

A Work Session of the
 Brian Head Town Council
 Brian Head Town Hall - 56 North Highway 143
 Brian Head, UT 84719
MONDAY, APRIL 8, 2019 @ 9:00 AM

Roll Call.

Members Present: Mayor Clayton Calloway, Council Member Larry Freeberg, Council Member Lynn Mulder, Council Member Kelly Marshall

Members Absent: Council Member Shad Hunter

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

A. CALL TO ORDER

Mayor Calloway called the regular meeting of the Town Council to order at 9:00 am for April 8, 2019.

B. PLEDGE OF ALLEGIANCE

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

C. RESOLUTION ADOPTING THE FISCAL YEAR 2020 STRATEGIC PLAN. A resolution adopting the FY2020 Strategic Plan.

Bret Howser, Town Manager, presented the final draft of the fiscal year 2020 Strategic Plan (see attached). Council discussed the following:

1. Holiday Décor Contest: Mayor Calloway inquired if this is a new contest. Bret responded it is a new contest that will be throughout the town and among the businesses to encourage everyone to decorate for the holidays.
2. ED08: Seasonal Radio Advertisement: These are to be eliminated as an action step. The funds will be identified towards the summer marketing co-op action step.
3. ED06: Extension of shuttle contract to St. George Shuttle. Mayor Calloway commented he believes the quality of the buses was reduced this year in which St. George Shuttle used lower end looking buses for the shuttle service. Bret reported he will meet with them and discuss the quality of the buses that are to be used in the upcoming winter season.
4. ED06 – Shuttle Services: Bret reported he removed the three additional stops that were added last year from the shuttle schedule. Bret reported in a meeting with the Manager for the shuttle operations he indicated these stops were not used by the public and recommended the town remove them from their schedule. Mayor Calloway stated he would like to keep the stops on the schedule for this upcoming winter season before a determination of whether to pull the stops off is warranted. Consensus of the Council: The stops going towards Steam Engine Meadows will be incorporated back into the 2019-20 winter shuttle schedule as on-call stops.
5. SP01: Develop Core Values: Bret explained the Council is almost completed with this action step but wanted to formalize it in the Strategic Plan. Council will leave it up to staff's discretion on whether to pull it or leave in the Strategic Plan.
6. PS02: Emotional Well-being: Mayor Calloway inquired if the department is taking steps to ensure the officers are receiving some type of training/counseling for emotional wellbeing. Chief Benson explained several officers have attended trainings on this topic and he and Sargent Guymon are now certified to do peer support training for the department. He has

1 also spoken with Cecilia Johnson, Town Treasurer, regarding using the mental health
2 therapist that is associated with the town's insurance company, PEHP.

3 New Action Step: Investigate the Employee Assistance Plan (EAP).

- 4 7. PK02: Zig-Zag Fence: Bret reported he has identified this project as being contracted out for
5 the budget. Bret explained it would be difficult to organize a volunteer force to complete the
6 project.
7 8. Strategic Plan Covers: Mayor Calloway requested a photo of the two girls be replaced with
8 another photo. This would be on the cover and last page of the Strategic Plan. Staff will
9 change out the photos.

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11 **Motion:** Council Member Freeberg moved to adopt Resolution No. 480, a resolution
12 adopting the Fiscal Year 2020 Strategic Plan with the noted changes. Council
13 Member Mulder seconded the motion.

14 **Action:** **Motion carried 4-0-0 (summary: Yes = 4 Vote:** Council Member Freeberg,
15 Council Member Mulder, Council Member Marshall, Mayor Calloway).

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18 **D. FISCAL YEAR 2020 BUDGET WORK SESSION:** A work session for the fiscal year 2020
19 budget.

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21 Bret Howser, Town Manager, presented a draft budget for fiscal year 2020 (see attached). Bret
22 explained the budget is based on the Strategic Plan and each action step has a budget amount
23 associated with it.

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25 Council held the following discussions:

- 26 1. Mayor Calloway commented he would like to identify \$12,000 for improvements to the public
27 safety building. This could be identified either as a budget adjustment for the 2019 budget or
28 identified in the FY2020 budget. The improvements would include cabinets installed,
29 electrical work and shelving.
30 2. Council Member Mulder commented the town's organizational chart does not identify part-
31 time public safety officers but includes the part-time public works personnel. Bret responded
32 staff will add the two part-time officers to the town's organizational chart.
33 3. Council Member Freeberg suggested staff identify the Forest Service's full name in the
34 document and identify the source for the population number as the 2010 Census.
35 4. Bret inquired if the Council is interested in still pursuing the Government Office of Finance
36 Association annual distinguished budget award. Bret explained the cost is approximately
37 \$300 annually to submit the town's budget for the award. Consensus of the Council: Will
38 continue to apply for the GFOA Distinguished Budget Award.
39 5. Utility Rates for FY2020 will identify a three percent (3%) increase as outlined: Water will
40 remain at \$76; sewer will be increased to \$39 and solid waste will be increased to \$11. The
41 above-mentioned rates are identified for residential. Commercial will also see a three percent
42 (3%) increase.
43 6. Personnel: Bret explained staff is proposing to make a change to the police overtime in
44 which there was a policy decision not to pay time and half until the officers worked 85.5 hours
45 in a two-week period. This was a federal labor law (FLSA). Staff completed a survey from
46 other Utah cities and determined the majority of cities were paying their officers time and half
47 once they worked 80 hours in a two-week period. Staff completed an analysis on the current
48 policy and what it could cost if the town went to a 80 hr. work period before time and half
49 would apply. The cost would be approximately \$4,000 and if the town were to go to the 80-
50 hour policy, then it would make Brian Head more competitive with the local market. Bret
51 reported staff will be proposing this policy change for the public safety officers from the 85.5
52 hours to 80 hours when time and half applies and will present it to the Council for approval at
53 a later date. Consensus of the Council: Staff will bring forward an amended policy for public
54 safety officers for identifying when their overtime will begin at 80 hours instead of 85.5 hours
55 in a two-week period.

- 1 7. Manzanita Trail Project: budgeted up to \$109,200 in which Utah Outdoor Recreation grant is
2 funding \$72,800 and \$36,400 from the General Fund. This would include all of the proposed
3 trails, but if the town doesn't receive the anticipated grant funding then the town would need
4 to decide which trails to complete first.
- 5 8. Type 6 Fire Engine: \$90,000
- 6 9. Chair #1 Restroom Project: The town has \$81,000 from last year's Chair #1 parking
7 lot/restroom project left over and the town is anticipating receiving \$75,000 from the
8 Restaurant Tax Board. Staff will be fog sealing the parking lot with some of these funds. It is
9 estimated at \$6,000.
- 10 10. Streets Master Plan: The town identifies \$200,000 annually for the street projects and
11 currently has \$85,000 left over from last year's project for a total of \$285,000. The projected
12 costs are \$250,000 which will leave some for engineering on the next year's street projects.
- 13 11. Asset Replacement Program: \$165,700.
- 14 12. Replacement of the Yamaha Big Bear ATV. Chief Benson explained he would like to
15 purchase a side-by-side OHV for an estimated cost of \$12,000.
- 16 13. Staff will be pushing back some of the water projects by one year and save up for the
17 projects in the 2021 budget.
- 18 14. Sewer manhole repair/inspections will be completed in-house.
- 19 15. The town will be saving up for the Parowan Canyon Sewer Trunk Line replacement project.
20 This will be multiple years of saving for the project.
- 21 16. The town will be replacing the jetter sewer truck.
- 22 17. The Council discussed in previous meeting about building a sewer treatment plant at some
23 future point. Staff will be looking at redesigning the treatment plant project along with the
24 Parowan Canyon sewer trunk line in 2023. The agreement with Parowan City expires in
25 2026.
- 26 18. The Fourth of July Fireworks Display show will be contracted out.
- 27 19. Council Member Freeberg inquired if the ATV Rally will happen this year. Bret reported
28 Wendy Dowland is working on the event.

29
30 The Council recessed the work session for lunch at 12:30 pm. The work session was
31 reconvened at 1:00 pm

- 32
- 33 20. Council Member Freeberg inquired if staff has contacted Rocky Mountain Power about
34 changing out the street lights for LED lights. Bret reported this is an action step in the
35 Strategic Plan for FY2020. Council Member Freeberg recommended staff look at it for this
36 budget year (FY2019).
- 37 21. ST07: Phase 2 of the town walking trail: Mayor Calloway commented he would like staff to
38 have a definite line on a map as to where phase 2 of the walking trail will be and if funding for
39 engineering costs need to be identified in the budget. Bret reported during a previous Council
40 meeting discussing phase 2 of the trail, it was determined to move the walking trail onto the
41 ATV trail along Village Way and move the ATV's onto Village Way. For the other section of
42 the phase 2 portion of the trail coming up Steam Engine Drive, the Council discuss having the
43 trail go into the meadow area adjacent to Steam Engine Drive. Bret reported the town is
44 waiting for funding from the Utah Department of Transportation (UDOT) on their TAP grant
45 for the engineering and construction of the trail. When UDOT identifies the funds, staff will
46 meet with UDOT and plan out the project at that time. The town will be looking towards using
47 the Redevelopment Agency (RDA) funds for the project also. There will be a budget
48 adjustment for this project later in the fall when staff meets with UDOT on the project.
- 49 22. Playground equipment for the park: Cecilia reported the town applied for a grant for the
50 playground equipment, but it was identified as the lowest priority on the CDBG's grant list.
51 Bret reported CIB may give the town a loan for the equipment if the Council chooses to
52 pursue a loan instead of grant funding. Consensus of the Council: will revisit this project
53 later in the near future.
- 54 23. Mayor Calloway commented staff will need to identify the existing playground equipment in
55 the town's asset replacement fund. Staff will update the asset replacement fund with the
56 playground equipment.

- 1 24. PK01 and PK02 need to be switched (page 77 & 78).
- 2 25. Replacement schedule for vehicles: Bret reported the 2010 Ford Fusion is scheduled for
- 3 replacement in 2020. The 2008 Durango was scheduled for replacement two years ago.
- 4 Depending on what staff finds in a better vehicle will depend on whether the administration
- 5 department vehicles are replaced this year or not.
- 6 26. Snow removal radio replacement: Most of the radios for the public works department are no
- 7 longer working and the radios are identified for replacement.
- 8 27. WA01: Town Hall Well Rehab Project: Bret explained this action step should be under WA02
- 9 instead of WA01. Staff will change the action steps for this project.
- 10 28. Mayor Calloway commented he would like staff to give a presentation of the town's sewer line
- 11 showing on a map and where the sewer lines go to and from along with costs associated with
- 12 Parowan City. Mayor Calloway inquired if the shared cost estimates begin at Second Left
- 13 Hand going down to Parowan sewer lagoons. Aldo explained the shared cost does begin at
- 14 Second Left Hand going towards Parowan's lagoons. Bret reported Parowan City is
- 15 reviewing an amended contract and once the City Council has approved the contract, it will
- 16 be presented to the Town Council for approval.
- 17 29. Solid Waste landfill fees: Bret explained staff met with the County on the landfill fees and
- 18 determined the County was not charging for county residents on Aspen Drive, Meadow Lakes
- 19 and Rainbow Meadows. The town agreed to pick up those dumpsters. In return, the County
- 20 will give the town a credit of \$8 per cabin during certain times of the year since some of these
- 21 locations are inaccessible during the winter season. The Solid Waste Fund is affected by this
- 22 change.
- 23 30. The town will be removing the plotter since it is no longer working properly. Staff will use the
- 24 County's plotter if needed. Staff will continue to use the scanner part of the equipment for
- 25 archiving drawings.
- 26 31. Village Way Road Dedication was pulled from the budget. Staff did not feel it was a pressing
- 27 need at this time. This will be identified for a future budget.
- 28 32. Appendix D-5: SCBA compressor is highlighted in yellow. Chief Benson explained the
- 29 existing compressor is over 25 years old and the maintenance company indicated the
- 30 compressor would need to be replaced soon.
- 31 33. Appendix E1: Shop charges: Bret explained the shop charges formula was set in 2009 in
- 32 which the percentages should be 40% to 60% of the water, sewer and solid waste funds.
- 33 The snow removal budget line is identified in the general fund under streets and if this fund
- 34 were pulled from the formula, the percentages are weighted more towards the water, sewer
- 35 and solid waste funds. Bret explained staff will be reviewing the percentages in the shop
- 36 charges to determine if a change needs to be made.
- 37 34. **Pg. F-37 of the Appendices: Retail Business License Fees.** Mayor Calloway commented
- 38 the ordinance has been amended with new language and requested staff update the copy for
- 39 the budget document. Staff will update the language.
- 40 35. Public Safety Building improvements: Bret recommended the Council amend the fiscal year
- 41 2019 budget for \$12,000 for the cost of improvements to the building. This would include
- 42 shelving, cabinet installation, electrical work and storage areas for the building. Consensus
- 43 of the Council: A budget adjustment of \$12,000 for public safety building improvements for
- 44 the fiscal year 2019 budget will be presented.
- 45 36. Full-Time Public Works Position: Bret explained there is a part-time public works position,
- 46 but there is a need for another full-time position in the public works department. Bret
- 47 explained if the Council is wanting another full-time position for public works, then it would
- 48 cost approximately \$70,000 a year which includes benefits for the full-time position. Bret
- 49 recommended the Council keep the part-time position and add a full-time position. The
- 50 position would be split between the general fund and enterprise funds. Bret explained the
- 51 town is showing approximately a \$23,000 operating surplus in the general fund and the shop
- 52 charge distribution could contribute around \$25,000, but could have future ramifications and
- 53 another \$4,000 from operating contingency and possibly use \$25,000 from anticipated sales
- 54 tax revenue, but to keep in mind that if sales taxes do not come in as anticipated or if the
- 55 town sees a recession and sales tax revenue decreases, then the Council would have to
- 56 consider cutting this position. Bret explained that this would be an experimental position and

1 the town may have to eliminate the position if revenues do not meet the expectations. Mayor
2 Calloway inquired if the town should consider purchasing a lawn mower and mow the park
3 grass in-house instead of contracting it out, which could save the town money.

4 Bret explained that if the part-time person moves into the full-time position, the part-time
5 position is a difficult position to fill and wanted the Council to be aware that if a full-time
6 position opens, it could be temporary if it doesn't work out and have to cut the position.

7 Chief Benson explained he believes there is a need for a part-time administrative person for
8 the public safety department to assist with reports and other administrative duties. Bret
9 explained the greater need is the public works position at this time.

10 Mayor Calloway suggested putting the seasonal worker funds towards the full-time position.
11 Bret responded he would want a seasonal worker whose main duty would be to take care of
12 the park/pond area.

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14 **Consensus of the Council:** Directed staff to present the financing for a full-time public
15 works position to the Council for approval.

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17 The Council thanked staff for the presentation of the fiscal year budget 2020.

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20 **E. CLOSED SESSION OF THE TOWN COUNCIL.** A strategy session to discuss pending or
21 reasonable imminent litigation.

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23 **Motion:** Council Member Marshall moved to recess the work session of the Town Council
24 and enter into closed session for a strategy session to discuss pending or
25 reasonable imminent litigation. Council Member Mulder seconded the motion.

26 **Action:** **Motion carried 4-0-0 (summary: Yes = 4 Vote:** Council Member Freeberg,
27 Council Member Mulder, Council Member Marshall, Mayor Calloway).

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29 The work session of the Town Council was recessed at 3:00 pm.

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31 **Motion:** Council Member Marshall moved to adjourn the closed session of the Town
32 Council and reconvene the work session. Council Member Freeberg seconded
33 the motion.

34 **Action:** **Motion carried 4-0-0 (summary: Yes = 4 Vote:** Council Member Freeberg,
35 Council Member Mulder, Council Member Marshall, Mayor Calloway).

36
37 The work session of the Town Council was reconvened at 3:20 pm.

38
39 Council Member Marshall inquired about installing temporary signage on Ridge View Street and
40 along other main roads in town that could inform the public on-street parking. Council Member
41 Marshall commented that the nightly rental business owner should also be informing their guests
42 about parking on town streets. Council Member Freeberg commented that he would think a
43 warning for illegal parking would be given to the driver of the vehicle and then a citation could be
44 issued to the nightly rental business owner if the violation continues. Mayor Calloway
45 commented there are some nightly rental businesses that post information to their guests. Aldo
46 commented he likes the idea of having a sign on either end of town regarding residential street
47 parking.

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49 Bret reported the nightly rental ordinance which addresses parking on the town roads is
50 scheduled for the April 22, 2019 Council meeting. Chief Benson explained the public safety
51 department has issued around twelve parking citation for the 2018 year, in which some of them
52 were abandoned vehicles, and some drove onto the snowmobile trail.

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54 Mayor Calloway commented he would like a future agenda item addressing the distance allowed
55 for a town vehicle to be taken home for future employees. This would not affect the current
56 employees who take town vehicles home.

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F. ADJOURNMENT

Motion: Council Member Freeberg moved to adjourn the work session of the Town Council for April 8, 2019. Council Member Marshall seconded the motion.

Action: **Motion carried 4-0-0 (summary: Yes = 4 Vote:** Council Member Freeberg, Council Member Mulder, Council Member Marshall, Mayor Calloway).

The work session of the Town Council was adjourned at 3:45 pm for April 8, 2019.

April 22, 2019
Date Approved

Nancy Leigh, Town Clerk