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The Regular Meeting of the
Brian Head Town Council acting as the
Governing board of the Brian Head Redevelopment Agency
Brian Head Town Hall - 56 North Highway 143
Brian Head, UT 84719
MONDAY, AUGUST 13, 2018 @ 1:00 PM

20 **Roll Call:**

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

22 **Members Absent:** Council Member Shad Hunter

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

24 **A. CALL TO ORDER**

25 Mayor Calloway called the regular meeting of the Brian Head Town Council acting as the governing board of the Brian Head Redevelopment Agency to order at 1:00 pm. for August 13, 2018.

26 **B. PLEDGE OF ALLEGIANCE**

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

28 **C. DISCLOSURES**

29 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.

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

31 **Mayor Calloway** commented that with the change of days in which the town's garbage is picked up, there are locations in which trash has accumulated on the ground by the following Monday.

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33 **Council Member Marshall** reported she hiked the Marathon Trail and noticed that it was now clear of fallen logs. Council Member Marshall commented the newly paved town walking trail is inviting to the public to use. Council Member Freeberg commented he agrees with Council Member Marshall on the town walking trail.

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35 **Bret Howser, Town Manager**, reported the town will be shooting off a firework display for the upcoming Rockoberfest scheduled for September 15, 2018. Bret explained the Council discussed using the 4th of July fireworks for an event since the 4th of July firework display was canceled this year. The town currently has two fireworks shows that were unused for the 4th of July holiday period. The Resort will also be marketing the event.

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49 **Aldo Biasi, Public Works Director**

- 50 1. Updated the Council on the public works projects which have been taking place over the summer months in which the projects are proceeding on schedule.
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2. A crusher has been set up at the Navajo Lodge upper parking area and the crews are hauling material for milled asphalt on the town's roads. Bret explained the town rented a crusher to address two issues: a) the costs for hauling milled asphalt were exceptionally high for the 2018 street project bid, and: b) the town will be saving money by storing the asphalt at the Navajo parking area. The cost of the crusher was approximately \$15,000, but the town will have approximately three years' worth of asphalt millings for the roads. The material for the crusher was free and the crews will be laying down the milled asphalt on the town's roads as fast as possible since this is a weather dependent project.
 3. The town received a clean water test result on the Woodbridge pump station. Earlier in the month, the site came back as a bad test. The site will be ready to turn back into the system.
 4. Council Member Mulder complimented the crew for the efforts in cleaning up the work site on the Village Way sewer replacement project.

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Council Member Freeberg inquired as to the July financials that were distributed to the Council (see attached report). The report identifies overtime for the Public Safety and Public Works departments of 15% to 25% of the budgeted line item. Council Member Freeberg stated he is not questioning the overtime, but the town is currently 20% into the budget already. Bret responded that most of the overtime is during the summer months and is related to the events as well as working on the holidays for the officers. Public works had some overtime related to the projects and, in speaking with Aldo, he agreed to monitor the overtime and keep within the budget.

Council Member Mulder inquired as to the EMT, travel/training line item which was high. Bret responded it was a one-time expense.

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E. APPROVAL OF THE MINUTES:

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1. July 23, 2018 Town Council Minutes

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Motion: Council Member Marshall moved to approve the July 23, 2018 Town Council minutes. Council Member Mulder seconded the motion.

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

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2. July 27, 2018 Town Council Minutes

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Motion: Council Member Marshall moved to approve the July 27, 2018 Town Council minutes. Council Member Mulder seconded the motion.

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

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Bret Howser, Town Manager, requested the Council change the order of the agenda by addressing the wayfinding signage first since the Council's decision could have an impact on the amended budget for fiscal year 2019. The agenda was changed and will address the wayfinding signage as the first topic.

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F. AGENDA ITEMS:

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1. **WAYFINDING SIGNAGE BID AWARD.** Bid award the bid for the town's wayfinding signage project.



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2 Bret Howser, Town Manager, presented quotes from three companies for the town's
3 wayfinding signage (see attached). Bret explained that due to the way the request for
4 proposal (RFP) was presented, it allowed the staff to look at different companies for different
5 portions of the wayfinding signage project. It was broken down into the following categories:

- 6 a) Entry way signs which include the two entryway signs on the north and south end of town.
7 This work would entail re-staining the logs and putting up the town's current logo. It does
8 not include any rock work on the signs.
9 b) The town hall kiosk located in front of the town hall adjacent to highway 143. This kiosk
10 has the large town map identifying the roads and businesses. The work would include
11 installing a new structure for the kiosk and a different type of material for the map.
12 c) Wayfinding signage includes the directional and lead-in signage throughout the town. The
13 work would also include the Bristlecone Park sign.
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15 **Entryway Signs:** Speedy Signs came in with the lowest bid for the entryway signs in the
16 amount of \$10,350.

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18 **Wayfinding Directional Signage:** Yesco came in with the lowest bid in the amount of
19 \$104,371. Speedy Signs identified steel signs instead of the aluminum signs.
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21 **Town Hall Kiosk:** Speedy Signs came in with the lowest bid of \$7,820.
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23 Bret recommended the Council not address the town hall kiosk at this time due to budget
24 constraints and to address it in the next fiscal year 2020 budget. If the Council does decide to
25 address the town hall kiosk, staff will research to determine where funds may be available for
26 the project. The kiosk will be consistent with the rest of the wayfinding signage throughout
27 town and in speaking with Speedy Signs they reported they could copy what Yesco does on
28 the Bristlecone Park sign in identifying the architectural design for the town hall kiosk.
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30 Bret reported that after the staff report was sent, a meeting with Utah Department of
31 Transportation (UDOT) was held. The original meeting with UDOT was a year ago in which
32 Nathan Marrow was in charge of UDOT's permitting. During the original meeting, staff was
33 informed the town could install the signs with the restriction that the signs could not be red,
34 and the town could design the wayfinding signage however the town wanted.
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36 The town then submitted its designs to UDOT for their approval a couple of weeks ago and the
37 town has received notification from UDOT the designs are not allowed and that only the
38 standard UDOT signs are allowed within their right of way. After a long discussion, a meeting
39 has been scheduled for tomorrow, August 14, 2018. Yesco will also be attending the meeting
40 to come up with a solution. Bret explained that, due to this new information, staff cannot make
41 a recommendation to approve the contract to Yesco for the wayfinding signs until the issue
42 with UDOT is resolved. Bret explained that the size of the signs is an issue with UDOT and
43 staff is hoping to work out a solution while still keeping the design the town desires. Staff is
44 now working with Robert Dowell who is now in charge of permitting for UDOT. This will affect
45 only the directional signage on highway 143. The Bristlecone Park sign will be allowed along
46 with any lead-in signage located on the town's roads.
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48 The Council held discussion on the following:

- 49 a. UDOT has some regulations that would prohibit a sign identifying "leaving Brian Head".
50 Staff is will working on this item.
51 b. Council Member Mulder recommended the wording "Drive Safe" be changed to "Drive
52 Safely" for grammatical purposes. Staff will review the final draft for edits before it is sent
53 for fabrication.



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- c. Mayor Calloway suggested staff check the structural integrity of the logs on the entryway signs since it has been several decades since the signs were constructed.
 - d. The stone masonry repair that is needed on the south entrance sign is not included in the bids that were submitted. The public works crew may be doing the repair work.
 - e. Council Member Marshall suggested the sign identify Brian Head Peak's elevation of 11,300 feet instead of the 9,600 that was originally suggested. Council Member Marshall explained it could be used for promotional purposes. Mayor Calloway responded the Council has discussed this item before and believes that it is misleading since the Peak is not within the town's boundary and the sign should identify the actual elevation of 9,600 feet.
 - f. Bret explained Yesco would deduct \$3,200 from their cost since they had already completed the design phase of the project. Council Member Freeberg commented the town would have to spend those funds for their design fees if the Council decided on another company.
 - g. Yesco would be doing the fabrication and installation of the signs which will be break away signs in order to be in compliance with UDOT regulations.
 - h. Bret explained that the Council had discussed the adjustable height of the signs in which the Council decided not to go with that feature. There was also discussion about installing the bases before mid-September and finishing by mid-October due to the setback by UDOT.
 - i. Council Member Freeberg inquired as to the status of the Bristlecone Park sign that Wendy Dowland, Public Works, was working on. Bret responded the Bristlecone Park sign was included in the wayfinding sign project. Mayor Calloway commented on previous discussions in which there would also be a stone sign installed by the Pavilion area for Bristlecone Park along with a larger sign adjacent to the highway.
 - j. The Bristlecone Park sign is proposed to be installed on the corner of Vasels Road and Highway 143. Wendy commented she was working on the designs for the signs in which she had obtained some rough designs, but the thought was to keep the signs consistent with the wayfinding signage. Wendy explained the stone sign would cost twice as much as the proposed sign for the park. The costs she received were approximately \$10,000 for two park signs and the one proposed is \$4,200.
 - k. Bret asked the Council if they still want the proposed Bristlecone Park sign and, if so, what would the Council like the sign to say? Council Member Mulder suggested the sign have a picture of the pond on it. Mayor Calloway suggested the sign be located by the dam area instead of on the corner of Vasels Road.
 - l. Council Member Freeberg commented the town needs to keep information posted on the two fish limit which is a Division of Natural Resource regulation. Staff will check the information on the fish limit.
 - m. Council Member Freeberg suggested the lead-in signs have some space between the names to give it some separation and an easier read.
 - n. Bret explained there is one issue on one of the signs that identified the ski school in which UDOT considered it off-site advertising and is not allowed. The sign will be changed to identify the Navajo Ski Area instead.
 - o. The names of individual businesses will be removed. Staff will verify the signs before the project begins.
 - p. Bret explained UDOT has blue exit signs that advertise specific businesses in which they are allowed under a certain statute to post. The town could consider that option. The town will be working with UDOT to install the signs that they will allow which would be more cost effective for the town and the town could work with the state legislation process to allow something in state statute for the town to install their design.

52 **Consensus of the Council:**

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 - Bristlecone Park sign will be located by Bristlecone Dam area adjacent to Highway 143.



- The lead-in sign for Vasels Road will identify Bristlecone Park/Pond.

Motion: Council Member Freeberg moved to approve the contract for Speedy Sign for the town's north and south entrance signs for an amount of \$10,000. Council Member Mulder seconded the motion.

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

2. PUBLIC HEARING FOR FY 2019 TOWN AND RDA BUDGET ADJUSTMENTS. A public hearing for the fiscal year 2019 Town and RDA Budgets.

Cecilia Johnson, Town Treasurer, explained a public hearing is scheduled to receive input on a proposed amendment to the town and RDA fiscal year 2019 budgets. The purpose of the amendment is as follows:

- a) Create the Asset Replacement Fund which would split from the Capital Project Fund. The purpose of the Asset Replacement Fund is to monitor the vehicles and assets separately and that a transfer of \$99,971 would need to be made to this fund.
- b) The wayfinding signs include the following transfers: 1. Transfer of \$100,000 from the General Fund (fund 10) to the Capital Projects fund. 2. Transfer of \$20,000 from the RDA to the Capital Projects fund. 3. The expense of \$120,000 for the wayfinding signs will be paid from the Capital Projects fund.
- c) Carry forward unspent budget of \$189,877 from prior years for the streets' projects to fully fund the 2018 street projects that are currently underway. The fiscal year 2019 streets' project budget would then be \$389,877.

Mayor Calloway recessed the regular meeting and opened the public hearing to receive public comment on the proposed fiscal year 2019 town and RDA budget amendments at 1:50 pm.

No comments were received. Mayor Calloway closed the public hearing and reconvened the regular meeting of the Town Council at 1:51 pm.

The Council held discussion on the following:

1. Mayor Calloway inquired as to how the budget was affected with the wayfinding signage since the Council did not approve all of the wayfinding contracts. Bret explained that if the wayfinding signage is approved by UDOT, then staff will have the budget in place to proceed with the wayfinding signage project or the Council can decide to direct staff to do a transfer from the general fund or the RDA fund or a combination of both.
2. Council Member Freeberg requested staff to identify the funding proposed for the wayfinding signage project. Bret explained that \$100,000 was discussed by the Council previously in which \$20,000 would come from the RDA and that there was \$200,000 surplus in the General Fund and would like to use \$100,00 for the wayfinding and \$100,000 going towards replacing the dump truck.
3. Bret explained the town would be transferring the \$200,000 for streets projects and including the unspent funds from last year in the amount of \$189,877 to use on the fiscal year 2019 street projects.
4. The Asset Replacement Fund is a new fund in which a transfer from the Capital Projects Fund of \$99,971 will be transferred, but that the town will be transferring \$150,000 annually for vehicle replacement, heavy equipment replacement along with asset replacements such as computers, fixtures, etc. Mayor Calloway explained the heavy equipment replacement did not include the heavy equipment that is currently leased.



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5. Mayor Calloway recommended the Council approve \$11,000 from the General Fund for the wayfinding signage since the Council only approved the entrance sign contract at this time instead of the proposed \$120,000.

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3. ORDINANCE AND RDA RESOLUTION AMENDING THE FISCAL YEAR 2019 BUDGETS. An Ordinance and Resolution amending the fiscal year budgets for the Town and Redevelopment Agency.

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Cecilia Johnson, Town Treasurer, presented a draft ordinance for the town budget amendment along with a resolution for the Redevelopment Agency budget amendment (see attached).

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Motion: Council Member Freeberg moved to adopt Ordinance No. 18008, an ordinance amending the fiscal year 2019 budget with a change to the General Fund of \$11,000 instead of the proposed \$120,000. None seconded.

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Action: Motion dies due to lack of a second.

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Council Member Marshall commented she would like to include the proposed \$120,00 towards the wayfinding signage project. Council Member Mulder agreed with Council Member Marshall. Council Member Freeberg commented that if the Council chose to go with the \$11,000 for the wayfinding signage, then the town would have funds to proceed with the entry way signs, or the Council can wait for the meeting with UDOT to determine what the outcome of the project will be.

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Motion: Council Member Freeberg moved to adopt Ordinance No. 18-008, an ordinance amending the fiscal year 2019 town budget as presented. Council Member Mulder seconded the motion.

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

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Motion: Council Member Mulder moved to adopt Resolution No RDA-032, a resolution amending the Redevelopment Agency budget for fiscal year 2019 as proposed. Council Member Marshall seconded the motion.

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

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4. CHAIR #1 RESTROOM DISCUSSION/DIRECTION. Council will give their input on the Chair #1 Restroom project

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Bret Howser, Town Manager, explained the Chair #1 Restroom project bids were presented to the Council during the July 23, 2018 Council meeting in which the bids submitted were very high in cost. The Council at that time rejected the bids and directed staff to meet with the contractors to review possible cost savings on the project. Bret reported staff met with the contractors and received updated costs in which Pendleton Building brought their price down \$61,000, but the town would be doing some of the excavation work. The excavation work was \$15,000 in their proposal. Bret recommended the Council continue with the paving of the parking lot and reject the restroom portion of the project. Some of the other suggestions made were to reduce the footprint of the restroom by reducing the number of stalls in each restroom.



1 Bret reported a conversation with Maria Twitchell from the Iron County Tourism Bureau
 2 regarding the restaurant tax grant that was received for the Chair #1 parking/restroom project.
 3 It was a question of whether the grant could go towards the parking lot if the restroom portion
 4 of the project was rejected. Maria reported the funds can go towards the parking lot and
 5 suggested the town look at prefab options such as what the Forest Service has for their
 6 restrooms. The prefab building would be a cement structure and could be constructed for as
 7 low as \$40,000. Bret explained it could limit the town's design for the building, but he has not
 8 had a chance to review the prefab option entirely at this time.
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10 Bret gave the Council some possible options for the restroom:

- 11 1. Direct staff to research the prefab construction.
- 12 2. Go back to bid during the winter season when costs may be lower.
- 13 3. Consider an owner/builder building in which the town would negotiate with sub-
 14 contractors for a lower cost.
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16 The Council held discussion on the following:

- 17 1. Mayor Calloway agreed with Bret and would like to entertain the idea of the town
 18 being the general contractor as an owner/builder for the project.
- 19 2. Council Member Freeberg suggested the staff research the prefab option to determine
 20 if the exterior walls could be designed to how the town wants them to look such as
 21 attaching rock to the walls.
- 22 3. Mayor Calloway proposed to assist the town as the general contractor for no
 23 compensation for the restroom project in an effort to reduce the costs. Mayor
 24 Calloway is a licensed general contractor. Council Member Freeberg stated he would
 25 support the town being the owner/builder for the restroom project.
- 26 4. Bret reported staff will research the prefab option and would like to exhaust this option
 27 before going with the owner/builder option.
- 28 5. Mayor Calloway inquired if the delay with the restroom construction affects the lease
 29 the town has with the resort. Bret responded he did speak with Burke Wilkerson,
 30 Brian Head Resort, to let him know about the high bids the town received on the
 31 restrooms, and he expressed that it was fine to wait another season before putting in
 32 the restrooms. Staff will review the lease with the resort for verification.
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34 **Motion:** Council Member Marshall moved to reject all of the value engineering bids
 35 and rebid the project in Spring of 2019. Council Member Freeberg seconded
 36 the motion.

37 **Action:** **Motion carried 4-0-0 (summary: Yes = 4 Vote: Yes: Council Member**
 38 **Freeberg, Council Member Mulder, Council Member Marshall, Mayor**
 39 **Calloway. Absent: Council Member Hunter).**
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42 **5. STORM WATER MASTER PLAN RESOLUTION.** A resolution adopting the Storm Water
 43 Master Plan.
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45 Bret Howser, Town Manager, introduced Todd Gardner from Alpha Engineering who has
 46 completed the town's Storm Water Master Plan (see attached). Todd gave a brief summary
 47 of the master plan in which the town approached them last year on the overall drainage of the
 48 town and if the culverts were undersized or lacking in the area of collection. Alpha
 49 Engineering researched all of the culverts and drainage sheds that come through Brian Head
 50 to evaluate how much water comes from the storms. This would give a report that developers
 51 can use instead of having to do their own study.
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53 The master plan identified the following:

- 54 1. Most of the town's culverts are in good shape.



2. The undersized culverts were UDOT's in which they were sized to a 25-year storm.
3. The evaluation was based on a 100-year storm.
4. There are approximately ten culverts that need some type of repairs or replacement.
5. The plan looks at emergency vehicle access in a flood event.
6. Mayor Calloway inquired as to the outfall between the 10-year and 100-year storm. Todd responded the study is based on sheds.
7. The 100-year storm identifies 2,371 cfs and the 10-year storm identifies 648 cfs (cubic feet per second). The 100-year storm gives the largest amount of rainfall.
8. The 100-year flood could be adapted for a 25-year flood for the design of the culverts since the plan did not take into account any design of the culvert, only the cost estimate which could be based on a lower flood number such as the 25-year storm.
9. The plan shows the direction of the water but is not detailed since they didn't survey every area in Brian Head. Figure 8H shows the direction of flow with the blue lines and how much cfs is inflected in there.
10. The report is based on flows and protecting the town's roads and each homeowner or developer would have to evaluate their own sites.
11. Mayor Calloway stated that he is not in favor of adopting the plan until funding is available to implement the plan. Council Member Freeberg commented if the plan is adopted it does not mean the town has to implement the plan.
12. Bret explained the Council identified an action step to fund the Master Plan and this is more of a capital improvement plan at this stage. This is something the Council can look to fund in the future but can adopt the plan at this time.
13. Mayor Calloway stated there is nothing wrong with the plan other than the absorption rate at the peak and the flow, but it was based on the 100-year storm. Todd explained there is a lot of data and variables that can happen in the water shed, but it is an overall master plan of where the water is coming from. The information is there for future engineers that come to the town to develop.
14. Bret explained the town may have to wait to implement the plan. It would cost approximately \$24,000 a year in which there are 1,400 utility users which would cost them approximately \$2 a month to fund the plan. Council Member Freeberg suggested the town charge \$24 a year instead of \$2 a month.
15. Bret reported there is some litigation that is happening in Northern Utah at this time in which the Ubartus Institute is suing Pleasant Grove over the storm drainage plan.
16. Cecilia reported the Master Plan was partly funded with a grant that paid for 50% of the cost.

Motion: Council Member Freeberg moved to table this item until a decision has been reached regarding the litigation between the Ubartus Institute and Pleasant Grove City. Council Member Mulder seconded the motion.

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

6. POTENTIAL FUTURE AGENDA ITEMS. The Council will discuss potential future agenda items

Bret Howser, Town Manager, reported the next Council meeting scheduled for August 27th will be canceled. Staff does not have anything pressing for the agenda. Council Member Marshall inquired if the wayfinding signage will need to be addressed before the September Council meeting. Bret explained the Council can call a special meeting if needed. Staff will notify the Council on the cancelation of the August 27, 2018 Council meeting.



1 **G. ADJOURNMENT**

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3 **Motion:** Council Member Marshall moved to adjourn the regular meeting of the Brian Head
 4 Town Council acting as the governing board of the Brian Head Redevelopment
 5 Agency for August 13, 2018. Council Member Mulder seconded the motion.

6 **Action:** **Motion carried 4-0-0 (summary: Yes = 4 Vote: Yes:** Council Member Freeberg,
 7 Council Member Mulder, Council Member Marshall, Mayor Calloway. **Absent:**
 8 Council Member Hunter).
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11 The regular meeting of the Brian Head Town Council acting as the governing board of the Brian Head
 12 Redevelopment Agency was adjourned at 2:50 pm for August 13, 2018.
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16 September 10, 2018
 17 Date Approved
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 21 Nancy Leigh, Town Clerk

