



The Regular Meeting of the
Brian Head Town Council
Brian Head Town Hall – Council Chambers
56 North Highway 143 – Brian Head, UT 84719
www.Zoom.us (Click Here)
Via Zoom Meeting ID# 824 7255 5764
TUESDAY, JANUARY 14, 2025 @ 1:00 PM

MINUTES OF THE TOWN COUNCIL

Roll Call.

Members Present: Mayor Clayton Calloway, Council Member Martin Tidwell, Council Member Freeberg, Council Member Marshall, Council Member Ricks.

Members Absent:

Staff Present: Bret Howser, Town Manager; Nancy Leigh, Town Clerk; Shane Williamson, Town Treasurer; Chief Dan Benson, Public Safety Director; Greg Sant, Building Administrator; Amanda Hunter, Code Enforcement; Ciera Claridge, Deputy Clerk.

A. CALL TO ORDER

Mayor Calloway called the regular meeting of the Town Council to order at 1:00 pm on January 14, 2025

B. PLEDGE ALLEGIANCE

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

C. DISCLOSURES

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

D. APPROVAL OF THE MINUTES:

December 10, 2024, Town Council Meeting.

Motion: Council Member Marshall moved to approve the December 10, 2024, Town Council minutes. Council Member Tidwell seconded the motion.

Action: **Motion carried 4-0-1 (summary: Yes = 4 No = 0 Abstain = 1 Vote Yes:** Council Member Freeberg, Council Member Marshall, Council Member Tidwell, Council Member Ricks. **Abstain:** Mayor Calloway, who stated he was not present for the meeting).

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

4 **Nancy Leigh, Town Clerk,** reported there will be a History Committee meeting scheduled for
5 tomorrow, January 15, 2025, at 1:30 pm at the Town Hall.
6

7 **Council Member Tidwell**

- 8 1. Reported on the number of vehicles that are driving onto the snowmobile trail and
9 getting stuck. Council Member Tidwell inquired if staff could install marker poles to
10 help prevent vehicles traveling onto the snowmobile trail. Jon Ficken, Public Works
11 Director, responded the public works crew will be putting snow berms at the entrance to
12 the trail and will be installing the signage as well.
- 13 2. Inquired as to the new UDOT chain-up pull-out area recently developed located across
14 from Navajo Lodge. Council Member Tidwell reported that the snowmobile trail is
15 currently running below the chain-up area instead of adjacent to the pavement and may
16 be on private property. Bret Howser, Town Manager, responded that an area (self)
17 adjacent to the pavement was created for the snowmobile trail which is located within
18 UDOT's right of way. Bret reported he will contact Thunder Mtn. Motorsports who
19 grooms the Town's trail to ensure they are running within UDOT's right of way.
20 Council Member Freeberg commented that when UDOT removes the snow, they clear
21 the entire area and push the snow onto the snowmobile trails. Bret explained that in a
22 conversation with Thunder Mtn. Motorsports, they prefer the trail on the edge of the
23 pavement.
- 24 3. Inquired if the Town is planning on making Village Way Road a one-way road. Chief
25 Benson reported that it is currently a one-way road during the busy weekends and then
26 returned to a two-way road afterwards.
27 Mayor Calloway reported in discussions with three business owners that they reported
28 that they felt the one-way road is more of a hinderance than benefit. Mayor Calloway
29 commented that it is more of a cluster of signs vs. leaving it as a two-way road. Chief
30 Benson reported that the Town will abandon the one-way road and will pull the signs for
31 this year.
32

33 **Council Member Freeberg** reported that during a snowmobile ride two weeks ago, the
34 snowmobile trail was destroyed, and parking was created across from Georg's Ski Shop and they
35 were forced onto the ski area. Since that time "No Parking" signs have been installed and has
36 helped resolve the situation.
37

38 **Bret Howser, Town Manager,** reported that the annual Strategic Planning Retreat binders will be
39 delivered to the Council this Friday.
40

41 **Chief Dan Benson**

- 42 1. Apologized for not including his department's update in the council packets.
43 2. There will be wilderness fire training all this week.
44 3. The department has been busy with life flight calls due to the low snow year. There are
45 more head injuries this year and previous years.
- 46 4. The Town's ISO fire rating has been reduced from 6 to 5 and the unincorporated areas
47 around the town have been reduced to 5X. Chief Benson explained this is in the Town's
48 benefit is the lower the ISO rating, then insurance rates reduce for property owners.
49

1 **Greg Sant, Building Administrator**, reported that he will be completing his building inspector
2 certifications for mechanical and plumbing. Once these two certifications are approved, he will
3 hold three out of the four certifications. He will then pursue his electrical license.
4
5
6

7 **F. AGENDA ITEMS:**
8

9 **1. FISCAL YEAR 2024 AUDIT PRESENTATION.** Presentation of the FY2024 audit.
10

11 Shane Williamson, Town Treasurer, gave a brief explanation of the FY2024 audit and
12 introduced Kevin Jones from Hafen, Buckner, the Town's auditors.
13

14 Kevin Jones, Town Auditor, presented the FY 2024 Annual Town budget (see attached).
15 Kevin then gave a summary of the audit as follows:

- 16 1. The FY2024 audit showed as a clean audit.
- 17 2. The Town's net income increased by \$2,067,000.
- 18 3. Financial highlights are identified on pg. 4 of the audit report.
- 19 4. Page 41 of the audit report, there is a change in the date from November to December.
- 20 5. There were no findings for the FY2024 audit year.

21
22 The Council discussed the following:

- 23 1. Council Member Tidwell commented that in the past audit reports it stated there are
24 risks associated with the duties. Kevin explained that with the assistance of Pelorus
25 Accounting Systems and the way staff has separation of duties, the risk has been
26 reduced.
- 27 2. Council Member Tidwell inquired about the unrestricted net position and a portion of
28 fund balance that is not restricted. Bret explained that the restricted funds are a
29 transfer to the Capital Fund and any time that the Town has surplus, the Town will
30 transfer over to the Capital Funds.
- 31 3. Council Member Tidwell inquired as to the budget vs. actual and if the Town's
32 expenses were under budget, the Town receive some type of breakdown on that
33 amount. Shane explained the number includes those changes then. The actual
34 operation of the year is skewed. Council Member Tidwell reported the \$670,000 was
35 identified in the final budget. Shane explained that towards the end of June 2024, an
36 amended budget was presented to the Council. Bret explained that staff will come
37 before in the Council in September with the Town's surplus and the Council will
38 dictate how much that will and there may be budgeted capital projects that didn't
39 finish and will be carried into the next FY budget.
- 40 4. Council Member Ricks inquired as to the Charges for Services that underperformed in
41 the amount of \$130,000 and what the revenue source was. Shane reported that
42 Charges of Services include business licenses, building permits, etc. Bret explained
43 that he believes the Wildland Fire Fund is included in the category and the charges for
44 services are down. Bret reported that he believes there was \$100,000 identified in the
45 budget.
- 46 5. Council Member Freeberg inquired if the Town has been asked to go to California to
47 fight the wildland fires. Bret reported that the Town has not been asked to fight the
48 fires in California and could be due to the Town not having an Engine Boss, but the
49 Town has received some revenue from the use of the water tender truck which can be
50 operated without an Engine Boss.

6. Council Member Tidwell inquired as to outstanding bonds and if the Town has an interest rate exposure or fixed rate. Shane reported the Town has a fixed rate.

The Council thanked Kevin Jones for his presentation of the FY 2024 Town Audit Report.

2. FUTURE AGENDA ITEMS. The Council will discuss potential items for future agendas.

Bret reported the FY2026 Strategic Planning Retreat is scheduled for January 28-29 at the Public Safety Building beginning at 9am. Bret reported that the Town staff have been invited to participate this year in which the mayor will lead a brainstorming session with staff.

G. ADJOURNMENT

Motion: Council Member Tidwell moved to adjourn the regular meeting of the Town Council on January 14, 2025. Council Member Ricks seconded the motion.

Action: **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes:** Council Member Tidwell, Council Member Ricks, Council Member Marshall, Council Member Freeberg, Mayor Calloway).

The regular meeting of the Brian Head Town Council was adjourned at 1:54 pm on January 14, 2025.

February 11, 2025

Date Approved

Nancy Leigh, Town Clerk