to see.

PROPOSED MOTION:

No motion necessary, item is discussion/informational only

ATTACHMENTS:

A – Draft FY 2026 Strategic Plan

FISCAL YEAR 2026 STRATEGIC PLAN

BRIAN  HEAD

*Proposed
March 11, 2025*



CONTENTS

PURPOSE STATEMENT

Brian Head Town exists to serve the interests of its residents, homeowners, businesses and guests. As a local government entity, the Town Council and staff strive to accomplish those things which Town stakeholders expect of their local government in the most efficient manner possible. To accomplish this, the Town engages in a detailed and thorough strategic planning process which is described in these pages.

This document focuses on the strategies which will be administered by the staff of Brian Head Town in order to pursue the goals of the Town Council and effectuate the vision set forth by the community. Many of these strategies may be ongoing or long-term in nature, but each strategy will be pursued to one degree or another during the course of Fiscal Year 2026 (July 1, 2025 thru June 30, 2026).

Certain action steps which will be carried out in pursuit of these strategies are also detailed herein. These action steps, along with typical day-to-day duties, make up the work plan for staff for the fiscal year. This document stems from the Community Vision and serves as the basis for the fiscal year budget.

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STRATEGIC PLANNING PROCESS

Brian Head Town engages in strategic planning in order to ensure that the community's expectations of its local government are being met. Through strategic planning, all resources (meaning every tax dollar spent and each man hour worked) are tied back to a clear community vision through goals, strategies, and action steps.

The elements of strategic planning shown here are intended to establish what it is the residents and guests of Brian Head expect from their local government by 1) defining a vision, 2) fleshing out that vision in a set of outcome-oriented goals, 3) developing strategies to effectuate those goals, 4) identifying the action steps staff will take in pursuit of the strategies, and 5) allocating resources to these actions. In this manner, we will better ensure that finite resources are being most effectively applied toward achieving what the community ultimately expects of its local government.

COMMUNITY VISION

In August of 2013, the Town Council directed town staff to re-establish a community vision which would drive a new effort in strategic planning. A focus group of individuals representing various facets of the community was assembled to look at Brian Head through the lenses of culture, economy, and environment, and from their discussion and brainstorming on those topics derive a single

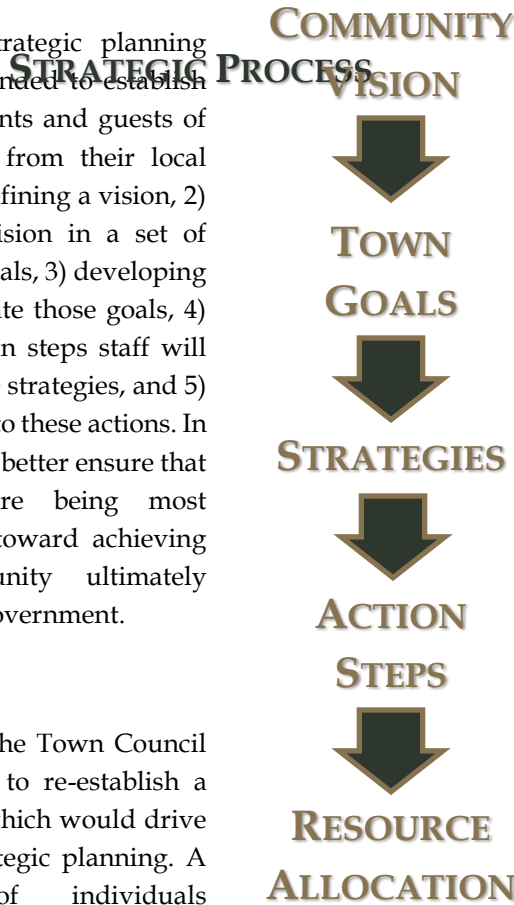
unifying statement defining a vision of what Brian Head is and hopes to become. The Brian Head Town Community Vision was then submitted to the public and Council for approval in a series of public hearings in September and October 2013.

The Council adopted the Brian Head Town

Community Vision which is summarized in the statement at the bottom of this page. Further information about this vision, including more detailed descriptions of the current and ideal culture, environment, and economy of the Town are included in the Brian Head Town Community Vision document available online at www.brianheadtown.utah.gov or by contacting Town Hall at 435-677-2029.

TOWN GOALS

Following adoption of the community vision, the Town Council developed a set of Town goals which flow from the vision. These goals highlight aspects of the vision which require special attention from the staff. Council will review these goals annually to monitor the progress made on each goal and may modify these goals in the short term. The goals are detailed more particularly in the following section of this document.



***BRIAN HEAD IS A RUSTIC MOUNTAIN VILLAGE WITH
DIVERSE RECREATION AND COMPLEMENTARY
COMMERCIAL OPPORTUNITIES WHERE PEOPLE AND
NATURE CO-EXIST***



STRATEGIC PLANNING PROCESS

STRATEGIES & ACTION STEPS

This FY 2026 Strategic Plan document deals with the strategies and action steps portion of the strategic planning process. These elements were developed by Town staff and have been crafted particularly to bring about the Town goals and community vision.

Each year, the Council and staff reviews strategies or services currently provided by Brian Head Town and we ask ourselves what aspect of the community vision or Town goals this activity serves. If a given strategy is geared toward achieving one the goals or the vision, it remains in the strategic plan, and in many cases is enhanced with new action steps. If a strategy is not determined to be effectively achieving the vision or goals, it is modified or discarded. Where Town goals are being addressed by few current services or programs, strategies may be added along with associated action steps.

The remainder of this document describes these strategies and action steps for the upcoming fiscal year.

RESOURCE ALLOCATION

With the vision, goals, strategies and action steps all identified, what remains is to allocate time and resources to these elements. This is done each year through the budget process. The details of resource allocation are contained in the Town's budget document, which has been formatted to align budget data with these elements of strategic planning. The draft FY 2026 Budget Document will be completed in April 2025 and can be found online at www.brianheadtown.utah.gov or by contacting Town Hall at 435-677-2029.



TOWN GOALS

Each January the Town Council meets in a Strategic Planning Retreat to set broad guiding strategic policy for the year. During this retreat, the Council reviews the Town's progress toward the existing Town Goals and considers any potential modifications of the Town Goals.

The following goals were derived from the Community Vision and have been set by the Town Council to guide policy and action for Brian Head Town during Fiscal Year 2026.

Economy

- 1) Enhance the Brian Head Experience
- 2) Attract more visitors especially in Summer & Fall
- 3) Support local events
- 4) Maintain a business and development climate that is attractive to resort-complementary commercial establishments



Culture

- 1) Foster a stronger sense of community and well-informed public discourse
- 2) Engage the community with information & activities that build unity
- 3) Increase livability of Town by making area more pedestrian and bike friendly
- 4) Mitigate impacts of resort economy on town culture

Environment

- 1) Maintain emphasis on and protect the natural environment
- 2) Guide growth of the built environment to be consistent with the General Plan and balanced with finite resources
- 3) Expand and improve the trails system
- 4) Develop a more polished image and first impression of the Town



ADMINISTRATION DEPARTMENT

The Administration department carries out a variety of day-to-day duties which are critical to the strategic approach of the Town. For the sake of brevity, these are not all listed under a strategy in this plan, but man hours of money spent on them will be included in the Budget Document under the corresponding strategy. The action steps listed below are explicitly spelled out in the plan because they are new, involve significant cost, represent policy or administrative direction, or require a certain degree of follow-up and accountability.

Public Information & Communication

Strategy: Hold regular open meetings and solicit public engagement (PI01)

Goals Impacted: Culture #1

Action Step	Lead Staff	By When
Hold Council Meeting each 2 nd /4 th Tuesday	N. Leigh	Ongoing
Hold Planning Commission each 1 st /3 rd Tuesday	<u>G. Sant</u>	Ongoing
Annual Community Input Forum	N. Leigh	12/ <u>2025</u>
Conduct annual open meeting training	<u>C. Claridge</u>	<u>04/2026</u>
Partner with Resort to gather Town-centric input on Resort's surveys	N. Leigh	<u>09/2025</u>
<u>New and improved email/contact list</u>	<u>N. Leigh</u>	<u>09/2025</u>

Strategy: Communicate significant information to the public in proactive manner (PI02)

Goals Impacted: Culture #1 and #2

Action Step	Lead Staff	By When
Maintain Town Facebook page	<u>C. Claridge</u>	Ongoing
Quarterly Mayor's message	<u>B. Feller</u>	Quarterly
Monthly news/information poster (posted and emailed)	<u>B. Feller</u>	Monthly
Community input/engagement activity at Fireman Breakfast	B. Howser	07/ <u>2025</u>
Wrap digital marquee into shuttle stop at Town Hall	B. Howser	10/2024
Implement Governmental Website Privacy Notice	N. Leigh	12/2024
Complete backlogged Planning Commission minutes	N. Leigh	06/ <u>2027</u>

Strategy: Keep Town Hall open and staffed with knowledgeable and personable personnel (PI03)

Goals Impacted: Culture #1; Economy #1

Action Step	Lead Staff	By When
Have front desk and phone coverage 9-5:00 all weekdays	<u>S. Williamson</u>	Ongoing
Staff generally available to answer public inquiries 8-5:00 weekdays	<u>S. Williamson</u>	Ongoing
Business/events licensing and fuel pump cross training refresher	N. Leigh	09/ <u>2025</u>
Utility billing/bulk water cross training refresher	A. Hunter	12/ <u>2025</u>
Building permit cross training refresher	<u>G. Sant</u>	03/ <u>2026</u>



<u>Investigate IVR System to automate call routing</u>	<u>S. Williamson</u>	<u>09/2025</u>
<u>Design, purchase, and install office placards in Town Hall</u>	<u>S. Williamson</u>	<u>09/2025</u>

Strategy: *Maintain clear and accessible records for the public (PI04)*

Goals Impacted: Culture #1

Action Step	Lead Staff	By When
Update Brian Head history with newspaper clippings and news from Google alerts	D. Calloway	Ongoing
Acquire and implement AI minutes software	N. Leigh	09/2024
Renew records officer certification	N. Leigh	03/ <u>2026</u>
Complete electronic archiving of physical bldg/planning records	<u>G. Sant</u>	06/ <u>2026</u>
Complete electronic archiving of physical admin/public works records	N. Leigh	06/ <u>2026</u>
Explore codification service for the Town Code	N. Leigh	06/2025
Conduct RFP for codification software (budget pending)	N. Leigh	06/2026

Strategy: *Plan and carry out community events geared toward building Town unity (PI05)*

Goals Impacted: Culture #1 & #2; Economy #1; Environment #1

Action Step	Lead Staff	By When
Advertise Town Events on electronic reader board	B. Howser	Ongoing
Fall Town cleanup (advertise it better) <u>did it work???</u>	<u>D. Calloway</u>	09/ <u>2025</u>
Fall community hike and barbeque	B. <u>Feller</u>	09/ <u>2025</u>
Spring Town cleanup	<u>D. Calloway</u>	05/ <u>2026</u>
Brian Head Arbor Day event	<u>A. Hunter</u>	<u>07/2025</u>
Town fuel mitigation event	<u>A. Burton</u>	06/ <u>2026</u>
<u>Volunteer trail cleanup/maintenance</u>	B. <u>Johnson</u>	06/ <u>2026</u>

Strategy: *Celebrate Brian Head Town's 50 years (PI06)*

Goals Impacted: Culture #1 & #2

Action Step	Lead Staff	By When
Elected Officials display board	N. Leigh	07/2024
Frontier Homestead Brian Head display	N. Leigh	12/2024
Scrapbook restoration/compilation	D. Calloway	12/2024
Audio recording compilation	N. Leigh	12/2024
Create video history	N. Leigh	12/2024
Publish Brian Head History Book	N. Leigh	12/2024
50 th Celebration Event	N. Leigh	<u>07/2025</u>



Community Development

Strategy: Maintain land management policies that reflect the Community Vision and General Plan (CD01)

Goals Impacted: Environment #1 & #2; Economy #4

Action Step	Lead Staff	By When
Attend Utah Land Use Institute Conference	G. Sant	10/2024
Revisit exterior cladding requirements	B. Howser	12/2024
Ensure light fixture requirements match policy expectations		12/2024
Revisit snow storage and parking requirements (guest parking)		12/2024
Revisit building spacing, density and landscaping requirements		12/2024
Revise ROS conditional uses to require mature trees to screen —RV campgrounds		12/2024
Attend American Planning Association Conference	G. Sant	05/ 2026
Train Planning Commission 4-hrs per year	G. Sant	06/ 2026
Make LMC adjustments required by 2025 LUDMA changes (if any)	G. Sant	12/2025

Strategy: Provide clear, timely, customer-friendly planning/building reviews (CD02)

Goals Impacted: Environment #1 & #2; Economy #4

Action Step	Lead Staff	By When
Complete design review on all permits within 14 days	G. Sant	Ongoing
Implement land use online permits (include Special Assessment)	G. Sant	10/ 2025
Building season kickoff contractor/realtor information seminar	G. Sant	04/ 2026

Strategy: Conduct timely, equitable and professional building inspections (CD03)

Goals Impacted: Environment #2; Economy #4

Action Step	Lead Staff	By When
Complete all requested inspections within two business days	G. Sant	Ongoing
Update permit log on paper	G. Sant	Monthly
Provide Council with monthly permit/inspection report	G. Sant	Monthly
Submit state building fees/report	S. Williamson	Quarterly

Strategy: Ensure adherence to policies through consistent code enforcement (CD04)

Goals Impacted: Environment #1 & #2

Action Step	Lead Staff	By When
Code enforcement shifts on Saturdays (min 3/month in summer, busy weekends in winter)	A. Hunter	Ongoing
Deliver code enforcement report to Council end of summer/winter	A. Hunter	Biannually
Annual code enforcement refresher with Public Safety staff	A. Hunter	04/ 2026



Strategy: *Implement workforce housing plan (CD05)*

Goals Impacted: Economy #4

Action Step	Lead Staff	By When
Complete affordable housing inventory (U of U Student Group)	B. Howser	07/2024
Hold policy discussion on detached accessory dwelling units	B. Howser	12/2024
Acquire 20 acre parcel from Forest Service	B. Howser	12/2025
Develop standard affordable housing development agreement including deed restriction requirements	B. Howser	12/2025

Strategy: *Consider mutually beneficial annexations (CD06)*

Goals Impacted: Culture #4; Environment #2; Economy #4

Action Step	Lead Staff	By When
Complete statutory annexation procedures	B. Howser	08/2024
Brian Head Unit 3 Annexation	N. Leigh	10/2024

Economic Development

Strategy: *Support special events and initiatives which draw visitors to the community (ED01)*

Goals Impacted: Economy #2 & #3

Action Step	Lead Staff	By When
Advertise all events week prior on social media	<u>C. Claridge</u>	Ongoing
Coordinate public services through event permitting	N. Leigh	Ongoing
Explore fees for event services with discounts for newer events <u>(Nancy will check on whether this happened)</u>	N. Leigh	07/2024
Research and present to Council drone show alternative	D. Benson	07/2024
4th of July fireworks (or drone show)	D. Benson	07/ <u>2025</u>
Modify events page on website to have updated events —drawn from tourism bureau database	B. Howser	07/2024
Redirect visitbrianhead.org to Town website visitor page	B. Howser	07/2024
New Year's fireworks	D. Benson	12/ <u>2025</u>
<u>Offer banner pole use for events with fee for Town to hang it</u>	N. Leigh	Ongoing
<u>Obtain tent anchors that don't damage pavement</u>	J. Ficken	07/2025
<u>Joint pilot program for summer lift operations with Tourism Bureau and Brian Head Resort (pending grant)</u>	B. Howser	10/2025



Strategy: General area marketing (ED02)

Goals Impacted: Economy #2 & #4

Action Step	Lead Staff	By When
Quarterly business spotlight on social media <u>(coordinated with Chamber of Commerce)</u>	<u>C. Claridge</u>	Quarterly
Administer summer -marketing co-op	B. Howser	<u>06/2025</u>
Annual report to Council from Tourism Bureau <u>/Chamber</u>	B. Howser	<u>01/2026</u>
Invite businesses to participate in marketing co-op	<u>B. Howser</u>	03/ <u>2026</u>
Administer winter marketing co-op	B. Howser	05/2025
Apply for 2025/2026-26/27 marketing co-op	B. Howser	06/ <u>2026</u>

Strategy: Build needed public infrastructure for resort commerce (ED03)

Goals Impacted: Economy #1 & #4; Environment #2

Action Step	Lead Staff	By When
Develop parking master plan with the Planning Commission		
<u>Apply for grant to complete parking master plan</u>	<u>B. Howser</u>	06/ <u>2026</u>
Work with USFS on campground plan for Bear Flat <u>(two year plan – get grant for NEPA for campground improvements and trail to CBNM)</u>	B. Howser	06/ <u>2027</u>
Work with USFS on peak observation building restoration	B. Howser	06/2025
<u>Organize local business funding for peak observation phase II</u> <u>and supply in-kind services</u>	<u>B. Howser</u>	<u>09/2025</u>
<u>Complete peak road milling with Forest Service</u>	B. Howser	09/ <u>2025</u>
<u>Enter agreement with Iron County and assume maintenance</u> <u>responsibility for Brian Head Peak Rd</u>	<u>B. Howser</u>	<u>07/2025</u>
Funding strategy for center turn lanes	B. Howser	06/ <u>2026</u>
<u>Master plan community plaza to replace existing Town Hall</u> <u>with community center, outdoor stage, etc.</u>	<u>B. Howser</u>	<u>06/2026</u>

Strategy: License businesses to ensure health, safety, and welfare (ED04)

Goals Impacted: Economy #1 & #4

Action Step	Lead Staff	By When
Implement CityInspect business licensing software	N. Leigh	07/202 <u>5</u>
Revisit nightly rental ordinances/policy	N. Leigh	/
<u>Adjust our process consistent with new statute for nightly rentals</u> <u>(Knotwell language)</u>	<u>N. Leigh</u>	<u>07/2025</u>



Strategy: Facilitate mobility and decrease traffic through public transit (ED05)

Goals Impacted: Economy #1 & #4; Environment #1 and #4

Action Step	Lead Staff	By When
Increase shuttle service as necessary to meet demand	B. Howser	Ongoing
Conduct request for proposal for shuttle services	N. Leigh	08/2025
Explore feasibility of Town buy in on Resort employee shuttle	B. Howser	10/2024
Price out canyon visitor shuttle (up and down with existing shuttles, with a midday run down the canyon)	B. Howser	10/2024
Put QR code with shuttle map on shuttle sign and info kiosks	B. Howser	11/2024
Explore 5311 funding for expansion of shuttle services	B. Howser	09/2025

Strategy: Provide core goods and services which are not provided by private businesses (ED06)

Goals Impacted: Economy #1 & #4

Action Step	Lead Staff	By When
Maintain retail fuel service	N. Leigh	Ongoing
Identify potential space for child care business in community	B. Howser	Ongoing

Strategy: Encourage resort-commercial development within Village Core (or at commercial nodes???) (ED07)

Goals Impacted: Economy #1 & #4; Environment #2

Action Step	Lead Staff	By When
Develop lot behind Town Hall to all-weather overflow parking	<u>J. Ficken</u>	10/ <u>2025</u>
Resolve ice rink/Zamboni drainage issue	B. Howser	10/2024
Develop financial plan for Village Way parking expansion	B. Howser	06/ <u>2026</u>
<u>Apply for Rural Community Opportunity grant for Village Way power line</u>	B. Howser	???
<u>Work with developer on agreement for Navajo Node commercial development</u>	B. Howser	06/ <u>2026</u>

Strategy: Operate Visitor Center (ED08)

Goals Impacted: Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
Maintain visitor information on information kiosks	D. Calloway	Ongoing
Distribute brochures weekly	D. Calloway	Weekly
Annual guest services training (winter and summer)	D. Calloway	Biannual
Attend brochure swap <u>(when financially feasible)</u>	D. Calloway	Annual
Implement Saturday Visitor Center shift (test through summer)	B. Howser	07/2024
<u>Visitor Center welcome/information monitor</u>	N. Leigh	12/ <u>2025</u>



Strategy: Beautify Brian Head (ED09)

Goals Impacted: Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
Complete pilot dumpster enclosures	PW Director	07/2024
Develop a prioritized list/build schedule for dumpster enclosures	J. Ficken	07/2025
Build first dumpster enclosure on the prioritized list	N. Wallis	10/2025
Refurbish/beautify Town entryway signs (finish up planter, etc)	<u>B. Jonhson</u>	<u>09/2026</u>
Prepare tree by Mall for Christmas lights (make it permanent)	PW Director	09/2024
Work with Cedar Breaks Lodge on additional screening of maintenance yard (waiting for report from Alex before setting action step here)	B. Howser	09/2024
Design street light beautification project	B. Howser	09/2024
Design and implement trail lighting upgrade	B. Howser	09/2024
Steam Engine Dr beautification (deadfall/rocks in shoulders)	<u>N. Wallis</u>	<u>10/2025</u>
Snowmelt/Cement/Masonry replacement at Town Hall	L. Ross	10/2024
Replace any defective holiday lights and purchase add'l lights	D. Calloway	10/
Evaluate effectiveness of dumpster enclosures and set plan for expansion	PW Director	10/2024
Holiday wrap wayfinding signs, skier bridge & tree by Mall		11/
entryway signs, Town Hall, pavilion, and ice feature		
Community holiday tree lighting day(s)	D. Calloway	11/202
Reconvene Art Committee to scope out next public art piece	B. Howser	12/2024
Install pinecone art on entry signs	B. Howser	09/2025
Pinecone topper on info kiosks (depending on costs)	B. Howser	12/2024
Implement Core Beautification Phase I(a)	B. Howser	10/2025
(Street lights/Signs/Town Hall Cladding/Snowmelt)		
Complete Design/Bid of Core Beautification Phase I(b)	B. Howser	03/2026
(Shuttle Stops/Crosswalks)		
Statement Flag Pole at Bear Flat well (surplus or RDA)	B. Howser	09/2025
Prototype of shade over park bench	N. Wallis	09/2025

Strategy: Better Connect Town with Businesses (ED10)

Goals Impacted: Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
Visit with business owners individually to discuss issues/concerns	B. Howser	Quarterly
Business community breakfasts	B. Howser	Semi Annual
Annual (semi-annual?) Chamber of Commerce meeting in Brian Head	B. Howser	???
Notify Brian Head businesses of Chamber meetings	N. Leigh	Ongoing
Work with Parowan City to fund chamber position and expand Parowan Chamber to Parowan/Brian Head Chamber	B. Howser	09/2024
Participate in the Parowan Main Street scarecrow walk	A. Hunter	09/2025
State of the City address to Cedar City Chamber of Commerce	B. Howser	02/2026



Participate in Jubilee of Trees (pending budget approval) C. Claridge 12/2025

Strategy: *Preserve Dark Skies (ED11)*

Goals Impacted: Economy #1 & #2; Culture #4; Environment #1, #2 & #3

Action Step	Lead Staff	By When
Create/send dark skies flyer to Brian Head cabin owners	B. Howser	07/2024
Work with major businesses/condos to bring private lighting into dark sky compliance	B. Howser	06/2025
More action steps – or are we done emphasizing this strategy???		
Remove excess street lights and replace others with night-sky friendly lights		

Strategy: *Enhance/Maintain Holiday Lighting (ED11)*

Goals Impacted: Economy #1 & #2; Culture #4; Environment #1, #2 & #3

Action Step	Lead Staff	By When
<u>Contract to maintain lights each year</u>	<u>??</u>	<u>???</u>
<u>Add more Christmas lighting to the park</u>	<u>??</u>	<u>???</u>
<u>Create walkable Christmas light feature at the park</u>	<u>??</u>	<u>???</u>
<u>Potentially more action steps coming, pending meeting with committee leader</u>		
<u>Holiday wrap wayfinding signs, skier bridge & tree by Mall entryway signs, Town Hall, pavilion, and ice feature</u>	<u>J. Ficken</u>	<u>11/2025</u>
<u>Community holiday tree lighting day(s)</u>	<u>D. Calloway</u>	<u>11/2025</u>
<u>Replace any defective holiday lights and purchase add'l lights</u>	<u>D. Calloway</u>	<u>10/2025</u>

Strategic Planning

Strategy: *Foster strategic thinking and action throughout the organization (SP01)*

Goals Impacted: General

Action Step	Lead Staff	By When
Executive strategic planning reviews	S. Williamson	Monthly
<u>Implement consistent action step report, with or without ClearGov</u>	<u>S. Williamson</u>	<u>9/2025</u>
Work with ClearGov to develop new Council update report	B. Howser	07/2024
Work with ClearGov to refine the action step update process	B. Howser	07/2024
Plan <u>2024-2025</u> strategic planning tour <u>to northern Utah</u>	<u>C. Claridge</u>	<u>07/2025</u>
Carry out <u>2024-2025</u> strategic planning tour	<u>C. Claridge</u>	<u>09/2025</u>



Strategy: *Gather data to help shape policy and strategy (SP02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Sales tax database updates	S. Williamson	Monthly
Annual resident satisfaction survey	N. Leigh	10/ <u>2025</u>
Finalize sales tax database and input historical data	S. Williamson	12/ <u>2025</u>
Develop-Update visitor count annual report <u>(Placer.ai)</u>	B. Howser	12/ <u>2025</u>

Strategy: *Align resources with objectives in short and long term (SP03)*

Goals Impacted: General

Action Step	Lead Staff	By When
Strategic planning retreat	S. Williamson	01/ <u>2026</u>
Strategic plan update	S. Williamson	03/ <u>2026</u>
Budget adoption	S. Williamson	06/ <u>2026</u>

Strategy: *Engage with the State Legislature to guard against pre-emption of local autonomy and unfunded mandates (SP04)*

Goals Impacted: General

Action Step	Lead Staff	By When
Actively support Iron County Council of Gov'ts legislative efforts	B. Howser	Ongoing
Contact legislative representatives regarding proposed legislation that has potential ramifications for Brian Head, our Iron County neighbors, or cities/towns in general	B. Howser	Ongoing
Actively participate in weekly Legislative Policy Committee mtgs during legislative session	B. Howser	03/ <u>2026</u>

Financial Management - GAIN EFFICIENCIES IN ORDER TO MAXIMIZE RESOURCES

Strategy: *Receive and invest funds for greatest return at very low risk (FM01)*

Goals Impacted: General

Action Step	Lead Staff	By When
Enhanced Service Fee database updates	N. Leigh	Quarterly
Compile existing financial policies into a single document	N. Leigh	07/2024



Strategy: Maximize grant revenue to offset tax burden on residents and local businesses (FM02)

Goals Impacted: Economy #3 and General

Action Step	Lead Staff	By When
Town staff select projects for each grant	S. Williamson	08/2025
UDOT TAP funding for Town Trail Phase IV	B. Howser	08/2025
Apply for restaurant tax grant	<u>B. Howser</u>	10/2025
Complete Community Dev Block Grant (if we qualify)	A. Burton	12/2025
Apply for Office of Outdoor Recreation grants (Town Trail IV)	<u>B. Howser</u>	03/2026
Apply for regional project for Community Funding Program	B. Howser	03/2026
Apply for Recreation Trails Program funding (<u>OHV Trail NEPA?</u>)	<u>B. Howser</u>	03/2026
Apply for Land & Water Conservation Fund funding (if available)	S. Williamson	04/2025
Apply for Federal Lands Access Program funding (Cedar Breaks Connector Trail)	<u>B. Howser</u>	06/2027
Apply for water/sewer DEQ Grants (<u>meter towers</u>)	<u>J. Ficken</u>	06/2026

Strategy: Minimize the risk of losing resources to injury or lawsuit (FM03)

Goals Impacted: General

Action Step	Lead Staff	By When
Safety committee meetings	S. Williamson	Monthly
Administer safety incentive competition and trainings	<u>S. Williamson</u>	Biannually
Annual safety inspection of public buildings	<u>G. Sant</u>	12/2025

Strategy: Maximize efficiency through sound purchasing practices (FM04)

Goals Impacted: General

Action Step	Lead Staff	By When
Bid out audit service	S. Williamson	07/2024
Bid out general engineering services	PW Director	07/2024
Bid out municipal building cleaning services	N. Leigh	09/2024
Revamp Town purchasing policies/practices	S. Williamson	10/2025
<u>Research and price out centralized MS Office</u>	<u>S. Williamson</u>	<u>09/2025</u>

Strategy: Prepare and share clear and accurate financial information (FM05)

Goals Impacted: Culture #1 & General

Action Step	Lead Staff	By When
Transaction transparency report	S. Williamson	Quarterly
Employee compensation transparency report	S. Williamson	Annual
Carry out annual financial audit and prepare CAFR	S. Williamson	12/2025
Prepare annual impact fee report	S. Williamson	12/2025



Prepare budget document according to GFOA guidelines
Prepare annual RDA report

S. Williamson 04/2026
S. Williamson 06/2026

Strategy: Set fee levels that cover costs but don't deter investment in the community (FM06)

Goals Impacted: Economy #3

Action Step	Lead Staff	By When
Impact fee update	S. Williamson	07/2024
Calculate and consider street utility fee	S. Williamson	12/ <u>2025</u>
Recalculate disproportionate STR license fees	<u>S. Williamson</u>	04/ <u>2026</u>
Update utility fee financial model and review with Council	S. Williamson	04/ <u>2026</u>
Update and adopt consolidated fee schedule	S. Williamson	06/ <u>2026</u>
<u>Review building and planning fee levels</u>	<u>G. Sant</u>	<u>03/2026</u>

Personnel Management – ENGAGE STAFF IN ORDER TO MAXIMIZE QUALITY OF SERVICE

Strategy: Encourage employee physical, mental and emotional wellness (PM01)

Goals Impacted: General

Action Step	Lead Staff	By When
Renew PEHP health plan	S. Williamson	12/ <u>2025</u>
Hold URS personal retirement planning event	S. Williamson	10/ <u>2025</u>
Hold Healthy Utah Fair	S. Williamson	03/ <u>2026</u>
<u>Warrior Wednesday team workouts</u>	<u>S. Williamson</u>	<u>Quarterly</u>
<u>Implement book club</u>	<u>S. Williamson</u>	<u>Quarterly</u>

Strategy: Establish a friendly and cohesive work environment (PM02)

Goals Impacted: General

Action Step	Lead Staff	By When
Quarterly pot-lucks	A. Hunter	Ongoing
Annual holiday party	A. Hunter	12/ <u>2025</u>

Strategy: Recognize and Reward staff capable of providing “Resort Town Quality” service (PM03)

Goals Impacted: General

Action Step	Lead Staff	By When
Council recognition for certifications, advancements, etc	Dep’t Heads	Ongoing
Instant recognition bonuses	S. Williamson	Ongoing



Public recognition of 5, 10, 15, 20 year service awards	Dep't Heads	Ongoing
Award surplus bonuses (if surplus is available)	S. Williamson	09/ <u>2025</u>
Employee Christmas cards	B. Howser	12/ <u>2025</u>
Update compensation planning benchmarked at 85 th percentile of the market and implement	S. Williamson	03/ <u>2026</u>

Strategy: *Help employees progress toward their ideal through comprehensive goal setting (PM04)*

Goals Impacted: General

Action Step	Lead Staff	By When
Annual strategic/personal development check-in with employees	B. Howser	Ongoing



PUBLIC SAFETY DEPARTMENT STRATEGIES

The Public Safety Department carries out a variety of day-to-day duties which are critical to the strategic approach of the Town. These include providing 24-hour coverage of the Town, increasing manpower/coverage during busy weekends/holidays, responding to hazard calls as they arise, providing traffic control during events, carrying out fire inspections as needed, and attending various trainings. For the sake of brevity, these are not all listed under a strategy in this plan, but man hours of money spent on them will be included in the Budget Document under the corresponding strategy. The action steps listed below are explicitly spelled out in the plan because they are new, involve significant cost, represent policy or administrative direction, or require a certain degree of follow-up and accountability.

General Public Safety Strategies

Strategy: Prepare for emergencies by utilizing Nat'l Incident Mgt System (ICS) and the Town's Emergency Operations Plan (EOP) (PS01)

Goals Impacted: General

Action Step	Lead Staff	By When
Complete ICS 100 for all <i>new</i> Town staff and elected officials	D. Benson	05/2026
Review and Update Brian Head EOP	D. Benson	06/2026

Strategy: Promote emotional and physical health and wellness necessary to meet the demands of a public safety officer (PS02)

Goals Impacted: General

Action Step	Lead Staff	By When
Participate in organized "Pride Hike" with all Public Safety staff	D. Guymon	10/2025
Mandatory annual mental health evaluation	A. Burton	01/2026
Annual mental health resilience training	A. Burton	06/2026
Annual pack test	D. Abbott	06/2026
Provide quarterly health and wellness events trainings	A. Burton	06/2026

Strategy: Improve community image and visibility (PS03)

Goals Impacted: Culture #1 & #2

Action Step	Lead Staff	By When
Weekly posts on Brian Head Public Safety Facebook page	A. Burton	Weekly
Annual Public Safety open house during 4 th of July	A. Burton	07/2025
Fireman pancake breakfast	D. Benson	07/2025
Labor Day parade	D. Benson	09/2025
Interfaith "9-11" gathering	D. Benson	09/2025
Participate in the annual Red Ribbon Week at Parowan Elementary	D. Abbott	11/2025
"Hero Day" at Brian Head Resort	D. Benson	03/2025



Annual Fire Extinguisher Training for business/general public D. Abbott 06/2025

Strategy: Respond to public safety emergencies as they arise (PS04)

Goals Impacted: General

Action Step	Lead Staff	By When
Calendarize and conduct marshal truck and equipment inspections	D. Guymon	Quarterly
<u>Reorganize department under two sergeants (budget pending)</u>	<u>D. Benson</u>	<u>09/2025</u>

Strategy: Proactively provide emergency medical treatment for residents and visitors (PS05)

Goals Impacted: General

Action Step	Lead Staff	By When
Assist fire personnel in advancing medical training	J. Burton	Ongoing
Provide biannual community CPR, AED, first aid course	D. Abbott	Bi-Annually
<u>Acquire new 12 Lead ECG</u>	<u>J. Burton</u>	<u>01/2026⁵²</u>
Annual preventative service maintenance on 12 lead monitors	J. Burton	01/2026
Maintain our annual Quick Response Unit Certification	J. Burton	01/2026
Certify all Marshals as EMT's (New Recruits)	J. Burton	06/2026
<u>Provide a wilderness medical responders course</u>		
<u>Provide a Tactical Combat Casualty Care (TCCC) course</u>	J. Burton	06/2026
<u>Provide to staff EMS tablets for patient reporting and accuracy</u>	<u>D. Abbott</u>	<u>01/2026</u>
<u>Plan for a designated Life Flight landing/staging zone</u>	<u>D. Benson</u>	<u>12/2025</u>

Marshal's Office Strategies

Strategy: Provide a proactive and highly visible police presence throughout the Town during all hours of the day and night (MA01)

Goals Impacted: General

Action Step	Lead Staff	By When
Patrol every road in the community once per shift	D. Guymon	Ongoing
Perform nightly security checks on our 24-hour businesses	D. Benson	Ongoing
Display vehicles on heavy weekends	D. Benson	Ongoing
Perform physical and visual checks of business properties that are closed for operation during evening and night hours	D. Guymon	Ongoing
Conduct focused traffic enforcement shifts along SR-143	<u>A. Dunlap</u>	Quarterly
Apply for COPS Hiring Program (CHP) grant through USDOJ	A. Burton	Annually
Apply for "Staffing For Adequate Fire and Emergency Response" (SAFER) grant through FEMA	D. Abbott	Annually



Strategy: Train Deputies and give tools necessary to maintain a true public safety response (MA02)

Goals Impacted: General

Action Step	Lead Staff	By When
Dive team trainings	J. Morgan	Quarterly
Biannual firearms qualification	J. Bettridge	Biannual
40 hours per year of EMS training per marshal	J. Burton	Annually
36 hours of fire training per year per marshal	D. Benson	Annually
40 hours of Law Enforcement training per year per marshal	D. Guymon	Annually
2 Dive team operations (dives) per year	J. Morgan	Annually
Annual Ice Rescue training refresher	D. Abbott	Annually
30 hours of crisis intervention (mental health) training	D. Guymon	Annually
Audit Evidence Room	C. Mathews	Annually
Animal "catch pole" for vicious animals/dogs	J. Bettridge	12/2024
Send 1 deputy to the Utah County Firearms Instructor Course	J. Bettridge	09/2025
Acquire 8 rifle suppressors	J. Bettridge	01/2026
Acquire Long Rifle with Optic (Sniper Rifle)	J. Bettridge	01/2026
Acquire 1 set of breaching tools	D. Abbott	06/2025

Strategy: Provide heightened police coverage during peak times (MA03)

Goals Impacted: Economy #2 & #3 and General

Action Step	Lead Staff	By When
Utilize electronic message board for events	A. Dunlap	Ongoing
Deploy speed trailer on Hwy 143 during holiday/event weekends	A. Dunlap	Ongoing
Deploy car counter during heightened traffic events and times	A. Dunlap	Ongoing
Strictly enforce illegal parking issues	D. Benson	Ongoing

Strategy: Keep Brian Head a multi-recreational community through OHV education and enforcement (MA04)

Goals Impacted: Economy #1 & #3 and General

Action Step	Lead Staff	By When
Strictly enforce OHV issues	D. Benson	Ongoing
Dedicated OHV/Snowmobile enforcement shifts on weekends	A. Dunlap	Ongoing
Use message board to educate on new OHV laws	A. Dunlap	11/2025
Bi-weekly Monthly social media posts on OHV education	A. Burton	11/2025
Recruit part-time deputy pool to help with 24/7 enhanced coverage	D. Benson	06/2026



Fire Department Strategies

Strategy: Ensure that trained fire personnel and appropriate equipment are available to fight fire in Brian Head (FD01)

Goals Impacted: General

Action Step	Lead Staff	By When
Acquire 1 gas clip monitors	D. Benson	12/2025
Replace 1000' of worn hose on structural engines	D. Abbott	01/2025
Acquire suction hose for Timberwolf	D. Abbott	01/2025
Repair foam system on Timberwolf	D. Abbott	01/2026
Paint and refurbish ladder truck	D. Benson	06/2026
Repairs to ladder truck to bring to certification standard	D. Benson	01/2026
Generator for ladder truck	D. Abbott	01/2026
Acquire NFPA mandated tools for ladder truck	D. Abbott	01/2026
Acquire a thermal imaging binocular	D. Benson	01/2026
Add 1-2 fire focused Deputy Marshals (budget pending)	D. Benson	09/2025

Strategy: Retain and recruit wildland fire division personnel that can respond to fires outside of our community (FD02)

Goals Impacted: General

Action Step	Lead Staff	By When
Recruit an Engine Boss	D. Benson	Ongoing
Hire seasonal fire crew to do fuels mitigation and contract wildfire	D. Benson	07/2025

Strategy: Train all fire department personnel in the strategies and tactics used for structural and wildland fires as well as rescue operations (FD03)

Goals Impacted: General

Action Step	Lead Staff	By When
Complete a Structural FFII course	D. Abbott	12/2024
Create a training schedule for regular meetings that refresh fire department members on current tactics	D. Abbott	01/2025
Participate in a FFI/FFII course hosted by Parowan	D. Abbott	06/2026

Strategy: Keep our commercial properties safe from fire hazards (FD04)

Goals Impacted: General

Action Step	Lead Staff	By When
Process all recurring inspections every two years	N. Leigh	Ongoing
Monitor snow removal from around private hydrants and require	D. Abbott	Ongoing



property management/homeowners to remedy problems		
Re-evaluate 3 “Fire Pre-plans” quarterly on commercial properties and make appropriate adjustments to pre-plan	D. Abbott	Quarterly
Conduct annual fire inspections and hold accountable for remedying hazards found	D. Benson	06/2026

Strategy: *Work to improve Brian Head Insurance Service Office (ISO) rating (FD05)*

Goals Impacted: General

Action Step	Lead Staff	By When
Maintain NFIRS/UFIRS compliance	A. Burton	Ongoing
Maintain fire apparatus and record a maintenance log	D. Abbott	Monthly
Annually inspect/flow test all hydrants and record results in GIS	D. Benson	06/2026

Strategy: *Expand fuels reduction projects in and around Brian Head (FD06)*

Goals Impacted: General

Action Step	Lead Staff	By When
Track private fuel mitigation projects	A. Burton	Ongoing
Archery Range fuel reduction project (Phase II)	<u>D. Benson</u>	<u>10/2025</u>
Town chipping project	A. Burton	09/2025
Educate public on proper fuels mitigation/chipping pile prep	A. Burton	09/2025
Assist with community burn projects	D. Benson	06/2026
Pursue becoming a recognized “Fire Wise Community”	D. Benson	01/2026
Burn slash piles on Manzanita Trail	<u>D. Benson</u>	<u>06/2026</u>
<u>Re-establish</u> our Wildland Community Preparedness Committee to communicate with raw landowners regarding fire mitigation	D. Benson	06/2026

Strategy: *Work with Special Assessment Areas to improve fire protection through expanded infrastructure (FD07)*

Goals Impacted: General

Action Step	Lead Staff	By When
Guide potential sponsors through petition process	S. Williamson	As Needed
Provide notice, hold hearings, create resolutions and ordinances to establish SAA’s	S. Williamson	As Needed
Secure financing/bonds for approved SAA projects	S. Williamson	As Needed
<u>Complete Snowshoe & Toboggan Water Project</u>	<u>J. Ficken</u>	<u>10/2025</u>



PUBLIC WORKS DEPARTMENT STRATEGIES

The Public Works Department carries out a variety of day-to-day duties which are critical to the strategic approach of the Town. These include certain maintenance functions, snow removal, and training. For the sake of brevity, these are not all listed under a strategy in this plan, but man hours of money spent on them will be included in the Budget Document under the corresponding strategy. The action steps listed below are explicitly spelled out in the plan because they are new, involve significant cost, represent policy or administrative direction, or require a certain degree of follow-up and accountability.

Streets Strategies

Strategy: Maintain and improve gravel roads (ST01)

Goals Impacted: General

Action Step	Lead Staff	By When
Mag Chloride (2) treatment on Aspen, Mountain View, Forest, Fox Run, Falcon, OHV Trail, Hidden Lake, Upper Hunter, Snowflake	T. Gurr <u>R. Rose</u>	07/ <u>2025</u>
Road blading on all dirt roads	R. Rose	07/ <u>2025</u>
Earth Bind on Upper Hunter Ridge (trial basis)	<u>R. Rose</u>	09/ <u>2025</u>
Improve Drainage Park u Pine Walk	M. Hepworth	09/2024
Bring Deer Trail to standard, improve drainage along with proposed water line extension	R. Rose	09/2024
Install road base with Earth Bind on CBME SAA Roads	K. Beaumont	09/2024
Install road base with Earth Bind (pending water truck) on Trail, Scenic Dr	R. Rose	09/2025
Install road base with Earth Bind (pending water truck) on north Forest and east Mountain View	R. Rose	09/2026
Install Earth Bind on Gurr Well Rd, Shady Dell and Fir per schedule	K. Beaumont	09/2024
Centerline bring up to standard Sunrise Circle and Blue Jay Way	K. Beaumont	09/2024
Redraft and re-prioritize the Gravel Road Schedule	J. Ficken	12/2025
Complete widening of Snowshoe & Toboggan, Rue Jolley	R. Rose	07/2025
Work with homeowners on portions of Cory Cir and Arrow Leaf improvements	PW Director	09/2024
Improve drainage and culvert alignment on Snowflake	R. Rose	09/2024

Strategy: Maintain paved roads (ST02)

Goals Impacted: General

Action Step	Lead Staff	By When
Beautify Corner of Steam Engine and Alpine Court	<u>N. Wallis</u>	<u>0809/2026</u>
Improve Drainage on Steam Engine starting from Alpine Court and ending at open ditch	N. Wallis	<u>0809/2026</u>
Oversee Cross Gutter Construction on Circle Drive	<u>J. Ficken</u>	09/ <u>2026</u>



Sweep paved streets before and after major weekends and as needed N. Wallis	<u>Ongoing</u>
Culvert install on Steam Engine above Shady Dell	T. Gurr 10/2024
Culvert bypass on Steam Engine above Shady Dell	R. Rose 09/2025

Strategy: Implement Streets Master Plan (ST03)

Goals Impacted: General

Action Step	Lead Staff	By When
Asphalt <u>repair and chip seal</u> Ridge View <u>and Hunter Ridge</u>	PW Director	<u>0908/2025</u>
Crack Seal <u>Phase II of remainder of</u> Ridge View <u>and Hunter Ridge</u>	R. Rose	<u>0906/2025</u>
Design <u>2025-2026</u> Streets Project/Hold Fall Walk Thru	<u>J. Ficken</u>	10/ <u>2025</u>
Draft pavement expansion plan	PW Director	01/2025
Bid Out <u>2025-2026</u> Project	<u>J. Ficken</u>	02/ <u>2026</u>
<u>Aspen Dr and Circle Dr pavement apron</u>	<u>J. Ficken</u>	09/ <u>2025</u>
<u>(pending available streets capital funds)</u>		

Strategy: Train staff to provide highest quality maintenance in safest manner possible (ST04)

Goals Impacted: General

Action Step	Lead Staff	By When
Attend Snow Conference	<u>Team Leads</u>	<u>11/2025</u>
Attend PWX Conference (every other year)	<u>J. Ficken</u>	Ongoing
Attend UDOT Annual Conference	<u>J. Ficken</u>	<u>1011/2025</u>

Strategy: Snow Removal (ST05)

Goals Impacted: Economy #3 & General

Action Step	Lead Staff	By When
Clear each road within 4 hours and after 4" of accumulation	<u>Team Leads</u>	Ongoing
Fill out storm plan before each storm and share with Public Safety	<u>Team Leads</u>	Ongoing
Prepare snow removal equipment for season	N. Wallis	<u>Ongoing</u>
Update snow removal policy for expedited road widening and expanded snow storage capacity (pending budget allotment)	<u>J. Ficken</u>	10/ <u>2025</u>
Wrap Snow Cat	PW Director	10/2024
Materials acquisition (salt/cinders)	A. Hunter	10/ <u>2025</u>
Repair and purchase tire chains	N. Wallis	10/ <u>2025</u>
Maintenance and repair of blowers (in-house)	<u>Team Leads</u>	<u>Ongoing</u>
Identify a snow dump site/Snow hauling plan	<u>J. Ficken</u>	10/ <u>2025</u>
Build equipment turnaround on Ski View Drive	C. Leigh	10/2024
Revise Snow Removal policy for trail and Village Way/Parking and temporary one-way designation	<u>J. Ficken</u>	10/ <u>2025</u>



Strategy: Street Lights & Signs (ST06)

Goals Impacted: Economy #1 & #3, Environment #4

Action Step	Lead Staff	By When
Identify and replace/repair damaged signs	<u>N. Wallis</u>	07/ <u>2025</u>

Strategy: Improve multi-modal transportation options (ST07)

Goals Impacted: Economy #1; Culture #1 & #3, Environment #2, #3 & #4

Action Step	Lead Staff	By When
Replace/add <u>Maintain/replace</u> solar lighting along Town Trail	<u>B. Johnson</u>	07/ <u>2025</u>
Re-Paint crosswalks on paved trail	B. Johnson	07 06/ <u>2026</u>
Install <u>more</u> benches, trash cans and pet waste bags on Town Trail	<u>B. Johnson</u>	08/ <u>2025</u>
Identify areas of Phase 1 that need to be re-constructed and include into Phase 4 construction	PW Director	09/2024
Engineering Town Trail Phase 4/hold fall walk thru	PW Director	09/2024
Apply for funding for Town Trail Phase 4	PW Director	09/2024
<u>Policy question: Town Trail Phase 4??? (in light of Downtown Disney)</u>		
Bid Town Trail Phase 4 construction	PW Director	02/2024
Seal coat Phase 2 3/Pond Trail	<u>J. Ficken</u>	09/ <u>2025</u>
<u>(maybe whole trail - pending budget)</u>		
Enhanced signage directing pedestrians to Town Trail	B. Johnson	09/ <u>2025</u>
Install new snowmobile trail signage	<u>J. Ficken</u>	09/ <u>2025</u>
<u>Design/install new Town Trail directional signage</u>	<u>B. Howser</u>	09/ <u>2025</u>

Parks & Recreation Strategies

Strategy: Maintain recreation infrastructure at high quality (PK01)

Goals Impacted: Culture #2, Economy #1 & #3

Action Step	Lead Staff	By When
Clean and maintain park and Chair 1 restrooms	Seasonal Crew	Ongoing
Post summer/winter safety signs at park	B. Johnson	Ongoing
Attend Trails Conference	<u>J. Ficken</u>	Ongoing
Overseed and fertilizer around pond	B. Johnson	07 10/ <u>2025</u>
Repaint basketball/pickleball court lines	B. Johnson	07/ <u>2025</u>
Inspect/repair playground equipment	B. Johnson	07/ <u>2025</u>
Inspect/repair picnic pads/tables/BBQ racks	B. Johnson	07/ <u>2025</u>
Inspect/repair irrigation around pond	B. Johnson	07/ <u>2025</u>
Re-sod areas of pond grass pods as needed	B. Johnson	07/ <u>2025</u>
Remove thistle from Manzanita Trail	<u>B. Johnson</u>	07/ <u>2025</u>
Crack seal/seal coat basketball/pickleball courts	B. Johnson	09/ <u>2025</u>
Remove board edges from grass and level up	T. Kutcher	09/2024



<u>Clear all trails of down/debris (volunteer labor)</u>	B. Johnson	06/2026
<u>Navajo Loop Heavy Maintenance (Outdoor Recreation Crew)</u>	B. Howser	07/2025
<u>Town Trail tread/drainage maintenance between Hunter Ridge and Spruce (PW crew labor)</u>	B. Johnson	09/2025
<u>Annual maintenance/repairs on OHV Trail</u>	B. Johnson	05/2026
<u>Re-establish tread on Green Acre Meadows section of OHV Trail</u>	J. Ficken	07/2025
<u>Mag Chloride on OHV Trail (twice)</u>	PW Director	09/2025

Strategy: Expand/Enhance Open Space & Recreation Opportunities (PK02)

Goals Impacted: Environment #4; Economy #1 & #2

Action Step	Lead Staff	By When
Contract to plant additional trees at pond (tree committee)	B. Johnson	07/2025
Design Pavilion Improvement Project (including fire ring, benches)	PW Director	09/2024
<u>Complete new pavilions at pond</u>	N. Wallis	10/2025
<u>Construct pavilion improvement project</u>	N. Wallis	10/2025
<u>Level sunken cement pads (2) improve drainage</u>	N. Wallis	10/2026
Design pond algae control plan	J. Ficken	07/2025
<u>Implement pond algae control plan</u>	J. Ficken	07/2026
Master plan "Archery Range" with <u>dog park, pump track</u> <u>sledding hill, and memorial park</u>	B. Howser	07/2025
Design and construct dog park	J. Ficken	09/2025
<u>Begin construction of dog park</u>	J. Ficken	10/2025
<u>Complete dog park construction</u>	J. Ficken	09/2026
<u>Install water fountains adjacent to park restrooms</u>	J. Ficken	12/2025
Add signage on Town Trail Phase III re: Meadow Preserve	B. Howser	09/2025
Put a conservation easement on the Meadow	B. Howser	12/2025
Replace dock ramp and widen dock	J. Ficken	10/2025
<u>Price out pickleball courts, explore potential grants</u>	B. Howser	10/2025

Strategy: Enhance trails system consistent with Trails Master Plan (PK03)

Goals Impacted: Environment #3; Economy #1 & #3

Action Step	Lead Staff	By When
<u>OHV Trail bridge (hire out labor)</u>	J. Ficken	10/2025
<u>Rebuild Aspen Meadows Loop bridge</u>	B. Howser	07/2025
<u>License Navajo Loop Trail with Brian Head Resort</u>	B. Howser	07/2025
<u>Planning/approval for Cedar Breaks Connector Trail including</u> <u>cross-country ski area use (pending grant)</u>	B. Howser	06/2026
Open backcountry trails for the season	Seasonal Crew	07/2024
Annual maintenance/repairs on ATV Trail (clear back brush)		07/2024
Install Manzanita connector steps handrail	B. Johnson	07/2024
Maintain drainage on Paved Trails (shoulder/crack seal work)		07/2024
Cut back vegetation as needed on Paved Trails		07/2024



Bring OHV Trail signage back in line with signage plan	B. Johnson	07/ 2024 <u>2025</u>
Maintain Parowan OHV Connector Trail	R. Rose	09/2024
Mag Chloride on OHV Trail (twice)	PW Director	09/2024
Complete Manzanita scenic overlook and trailhead	B. Johnson	0908/ <u>2024</u> <u>2025</u>
GIS for trail features inventory phase 1 and 2	M. Hepworth	09/2024
Construct Aspen Meadows Loop West Rim	B. Howser	10/2024
Complete Aspen Meadows Loop West Rim	B. Howser	07/2025
Install routed wood directional signage on Aspen Meadows Loop	B. Johnson	1007/ <u>2024</u> <u>2025</u>
Manzanita Trail, and Navajo Loop		
Designate snowshoe trail parking and provide QR code map	B. Howser	11/2024
at south entrance		
Relocate Navajo Loop easements through Brooke Hill subdivision	B. Howser	06/2025
Design interpretive signate <u>signage</u> for Manzanita Trail	B. Howser	06/ 2025 <u>2026</u>

Asset Management Strategies

Strategy: Administer Depreciable Asset Replacement Program (AM01)

Goals Impacted: General

Action Step	Lead Staff	By When
Replace computers/electronics according to schedule	B. Howser	Ongoing
Look for used forklift	<u>J. Ficken</u>	<u>06/2026</u>
Revisit grader replacement plan	<u>J. Ficken</u>	<u>0712/2024</u> <u>2025</u>
Order grader replacement (pending results of reworked plan)	<u>J. Ficken</u>	<u>0712/2024</u> <u>2025</u>
Create Scada Program Management Plan	PW Director	07/2024
Acquire equipment/tools for new PW Operators	PW Director	09/2024
Purchase hydraulic hose repair station	<u>J. Ficken</u>	<u>07/2025</u>
Replace two snowmobiles (pass down to PW)	D. Benson	10/2024
Replace one <u>two</u> Deputy Marshal vehicle	D. Benson	10/ <u>2024</u> <u>2025</u>
<u>Replace code enforcement truck</u>	B. Howser	10/2025
<u>Kodiak blower replacement</u>	J. Ficken	11/2025
Replace Skid Loader	<u>J. Ficken</u>	10/ <u>2024</u> <u>2025</u>
Replace 12' Truck Plow	<u>J. Ficken</u>	1006/ <u>2024</u> <u>2026</u>
Replace Marshal and Fire PPE per schedule	D. Benson	12/ <u>2024</u> <u>2025</u>
Replace Public Safety Bldg snowblower	D. Benson	12/2024
<u>Replace fuel dispenser & credit card system</u>	N. Leigh	12/2025
<u>Replace pressure washer</u>	J. Ficken	06/2026
<u>Replace one sander</u>	J. Ficken	06/2026
Purchase used water truck for road maintenance	J. Ficken	06/2026
<u>Replace Ranger side-by-side</u>	J. Ficken	06/2026
<u>Look for grant for extrication equipment</u>	D. Benson	06/2026



Strategy: Maintain Public Facilities (AM02)

Goals Impacted: Culture #1, Environment #4

Action Step	Lead Staff	By When
Fix problems from quarterly inspections	<u>J. Ficken</u>	Ongoing
Seal-coat <u>Crack seal</u> parking lots	<u>J. Ficken</u>	09/ 2024 <u>2025</u>
PW Remodel Project	PW Director	10/2024
Re-Design <u>Public Safety</u> <u>Building</u> parking lot	<u>D. Benson</u>	10/ 2024 <u>2025</u>
Identify Fix sewer issues at Town Hall	PW Director	10/2024
Site Development planning for New PW Building	<u>J. Ficken</u>	<u>06/2026</u>
Engineer New PW Building	PW Director	10/2024
Bid out Construction (pending site availability)	PW Director	02/2025
Attend tax sale to look for land for Town facilities	B. Howser	05/ 2025 <u>2026</u>
<u>Look for Public Works storage property in Parowan valley</u>	<u>B. Howser</u>	<u>Ongoing</u>
Clean carpets and chairs annually at Town Hall & Public Safety	D. Calloway	06/2025
<u>Public Safety Building maintenance (paint, lighting, roof repair)</u>	<u>D. Benson</u>	<u>06/2026</u>
<u>Replace Town Hall furnaces</u>	<u>B. Howser</u>	<u>10/2025</u>
<u>Town Hall carpet and paint</u>	<u>B. Howser</u>	<u>10/2025</u>
<u>Replace folding/banquet tables at Fire Station</u>	<u>D. Benson</u>	<u>06/2026</u>
<u>Acquire Public Works Facility land from Forest Service</u>	<u>B. Howser</u>	<u>12/2025</u>
<u>Design Public Works Facility expansion</u>	<u>J. Ficken</u>	<u>12/2025</u>
<u>Develop financing plan for Public Works Facility expansion</u>	<u>J. Ficken</u>	<u>06/2026</u>

Strategy: Refine GIS Program (AM03)

Goals Impacted: General

Action Step	Lead Staff	By When
Ongoing training for GIS Aldo	<u>J. Ficken</u>	Ongoing
Ongoing training for Public Works staff on GIS data collection	<u>J. Ficken</u>	09/ <u>2025</u>

Water System – PROVIDE SAFE, AFFORDABLE WATER VIA A RELIABLE STORAGE AND DISTRIBUTION SYSTEM

Strategy: Meet State DEQ water quality standards (WA01)

Goals Impacted: General

Action Step	Lead Staff	By When
Division of Drinking Water trainings (as available)	A. Hunter	Ongoing
Monthly/Annual testing per DEQ schedule	C. Leigh	Monthly
Maintain chlorination equipment	M. Hepworth	07/2024
Develop yearly list of required tests/reports and —when they are due	A. Hunter	Ongoing
Attend Ground Water Conference	PW Director	12/ 2024 <u>2025</u>



Rural Water training	A. Hunter	03/ 2025 <u>2026</u>
<u>Acquire two new/used snowmobiles for winter water testing</u>	<u>J. Ficken</u>	<u>12/2025</u>

Strategy: *Ensure sufficient water supply (WA02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Distribute water conservation flyer to condos	A. Hunter	Monthly
Inclinometer Readings Fall/Spring	<u>J. Ficken</u>	<u>Annually</u>
Make lease payments to Parowan Reservoir Co	<u>J. Ficken</u>	<u>01/04/2025<u>2026</u></u>
Consider policy to increase water acquisition fund charge	S. Williamson	07/2024
Fill Snow Making Pond	<u>J. Ficken</u>	08/ 2024 <u>2025</u>
Oversee Construction <u>Completion</u> of <u>Snowmaking</u> Well	<u>J. Ficken</u>	09/ 2024 <u>2025</u>
Install auto valve and vault for improved snow making control	M. Hepworth	10/2024
Figure out psi for resort shop problem	M. Hepworth	10/2024

Strategy: *Maintain & Improve Water Storage & Distribution System (WA03)*

Goals Impacted: General

Action Step	Lead Staff	By When
Repair system leaks/breaks/etc	C. Leigh	Ongoing
Continue to Audit/Maintain existing water meters and replace defective meters	A. Hunter	Ongoing
Purchase Hydrant Buddy Tool	PW Director	07/2024
Purchase small well inspection camera	PW Director	07/2024
Identify all properties that need shut off valves at property lines	<u>N. Wallis</u>	08/ 2024 <u>2026</u>
Install shut off on property line at Sawmill condos	<u>N. Wallis</u>	08/ 2024 <u>2026</u>
Install hydrants or flush points for no dead-end lines	<u>N. Wallis</u>	09/ 2024 <u>2027</u>
<u>Create a PRV and valve maintenance schedule</u>	<u>C. Leigh</u>	<u>12/2025</u>
PRV maintenance	K. Beaumont	09/2024
Dive and clean next tank on list	T. Gurr	09/ 2024 <u>2025</u>
Exercise all valves for maintenance	C. Leigh	09/2024
Oversee Generator Install at Million Gallon Pump Station	PW Director	09/2024
Oversee/Inspection of the mainline extension projects	PW Director	10/2024
Oversee/Inspection of Water Infrastructure Projects	<u>J. Ficken</u>	10/ 2024 <u>2025</u>
Gather Data to Engineer Projects from grant application	PW Director	10/2024
Investigate and move Snowflake Booster to Town Hall Well	M. Hepworth	10/2024
Re-locate Dry Canyon Meter for better operation	<u>C. Leigh</u>	10/ 2024 <u>2026</u>



Sewer System Strategies – SAFELY AND AFFORDABLY DISPOSE OF SANITARY SEWER INTO AN APPROVED TREATMENT FACILITY

Strategy: *Maintain & Improve Wastewater Collection System to DEQ Standards (SE01)*

Goals Impacted: General

Action Step	Lead Staff	By When
Repair system leak	T. Gurr	Ongoing
Send Out Information on Infiltration to Condos/Residents for improvement Leaks of possible illegal sump pump connections to the sewer	A. Hunter	Ongoing
Test Bear Flat Well Semi Annually for Nitrate Monitoring Program	<u>J. Ficken</u>	Ongoing
Camera/Clean 20% of system	<u>J. Ficken</u>	09/ 2024 <u>2025</u>
Locate and mark manholes in dirt (GPS)	<u>C. Leigh</u>	09/ 2025
Identify manhole infiltration during spring runoff	N. Wallis	05/2025
Hunt down and destroy infiltration	N. Wallis	09/2024
Make inventory of manholes needing steps/ Install what we can	N. Wallis	09 <u>05</u> / 2024 <u>2025</u>
Oversee Construction of Penderosa , Snowshoe, & Toboggan project	<u>J. Ficken</u>	09/ 2024 <u>2025</u>
Locate and GPS sewer manholes in canyon from forebay to canyon sewer meter for flow capacity study	<u>J. Ficken</u>	09/ 2024 <u>2025</u>
Collect Data to Engineer Sewer Projects (Pending Funding)	PW Director	10/2024
Bid Infrastructure Grant Projects (Pending Funding)	PW Director	02/2025

Strategy: *Treat wastewater consistent with DEQ standards (SE02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Meet quarterly with Parowan to review flows and costs	B. Howser	Quarterly
Work with Parowan to collect lagoon data for expansion	PW Director	10/2024
Participate with Parowan in sewer treatment expansion project preliminary engineering	B. Howser	12/ 2024 <u>2025</u>



Solid Waste Strategies

Strategy: Collect solid waste regularly consistent with State regulations (SW01)

Goals Impacted: Environment #1 & #4, and Economy #3

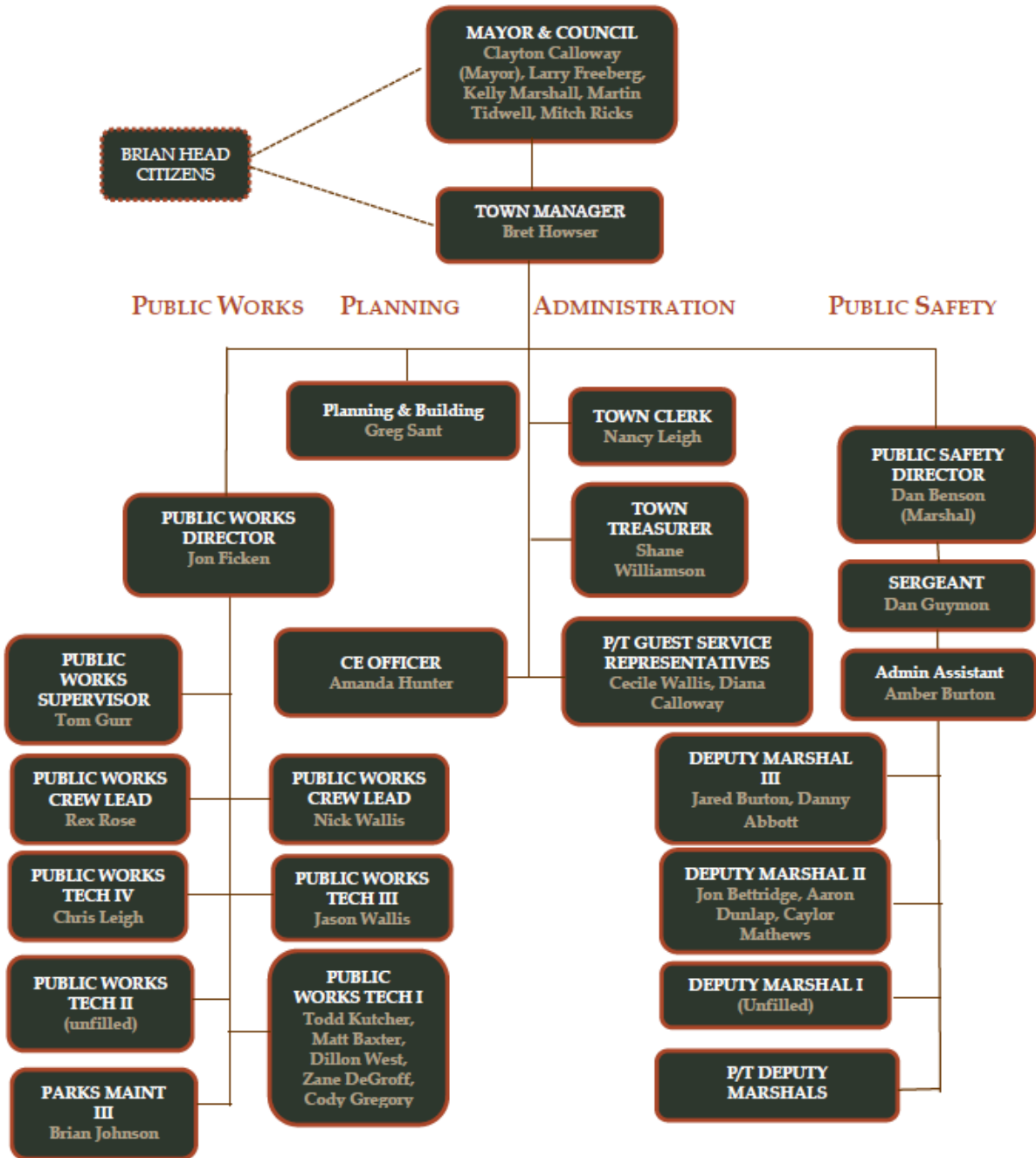
Action Step	Lead Staff	By When
Trash collection Mon, Wed, Fri, Sat, Sun (Summer)	Team Leads	Ongoing
Trash collection Mon, Wed, Fri, Sat, Sun (Winter)	Team Leads	Ongoing
Enhanced collection service during peak times	Team Leads	Ongoing
Purchase new lids/containers as necessary	A. Hunter	Ongoing
Maintain approaches to dumpster locations	Team Leads	Ongoing
Implement community cleanup dumpster twice year	A. Hunter	09/ 20242025
Construct asphalt pads under dumpsters at targeted locations	J. Ficken	10/2025





APPENDICES

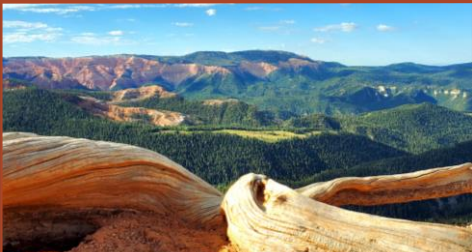
BRIAN HEAD TOWN - ORGANIZATIONAL CHART



APPENDIX B

An update of FY 2025 action steps can be found at:

<https://town-brian-head-ut-cleardoc.cleargov.com/8619>





AUTHOR: Greg Sant
DEPARTMENT: Planning and Building
DATE: March 4, 2025
TYPE OF ITEM: Administrative Direction

SUMMARY:

After 4 months of discussion, the Council will now act to resolve a persistent problem in town regarding the storage of materials and parking of vehicles on town roads and in R.O.W.'s during construction. The proposed Administrative Policy will address this problem for both summer and winter conditions.

BACKGROUND:

Since the first time this issue came before the Town Council, Jon, Amanda and I have met with representatives from Jacobs Construction and Choice Builders. The following proposed Administrative Policy is the result of these meetings.

ANALYSIS:

The Town Code has the following mention of Construction Mitigation/Clean-up –

9-12-8: CONSTRUCTION DEBRIS REMOVAL: All building/construction sites shall provide debris removal sufficient to facilitate the regular cleanup and removal of construction debris from the site. The debris container or containment area must prevent debris from being blown off the property and screen the debris/garbage from public view or maintain the material in a neat orderly manner. It may not become a fire hazard or nuisance to the public or attract vermin. Failure to comply with this section may result in the suspension of building permits, fines, or other such appropriate penalties. (ord. 08-016, 8-12-2008)

The Town Standard Specifications for Public Works Construction addresses the Work Site Traffic Control in Chapter 9. However, there is nowhere in either the Code or the Standards that address how Contractors can use the R.O.W. and what they need on their site to keep them in compliance with the Building Code (IRC) and the Town's expectations.

PROPOSED POLICY:

Construction Mitigation Plan (CMP)

It is proposed that a new Administrative Policy be adopted to incorporate CMP's as follows:

1. A ***separate*** site plan will be submitted with the permit that would show the following (See attached Example):
 - A. Limits of Disturbance (LOD) and the Undisturbed areas are well defined.
 - B. Potential locations for vehicle parking, material storage/staging, dumpsters, toilet facilities, wash-out areas, dirt and snow storage areas. These locations may be in the R.O.W. shoulder.
 - C. The CMP should be reviewed by Planning/Building as well as Public Safety and Public Works.
2. Enforcement, penalties and fines are added to our Consolidated Fee Schedule as follows:
 - A. All violations will result in a flag being placed on the violators' permit, and no inspections will be conducted on their property until the violation has been resolved.



- B. 1st Violation – No Charge with a deadline to be fixed within 5 days.
- 2nd Violation - \$500 with a deadline to be fixed within 5 days.
- 3rd + Violations - \$1,000 with a deadline to be fixed within 5 days.
- C. Egregious Violations can be given a Class A misdemeanor Citation by Public Safety and the fine will be determined by the Court.
- 3. It is the intention of this policy to maintain a minimum 20 foot roadway allowing 2 way traffic at all times.
- 4. As part of **all** permit processing, the Applicant will be Notified of the following Acknowledgements:

Proposed Acknowledgement for All Permits

As a Builder, Developer or Owner I acknowledge the following:

- 1. A temporary Limits of Disturbance (LOD) fence is required to be installed around the limits of the disturbance area to protect the proposed undisturbed land on the property.
- 2. A construction sign is required for all projects with the following info (See attached Example):
 - A. Contractor Name with permit address of the building site as well as the contractor phone number.
 - B. Sign will be 24"X36" in size and placed so that it is visible and readable from the street and the sign characters must contrast with its background.
 - C. The sign will not remain on the property for more than 12 months following the completion of the project (issuance of the CO).
- 3. The shoulder of the Right-of-Way (R.O.W.) in front of the subject lot can be used for parking construction vehicles, trash dumpsters and material staging areas. These areas must be identified on the CMP Site Plan. Rebar is never allowed in the R.O.W. Roadways and Cul-d-sacs must always remain clear for emergency vehicles.
- 4. Toilet facilities, wash-out areas, excess dirt and site snow must be kept onsite. Toilets must be staked so they do not blow over. Each site must have a lined designated wash-out area for concrete, stucco, drywall mud and paint that has a sign denoting it as such.
- 5. A building lot or site must always be maintained in a clean and safe condition.
- 6. Furthermore, all activities that will block 1 or more lanes of the road for 60 minutes or more will be required to apply for a R.O.W. permit with the Town and provide a traffic control plan for the date and time of closure.
- 7. Brian Head Town is not responsible for or liable for any damage to vehicles, materials or equipment stored or left in the R.O.W.

Proposed Acknowledgement for Winter R.O.W. Construction Permits

- 1. All the acknowledgements above.
- 2. If Builder, Developer or Owner will be building during the winter season (11/1 to 4/30), they must apply for a Winter R.O.W. Construction Permit for their project. The permit is paid one time for the duration of the project on a specific lot/site no matter how many winters the project is active.
- 3. The proposed Winter ROW Construction Permit fee is \$1,500.
- 4. Property Corners in front of the lot need to be in place and always marked with Snow Posts. Furthermore, all equipment parking and material storage areas must be marked with Snow Posts.
- 5. The contractor is responsible for all snow clearing on the subject lot as well as the R.O.W. that will be used for material storage and parking. Said snow cannot be put into the roadway.



STAFF REPORT TO THE TOWN COUNCIL

ITEM:

CONSTRUCTION MITIGATION

FINANCIAL IMPLICATIONS:

It is hopeful that this will generate funds to offset the cost of damage done to Town equipment from items being stored in the R.O.W.

STAFF RECOMMENDATION:

Staff recommend that the Council directs staff to implement the Construction Mitigation Plan.

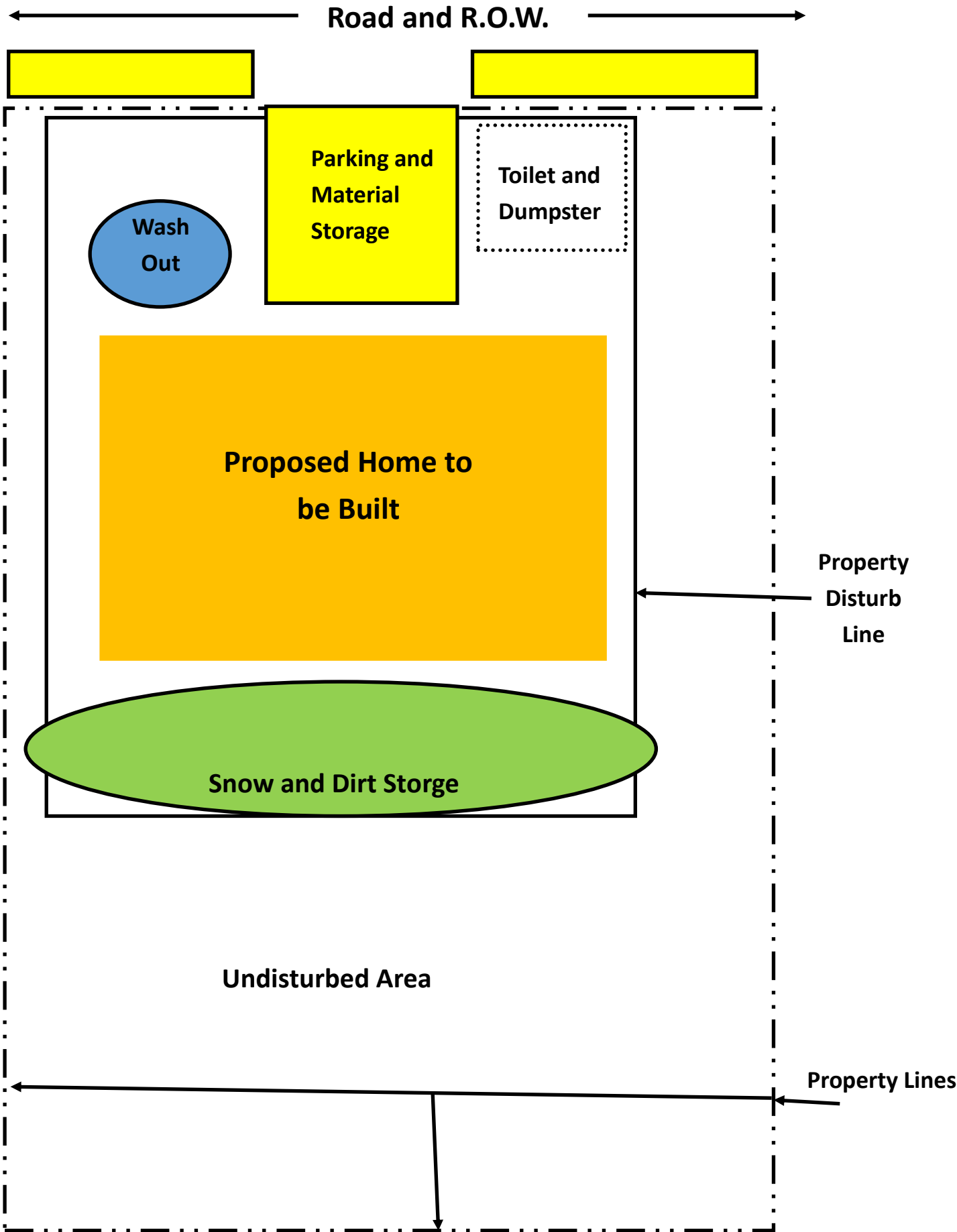
PROPOSED MOTION:

I move to direct staff to implement the Construction Mitigation Plan Policy as presented.

ATTACHMENTS:

1. Example Site Plan
2. Example Signage Layout

Site Plan Example



Building Site Address

Contractor Name
and Phone Number

Client Name, Bank Info, Etc. if desired