

The Regular Meeting of the  
 Brian Head Town Council  
 Brian Head Town Hall - 56 North Highway 143  
 Brian Head, UT 84719  
**MONDAY, OCTOBER 8, 2018 @ 1:00 PM**

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**Roll Call**

**Members Present:** Mayor Clayton Calloway, Council Member Larry Freeberg, Council Member Shad Hunter, Council Member Lynn Mulder, Council Member Kelly Marshall.

**Staff Present:** Bret Howser, Town Manager; Nancy Leigh, Town Clerk; Aldo Biasi, Public Works Director; Chief Dan Benson, Public Safety Director; Cecilia Johnson, Town Treasurer; Wendy Dowland, Public Works Assistant.

**A. CALL TO ORDER**

Mayor Calloway called the regular meeting of the Brian Head Town Council to order at 1:00 pm for October 8, 2018.

**B. PLEDGE OF 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 at the Town Clerk's office and are available for public inspection during normal business hours.

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

**Mayor Calloway** reported that Council Member Mulder had brought to the Council's attention the Patchwork Parkway's project for the 2017 Brianhead Fire signage. Mayor Calloway stated he believes the Council should have a discussion on the town's participation in the Patchwork Parkway and whether the committee met their objective.

**Bret Howser, Town Manager**

1. Attended the final meeting for the Community Impact Board (CIB) grant for the Mountain View waterline project held in Salt Lake City. Bret reported the grant was quickly approved by the board.
2. Villas Condo resident, Robin Englert, stopped by the town hall and discussed an item of concern on vehicles and ATV's that are speeding around the Bristlecone Park/pond area. Ms. Englert requested the town install "no parking" signs around the park (see attached email). Chief Benson commented that those living or staying in the Villas condos are using the park's parking spaces which reduces the parking for visitors going to the park/pond. Bret explained this item can be discussed further during the last agenda item, Future Potential Agenda Items.

**Dan Benson, Public Safety Director**

1. Officer Abbott's wife had a baby girl on Friday night. The mother and baby are doing well.
2. There have been discussions on the Crisis Intervention Team (CIT) which addresses mental issues and how officers can handle those citizens in the community who may have a mental health crisis. Chief Benson reported we are located in the "suicide belt" which stretches from



- 1 Arizona to Montana along the Rocky Mountains which has the highest rate of suicides. There  
2 have been studies completed which show that altitude also is a contributor to suicide.
- 3 3. Mayor Calloway inquired as to the status of the new fire pumper truck. Chief Benson  
4 explained the new delivery date is November 2018. There is a high demand for this vehicle  
5 and the company has a two-year waiting list for them. The department will be outfitting the  
6 truck during the winter once it is delivered.  
7

8 **Aldo Biasi, Public Works Director**

- 9 1. The department has an action step to install lightening protection for the Bearflat Pump  
10 House. Aldo explained staff has received bids which would include installing five tall lightning  
11 rods on the building. Aldo inquired if the Council would be opposed to the height of the  
12 lightning rods and if there is any direction the Council may want staff to take on the  
13 installation of the rods. The Council agreed the rods would need to be installed for the  
14 protection of the building and directed staff to move forward with the project.
- 15 2. Mayor Calloway commented the paving that was completed on Village Way from the Village  
16 Way Sewer Project did not look like it was up to the town's standards. Aldo responded there  
17 is a punch list which still needs to be completed and he can address the asphalt portion with  
18 the contractor. Aldo explained the entire road needs to be repaved due to the "alligatoring" of  
19 the road, but the project only identified an asphalt patch over where the sewer line was  
20 replaced. Village Way is scheduled for an overlay in 2021 as part of the town's road  
21 maintenance program.
- 22 3. Mayor Calloway inquired if staff was able to install the lights on the walking trail posts. Aldo  
23 reported the lights have been received, but staff has not yet been able to get the lights  
24 installed since the posts will need to be modified for the lights. Staff plans to have the lights  
25 installed.
- 26 4. Council Member Mulder put in a request to view the sewer line video that was taken by Twin  
27 D. Aldo responded he will contact her when they will be reviewing the footage, so she can  
28 participate.  
29

30 **Wendy Dowland, Public Works Assistant**, updated the Council on the efforts of the staff to  
31 eliminate the dumping of construction debris in the town's dumpsters. Wendy reported staff is  
32 completing the following list of items in an effort to eliminate illegal dumping:

- 33 a) The town will be installing the trail cameras at the dumpster's locations.  
34 b) Stickers have been placed on each dumpster stating that it is illegal to dump construction  
35 debris along with the ordinance and penalties for illegal dumping.  
36 c) The town's social media sites will be used to educate the public on illegal dumping along  
37 with posting the information on the utility billings, websites and newsletters.  
38 d) When there is illegal dumping at any condominium, the public works crew will contact the  
39 property manager to let them know the town will not be picking up their dumpster due to  
40 construction debris in the dumpster.  
41 e) A reward system is being considered in which the town would give a reward to those that  
42 notify the town that someone is dumping illegally, and they are caught. Staff will need to  
43 review the budget if it is implemented.

44 Mayor Calloway commented that if someone sees illegal dumping, they can call dispatch and  
45 advise them of illegal dumping. Chief Benson reported Council Member Freeberg has been  
46 active in reporting any illegal dumping to the officers.

47 Council Member Freeberg suggested staff send information to new homeowners informing  
48 them of the town's requirements along with a request to inform their contractor. Wendy  
49 responded the town already informs the contractors of the town's requirement that they need to  
50 have a roll-off dumpster at the construction site and that it is prohibited to dump construction  
51 debris in the town's dumpsters.  
52

53 Bret reported this item was identified as a report instead of an agenda item to give the Council  
54 information on what the staff was doing to eliminate illegal dumping. Bret explained that if the



1 Council wants an analysis on this item, to please let him know. Mayor Calloway explained this  
 2 report was enough for the Council.  
 3  
 4

5 **E. APPROVAL OF THE MINUTES:** September 10, 2018 Town Council Minutes

6  
 7 **Motion:** Council Member Mulder moved to approve the September 10, 2018 Town  
 8 Council minutes. Council Member Freeberg seconded the motion.

9 **Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes: Council Member Mulder,**  
 10 **Council Member Freeberg, Council Member Hunter, Council Member Marshall,**  
 11 **Mayor Calloway).**  
 12  
 13

14 **G. AGENDA ITEMS:**

15  
 16 **1. PUBLIC HEARINGS:**

17  
 18 **a) COMMUNITY IMPACT BOARD HEARING – STEAM ENGINE MEADOWS**  
 19 **PHASE 1C STREETS AND UTILITIES PROJECT.**  
 20

21 Cecilia Johnson, Town Treasurer, explained the town is proposing to apply to the  
 22 Community Impact Board (CIB) for a loan and/or grant for the Steam Engine  
 23 Meadows Phase 1C Streets and Utilities project, which would complete the streets  
 24 and utilities in Phase 1C of Steam Engine Meadows Subdivision. Cecilia explained  
 25 a public hearing is required to be held to receive public comment on the proposed  
 26 project. The town is asking for a low interest loan from CIB and CIB may grant  
 27 either a loan or grant or a combination of both loan and grant for the project.  
 28

29 Bret Howser, Town Manager, explained the Steam Engine Meadows subdivision  
 30 has had a few developers that planned on installing the infrastructure, but had not  
 31 completed the infrastructure and went bankrupt before the project was completed.  
 32 Phase 1C of Steam Engine Meadows is one area that did not receive  
 33 improvements. Bret gave a brief history of the area in which the subdivision was  
 34 identified as a Special Assessment Area (SAA) in which several property owners  
 35 did not pay the assessments and the lots were foreclosed on and the SAA debt  
 36 was closed out. As a result of the foreclosure on properties, the town ended up  
 37 with eight lots in the subdivision but has since sold all but one lot which is not  
 38 located in the Phase 1C area.  
 39

40 Bret explained the main water lines are installed and the fire hydrants are charged,  
 41 but laterals need to be installed and sewer would need to be videoed to determine  
 42 the status of the sewer line. There hasn't been any road work completed in the  
 43 area other than a rough cut. Staff obtained the following estimates in 2016:  
 44 \$300,000 for the roads; \$50,000 for water and \$10,000 for the sewer and \$300,000  
 45 in power and gas. Staff met with the property owners to see if they would be willing  
 46 to pay up front for the power and gas since these two utilities are not owned by the  
 47 town and would not be eligible for any kind of grant/loan funding from CIB. Staff  
 48 has reviewed the 2016 estimates which have increased dramatically from \$300,000  
 49 to \$800,000. Staff sent a questionnaire to the property owners to find out if they  
 50 would be willing to pay up front for the power and gas. The results of the  
 51 questionnaire are that less than half of the property owners would be willing to pay  
 52 up front. Bret explained that due to the significant increase in the estimates and  
 53 the majority of the property owners who are not willing to pay up front for the power  
 54 and gas up, it may not be the best time to begin the project.



1  
2 Bret explained this project is scheduled on the town's list for CIB's review, believing  
3 if the property owners were willing to pay up front for the power and gas; the water,  
4 sewer and roads could be completed with a CIB loan which the property owners in  
5 the Phase 1C would be assessed. Bret reported the town will hold a public hearing  
6 at this time in order to be in compliance with the requirements of CIB for their  
7 meeting in January 2019, but staff may pull this project off the town's list for CIB.  
8

9 Mayor Calloway opened the public hearing for the CIB Steam Engine Meadow  
10 Phase 1C Streets and Utilities Project and the fiscal year 2019 Budget Amendment  
11 at 1:32 pm.  
12

13 Bret stated that this project will not increase property taxes for Brian Head Town  
14 residents and may result in assessing a levy on the individual properties.  
15

16 No other comments were received on this project.  
17

#### 18 **b) FISCAL YEAR 2019 BUDGET ADJUSTMENT** 19

20 Aldo Biasi, Public Works Director, explained this proposed budget adjustment is to  
21 purchase a new dump truck. The town received three bids for a new dump truck in  
22 which one bid was high and the second bid wouldn't have the truck available until  
23 July 2019. Staff is recommending Council approve the bid from International in the  
24 amount of \$106,894.65 for the truck and \$53,200 for the bed, sander, control and  
25 lights from Viking-Cives Midwest for a total of \$160,094.35 (see attached report)  
26

27 Aldo explained that originally the existing dump truck was to be sold, but due to the  
28 demand the truck had over the summer with the projects the town was completing,  
29 he is requesting the Council keep the existing dump truck as a 2<sup>nd</sup> truck to use as a  
30 back up vehicle for snow removal. The town would install an existing plow onto the  
31 truck, so there wouldn't be any added expenses to equip the truck for snow  
32 removal and the new dump truck would have the sander installed on it. During the  
33 summer months, the older dump truck could be used for hauling materials up the  
34 mountain which would reduce the wait time in hauling materials to projects.  
35

36 Cecilia Johnson, Town Treasurer, explained the other part of the proposed budget  
37 adjustment is for the summer co-op advertising which is a joint effort between Utah  
38 Tourism, Iron County Tourism, Brian Head Resort and the town to market the town  
39 during the summer months. Bret explained this marketing venture is the same as  
40 the winter advertising co-op program. The town received a matching grant from  
41 the State and will be working with the Tourism Bureau on the marketing campaign.  
42 This is the first time the town applied for a state grant for this program and the  
43 funds won't be spent until early next summer 2019. The town's portion is \$12,500.  
44

45 No other comments were received on the Fiscal Year 2019 Budget Adjustment.  
46

47 Mayor Calloway closed the public hearings at 1:40 pm and reconvened the regular  
48 meeting of the Brian Head Town Council.  
49

#### 50 **Public Hearing Follow-up Questions:** 51

##### 52 **Steam Engine Meadows Phase 1C project:**

53 Council Member Freeberg commented that it is his understanding that the loan would be  
54 paid for by the property owners in the Phase 1C area and would not cost anything to the  
55 taxpayers for this project. Bret reported the town would pay for the project and then



1 assess a levy on the property owners in the Phase 1C area. There shouldn't be a burden  
2 on the taxpayers unless the property owners fail to pay the assessment in which case the  
3 town would then foreclose on those properties.

4 Council Member Marshall inquired if the town would be paying interest on the loan. Bret  
5 responded any interest identified would be paid by the property owners along with the  
6 principal of the loan. The proposed loan would be for \$850,000 for the streets and  
7 \$50,000 for the water and sewer improvements. The power and gas utilities would need  
8 to be paid up front by the property owners and would not be part of the CIB loan. Bret  
9 explained the town is working with the property owners on the power and gas since it is  
10 the only mechanism to get the infrastructure installed.

11 Council Member Freeberg inquired if the town can also ask for a fee for the staff's time  
12 on this project since it is costing the town money for staff's time to work on this project.  
13 Bret responded the town could ask for a portion.

14 Council Member Freeberg expressed his concern if the property owners were to default  
15 on the assessment, and the town foreclosed on the property, the town may only be able  
16 to sell the property for \$20,000 and there would be a \$40,000 assessment due and the  
17 town could possibly lose money and cost the taxpayers.

#### 18 **Fiscal Year 2019 Budget Adjustment – Dump Truck Purchase**

19 Council Member Freeberg commented he thinks the town should keep the existing dump  
20 truck if it is viable to do the job.  
21  
22  
23

## 24 **2. FISCAL YEAR 2019 BUDGET ADJUSTMENT ORDINANCE.** An ordinance 25 amending the fiscal year 2019 town budget. 26

27 Cecilia Johnson, Town Treasurer, presented a draft ordinance amending the fiscal year  
28 2019 budget (see attached). Cecilia explained the draft ordinance would need to be  
29 modified if the Council decides to keep the existing dump truck by identifying \$40,000 in  
30 the budget.  
31

32 The Council held discussion on the following:

- 33 a) Aldo explained the existing value on the dump truck is \$25,000 if it were to go back to  
34 the dealer. In researching trucks online, they could possibly get \$40,000 depending  
35 on the market.
- 36 b) Aldo reported he met with the public works crew on the condition of the dump truck in  
37 which the crew stated the truck is a viable vehicle and would benefit the town as a  
38 second dump truck.
- 39 c) Staff would install the sander and plow on the new truck, but if the town were to keep  
40 the second dump truck, then staff would not have to pull the equipment on and off the  
41 new truck and could use the second truck.
- 42 d) Staff has contacted the manufacturer about the existing sander and whether it would  
43 fit the new truck. Staff has been informed that the sander will fit.
- 44 e) Council Member Mulder inquired if the town would need to purchase chains for both  
45 vehicles. Aldo responded that a new set of chains would need to be purchased for  
46 the new truck and also will need to replace the chains on the existing truck. Staff was  
47 able to find a chain distributor that gave the town a good deal on chains.
- 48 f) Mayor Calloway inquired if staff has researched the automatic chain system that is  
49 similar to the chain systems found on the school buses. Aldo responded in speaking  
50 with the crew, they indicated that chain system was more difficult than what it was  
51 worth and would not recommend it.
- 52 g) Bret explained the town had earmarked \$100,000 for the new dump truck from the  
53 general fund surplus from last year and had planned on selling the existing truck for  
54 more than \$40,000 with the water and sewer funds absorbing the difference. Since  
55 the town is keeping the existing truck, the town would need to identify \$20,000 from



1 the general fund savings; \$10,000 from the water fund and \$10,000 from the sewer  
2 fund.

- 3 h) Bret reported the town can run the second truck this winter to determine if it will work  
4 as a second plow truck and then make a decision at the end of the season on  
5 whether to keep or sell the truck.  
6

7 **Consensus of the Council:** The town will keep the existing dump truck and the budget  
8 will need to reflect the modification for keeping the existing truck.  
9

10 Mayor Calloway commented that during a previous Council meeting, it was discussed to  
11 amend the solid waste fund to accommodate any overtime that would accumulate since it  
12 was determined that there would be additional garbage pick-ups on busy weekends and  
13 holiday periods. Bret explained that in reviewing the amount of time needed to  
14 accommodate the additional hours, it was estimated that it would be approximately  
15 \$2,500 annually. This would be for a public works employee using four hours per pick-up  
16 day during a busy weekend or holiday period which resulted in an annual cost of \$2,500.  
17 The staff felt that the amount could be absorbed in the current budget without an  
18 amendment, and that this item would be scheduled for the FY2020 Strategic Planning  
19 Retreat and identified in the budget.  
20

21 **Motion:** Council Member Freeberg moved to adopt Ordinance No. 18-011, an  
22 ordinance amending the fiscal year 2019 budget in the General, Fund, Asset  
23 Replacement Fund, Water Fund and Sewer Fund as follows:

- 24 a) GL#10.3341(State Grants) from \$22,000 to \$59,500  
25 b) GL# 10.3570 (Other revenue) will be budgeted at \$25,000  
26 c) GL#10.44660.612 (Marketing/Events) from \$64,700 to \$139,700  
27 d) GL#10.4847 transfer to asset replacement fund from \$200,000 to  
28 \$320,000  
29 e) GL#47.3640 will not need to be amended. (Dump truck not being sold)  
30 f) GL#47.3810 transfer from general fund from \$200,000 to \$320,000  
31 g) GL#47.3851 transfer from water fund will be created for \$20,000  
32 h) GL#47.3852 transfer from sewer fund will be created for \$20,000  
33 i) GL#10.4440.740 (Equipment purchase) from \$21,000 to \$181,000  
34 j) GL#51.4847 transfer to asset replacement for \$20,000  
35 k) GL#52.4847 transfer to asset replacement for \$20,000  
36 l) GL#10.3890 fund balance appropriated from \$150,773 to \$283,273  
37 Council Member Hunter seconded the motion.  
38

39 **Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes:** Council Member  
40 Mulder, Council Member Freeberg, Council Member Hunter, Council Member  
41 Marshall, Mayor Calloway).  
42  
43

44 **3. ORDINANCE AMENDING THE BRIAN HEAD TOWN TREE COMMISSION.** An  
45 ordinance amending the Brian Head Town Tree Commission.  
46

47 Cecilia Johnson, Town Treasurer, presented a draft ordinance amending the Brian Head  
48 Town Tree Commission (See attached). Cecilia explained the Tree Commission is an  
49 active commission and in reviewing the ordinance, they are recommending some  
50 changes:

- 51 a) Identify a six-member commission instead of a five-member commission.  
52 b) Change the language from "Public Safety Officer" to "Public Safety Officer or a  
53 representative of the public safety department". This would allow a volunteer  
54 firefighter to become a member of the commission.  
55 c) The commission will meet more often. ADD: "April, June and August of each year".



- 1 d) The Town Clerk is requesting the Tree Commission which is currently identified  
 2 under Title 10 (Tree Commission) of the Brian Head Town Code to be moved into  
 3 Title 1 (Administration) where the town's other public boards are identified.  
 4

5 **Motion:** Mayor Calloway moved to adopt Ordinance No. 18-012, an ordinance amending  
 6 the Brian Head Town Tree Commission as Title 1 of the Brian Head Town Code  
 7 as presented. Council Member Mulder seconded the motion.  
 8

9 Council Member Marshall inquired if it was necessary to have a public safety officer as a member  
 10 on the Tree Commission. Cecilia responded it was determined to have a representative from  
 11 each department involved with the Tree Commission when the ordinance was originally adopted.  
 12

13 **Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes: Council Member Mulder,**  
 14 **Council Member Freeberg, Council Member Hunter, Council Member Marshall,**  
 15 **Mayor Calloway).**  
 16  
 17  
 18

- 19 4. **BRIAN HEAD TOWN TREE COMMISSION APPOINTMENT.** Appointment of Rick  
 20 Valentine to the Brian Head Town Tree Commission  
 21

22 Cecilia Johnson, Town Treasurer, reported during a meeting of the Brian Head Town  
 23 Tree Commission, the committee is looking to add another committee member as the  
 24 public safety department representative and is recommending the Council appoint Rick  
 25 Valentine who is a resident and volunteer firefighter.  
 26

27 **Motion:** Mayor Calloway moved to appoint Rick Valentine to the Brian Head  
 28 Town Tree Commission. Council Member Hunter seconded the motion.

29 **Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes: Council Member**  
 30 **Mulder, Council Member Freeberg, Council Member Hunter, Council**  
 31 **Member Marshall, Mayor Calloway).**  
 32  
 33

- 34 5. **TOWN TRAIL FUTURE PHASES DISCUSSION.** The Council will hold discussion  
 35 on the future phases of the town walking trail.  
 36

37 Bret Howser, Town Manager, explained the first phase of the town's walking trail is now  
 38 completed. The trail was paved from Hunter Ridge Drive to Chalet Village. Bret  
 39 explained he would like the Council's direction on the next phases of completion for the  
 40 walking trail the Council would like to see done. In previous discussions with the Council,  
 41 there were a couple of options proposed: 1) The trail from Village Way thru the Village  
 42 Core area and going through the condominiums on Vasels Road to the pond/park area.  
 43 2) to continue with the paving on the west side of highway 143 from Chalet Village to  
 44 Georg's Ski Shop.  
 45

46 The Council held discussion on the following:

- 47 a) The town has entered into a contract with an engineering firm to complete the  
 48 Village Core multi-modal transportation plan. Bret explained he would like to hold  
 49 off on a paved trail through this area until the final plan is submitted and approved  
 50 since it could impact where the trail will go.  
 51 b) The trail on the west side of Hwy. 143 may have some issues in which the  
 52 condominium complexes such as Brian Head Village, Aspens Condos, etc. currently  
 53 use the walking trail space for snow storage and additional parking.  
 54 c) Mayor Calloway stated he believes it is important to complete the trail going up  
 55 Steam Engine Drive to Village Way and he would like to see the trail be separated



1 from the road. Mayor Calloway stated he understands this would be costlier and  
 2 may not be feasible at this time.

- 3 d) Mayor Calloway would like to establish two definite crosswalk areas: 1) crossing  
 4 Hwy. 143 to Steam Engine Drive and 2) Loft's condominiums to Giant Steps parking  
 5 lot.
- 6 e) Bret reported he would like to apply for grant funding from Utah Department of  
 7 Transportation (UDOT) and the Restaurant Tax Board for the continuation of the  
 8 paved walking trail on the east side of Hwy. 143. This portion of trail would be more  
 9 expensive than the proposed orange line trail going through the Village Core in  
 10 which the town could possibly fund the orange line portion of trail identified on the  
 11 attached map.
- 12 f) One challenge the town may face is the proposed trail (orange line) going through  
 13 the Brianwood parking lot and obtaining easements or licensing from them to  
 14 establish the trail.
- 15 g) Mayor Calloway stated he would like to continue the pavement from Chalet Village  
 16 to the Loft's driveway and identify a crosswalk going towards Giant Steps parking  
 17 lot.
- 18 h) Mayor Calloway explained the Council will need to find a balance of what portion of  
 19 the trail can be maintained during the winter season and what portions of the trail  
 20 cannot be maintained and may need to be closed during the winter season.
- 21 i) Council Member Marshall commented the trail from the Lofts to Georg's is  
 22 confusing, especially under the bridge, and that the portion of trail that is south of  
 23 Georg's Ski Shop to the Bearflat campground is a beautiful walking trail.
- 24 j) Mayor Calloway stated he would like to see the following for the next phase of the  
 25 walking trail: establish the trail going up Steam Engine Drive to Village Way going  
 26 towards the Mall and through Giant Steps parking lot and to paint lines for the trail,  
 27 obtain easements or licenses from Brian Head Resort and Brianwood Condos which  
 28 would tie Bristlecone Pond area to the trail and continue paving the trail from Chalet  
 29 Village to the Lofts condos and identify a crosswalk to Giant Steps parking lot.
- 30 k) Bret explained that in a previous discussion with UDOT, they indicated they would  
 31 identify crosswalks in conjunction with shuttle stops.
- 32 l) If a trail were to be established on the south end of the pond area going towards  
 33 Georg's, there would be some challenges to work through such as the skier bridge  
 34 and the snowmobile trail during the winter seasons.
- 35 m) Bret explained there are challenges when trails are adjacent to roadways and would  
 36 need to further research other communities that have trails in the roads or adjacent  
 37 to roads. One such area is Bryce Canyon.
- 38 n) It was the consensus of the Council to continue with the paved walking trail on the  
 39 west side of Hwy. 143 from the Lofts towards the Bearflat campground as a future  
 40 project but will not address at this time for completion.

41  
 42 **Consensus of the Council:** Staff will identify the "orange color" trail on the attached  
 43 trail map as the next phase for the walking trail (Village Core area) along with a trail  
 44 going from Hwy. 143 up Steam Engine Drive to Village Way. The trail will be paved  
 45 from Chalet Village to the Lofts condominiums with a crosswalk going towards the Giant  
 46 Steps parking lot.

47  
 48  
 49 **6. PUBLIC WORKS ON-CALL DISCUSSION.** A discussion on the public works on-call  
 50 policy.

51  
 52 Mayor Calloway explained he requested this item be on the agenda for Council's  
 53 discussion on the current public works on-call schedule. Mayor Calloway reported he  
 54 had a discussion with the previous Public Works Director, Shane Williamson, who  
 55 reported the public works has a four-hour response time but was not in a written policy.





1 Aldo reported his understanding is the public works employees have a two-hour response  
2 time and has researched the town's policies and talked with staff to determine where the  
3 two-hour response time is identified. The Personnel manual identifies there will be a two-  
4 hour minimum pay for public works employees if they are called out but did not identify a  
5 specific response time.  
6

7 The Council held discussion on the following:

- 8 a) Aldo reported in a discussion with the public works crew, their average response time  
9 was between one hour to one and half hours. The crew works well together and if  
10 one is further away, others will respond to get there quickly.  
11 b) Mayor Calloway explained his brother works for Cedar City in which their department  
12 has a 20-minute response time and they are required to live within 12 miles of Cedar  
13 City. Mayor Calloway commented the two-hour response time is excessive and  
14 would encourage a prompter response time closer to one hour to one and half hours.  
15 c) Council Member Freeberg commented that if a call is received in the middle of the  
16 night, the employee would need the time to get ready and drive up the mountain and  
17 he believes the very least time would be one hour but, with inclement weather, it  
18 could be closer to 1.5 hours.  
19 d) Aldo explained the public works trucks are not parked at the employee's homes but  
20 are parked at a central location which could also cause a delay in response.  
21 e) The majority of the public works crew lives in Parowan with the exception of one  
22 employee who lives in Panguitch.  
23 f) Aldo reported Parowan City experienced the same issue in which they elected to  
24 have the city vehicle stay with the on-call person.  
25 g) Council Member Freeberg inquired if the two-hour response time is effective. Aldo  
26 responded he believes the current response time is effective and has not received  
27 any complaints on the department's response time.  
28 h) Chief Benson reported they average about one call per month in the winter season  
29 for being called out for snow removal.  
30 i) The Marshall's will call out the public works for any emergencies or snow removal  
31 that is needed after hours.  
32 j) Council Member Freeberg commented he does not believe there needs to be a  
33 change from the two-hour response time.  
34 k) Mayor Calloway stated he would like it identified in writing in the town's policy.  
35 l) There was discussion on what consisted of a response and whether it would be when  
36 the employee showed up at the scene or at the shop.  
37 m) Council Member Hunter commented he would like to identify a time but recognizes  
38 that winter may be different for response time depending on the road conditions.  
39 n) Chief Benson suggested the Council identify a time limit as a responsible response  
40 time with a target of two-hours and not to drill down on the employees, but it would  
41 give something to hold the employee to and would determine if there is a reason to  
42 identify a specific time limit.  
43 o) Aldo suggested the department can also track their times to determine what time  
44 would best work for a response time.  
45 p) Council Member Freeberg stated he would prefer identifying a reasonable time with a  
46 goal and not turn it into a police state. Council Member Mulder agreed, but the town  
47 should identify a number such as two hours which sound reasonable.  
48 q) Mayor Calloway commented he would like to see a target time of 1.5 hours for a  
49 response time and suggested the department track their times.  
50 r) Bret reported he believes 1.5 hours is reasonable and staff will track their time when  
51 they are called out.  
52 s) Aldo requested the Council's input on the parking of the vehicles and whether the on-  
53 call employee should take the vehicle home or leave it at the designated central  
54 location.  
55



1                   **Consensus of the Council:** Staff will identify a reasonable response time of 1.5 hours  
2 when called out and the parking of the public works vehicles will be up to the discretion of  
3 the Public Works Department.  
4

5  
6                   7.       **POTENTIAL FUTURE AGENDA ITEMS.** The Council will discuss potential future agenda  
7 items  
8

9                   •       **Patchwork Parkway Committee**

10                   Council Member Mulder reported the Patchwork Parkway has identified a budget of  
11 \$48,500 for a signage plan to look at the 2017 Brianhead Fire project. The committee  
12 doesn't have a grant for it yet and is looking to making it a fire mitigation project funding  
13 purpose.  
14

15                   Bret inquired if Council would like to hold a discussion on the Patchwork Parkway at the  
16 next Council meeting on October 22, 2018. Council requested staff to contact Nancy  
17 Dalton, Byway Coordinator, and get a report of where the Patchwork Parkway committee  
18 is going. Bret inquired if the Council wants the conversation to be whether or not the  
19 town continues to participate or not.  
20

21                   Council Member Mulder commented that, as a member, she did not get a clear-cut  
22 objective and the committee requires an elected official to attend the meetings which  
23 were not as efficient as she wished.  
24

25                   Bret reported this item will be on the next Council meeting to decide on the town's  
26 participation in the Patchwork Parkway.  
27

28                   •       **Employee Housing**

29                   Council Member Marshall commented she would like the Council to discuss on how the  
30 town can help with employee housing. In conversations with employees on the  
31 mountain, there is a shortage of housing available due to the majority of people renting  
32 out their homes on a nightly basis. Bret reported he was informed the town qualifies for  
33 Community Development Block Grant (CDBG) for federal funding for improving services  
34 and facilities for low to moderate populations. This is how the town was able to apply for  
35 the new fire truck. The town has fallen below the low to moderate income (LMI) and  
36 these funds could be used for an affordable housing study which could make a  
37 recommendation of what the options are for the town. Bret explained there is a  
38 difference between affordable housing and employee housing. Bret reported he will  
39 contact Five County Association of Governments to clarify if the town can acquire grant  
40 funds for employee housing issues.  
41

42                   **Consensus of the Council:** Employee housing discussion will be identified on the next  
43 Council agenda.  
44

45                   •       **Employee Shuttle Services**

46                   Council Member Marshall commented she would like an employee shuttle service  
47 available and inquired if there is a way to have the businesses contribute to the shuttle  
48 service. Bret reported there is an action step identified in the strategic plan for employee  
49 shuttle services, but the Council may also discuss it in a meeting.  
50

51                   Council Member Hunter commented the shuttle service could have difficulty in meeting  
52 different work shifts the businesses have. Bret explained it would be trying to design a  
53 system that could accommodate everyone and, as part of the process of developing a  
54 solution, the businesses would participate in giving their input.



1 Council Member Freeberg suggested a meeting with the businesses should be a  
2 separate meeting than during the Council meeting. Council Member Marshall explained  
3 she would want the businesses' input before the Council discusses it and it could be the  
4 first item on the agenda. Council Member Freeberg suggested the meeting with the  
5 businesses should be informal in an effort to save on staff's time. Council Member  
6 Hunter commented there would be a bigger turnout from the businesses in January or  
7 April instead of October where they are trying to get ready for the winter season.  
8

9 Council Member Marshall reported she would like the Council to come up with a list of  
10 questions to find out for the different businesses. She will then go and meet with the  
11 businesses to narrow the list down.  
12

13 **Consensus of the Council:** Employee Shuttle Services will be a discussion item on the  
14 next Council meeting.  
15

16 • **Bristlecone Park Zig-Zag Fence**

17 Council Member Hunter inquired as to what the decision was for the fence that was to be  
18 installed. Bret reported it is an action step and staff plans to complete it in spring of 2019.  
19

20 Bret reported the fence would be identified in different spots. Mayor Calloway reported  
21 that there will be sections of fence that will be quaking aspen log poles but allowing for  
22 the snowmobile trail crossing and will head towards the Chair #1 parking lot. The fence  
23 would break at the dam and wouldn't prohibit parking in that area.  
24

25 • **Parks and Recreation Part-Time Position – Town Maintenance**

26 Mayor Calloway commented he is seeing the need to create a part-time position for a  
27 parks and recreation person to maintain the town's park and pond area. Mayor Calloway  
28 reported he sees the neglect of the picnic tables and fire pits and more attention will need  
29 to be made towards the newly paved walking trail. Mayor Calloway commented this item  
30 can be an agenda item or a discussion topic for the FY2020 Strategic Planning Retreat.  
31

32 Bret reported the town hired a seasonal part-time public works employee who did some  
33 work at the park, but her main duties were to assist the public works crew in running  
34 errands in order to keep the crew on the job sites.  
35

36 Mayor Calloway explained the town needs to maintain the town's summer recreation  
37 facilities.  
38

39 Council Member Hunter suggested the town contact Southern Utah University for a  
40 possible intern position. Bret reported he will contact SUU for possible internship options  
41 for the upcoming Strategic Planning Retreat.  
42

43 **Town Paved Walking Trail Maintenance**

44 Mayor Calloway commented that, maybe as an action step, the old steps coming off the  
45 town walking trail towards town hall need to be removed. Bret reported staff was going to  
46 remove the steps, but the early winter storm stopped the project. Aldo reported some  
47 seed mix along the walking trail was laid down to get some growth along the trail.  
48 Council discussed whether the ramp going down to the hwy. across from the town hall  
49 should be closed off for the winter due to the steepness of the ramp. Staff will not plow  
50 the ramp area for the winter season.  
51

52 **Left Over Chip Seal**

53 Bret inquired if the Council was interested in trying to keep the gravel that was left over  
54 from the chip sealing projects that is swept into the gutter areas. Aldo explained the



chips could be vacuumed up, but he would need to ensure it wouldn't damage the equipment.

**Priority Policy**

Mayor Calloway commented he would like to discuss during the upcoming strategic retreat a policy or idea on priorities for the public works department in which the basic needs take priority over projects. Bret explained the Council could have a broad discussion on prioritization in general.

Council Member Freeberg commented he believes the Council's role is to identify policies and not get into the operation of the town. Mayor Calloway responded he believes that it is Council's role to give staff direction on what the Council sees and to give guidance of what is more important to the Council. Bret explained that prioritization clarifies the grey areas and if there is too much on a plate, it would let staff know what can fall off the plate and would identify the higher and lower priorities for staff.

Mayor Calloway stated the basic needs of the public works department should be water, sewer and trash which should trump any projects and would like to discuss it during the annual Strategic Planning Retreat.

**Consensus of the Council:** Priorities identified will be scheduled for the FY2020 Strategic Retreat.

**H. ADJOURNMENT**

**Motion:** Council Member Mulder moved to adjourn the regular meeting of the Brian Head Town Council for October 8, 2018. Council Member Marshall seconded the motion.

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

The regular meeting of the Brian Head Town Council was adjourned at 3:40 pm for October 8, 2018.

October 22, 2018

Date Approved

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

